

**Cariboo Ski-Touring Club
Meeting Minutes November 14, 2017**

Adopt Agenda: M: Ron W. 2nd: Mike A.

Adoption of Minutes from October, 2017 M: Ron W. 2nd: Jim C.

Attendance: Bruce Self, Evi Black, Elaine Watteyne, Ron Watteyne, Mike Alborn, Jim Crellin, Brian Kennelly, Shannon Coffey, Jaimie Capan, Charlotte Kurta

Regrets: Holly Nelson, Brian Black, Sunshine Borsato, Peter and Marilyn van Leusden, Taylor Mastre, Chris Elden, Tania Gruene

Correspondence:

None.

Treasurer's Report:

None available.

New Business:

1. Discussion of meeting procedures – Charlotte.

CSTC meetings will continue to be monthly, every 2nd Tuesday, at 7pm. Effort will be made to meet in town for meetings, if possible.

2. Signing authorities – Charlotte.

a. 4 signing authorities for CSTC Regular account. Recommended to be President, Vice-President, Treasurer and Membership Director. Contact information to be included in the AGM meeting minutes and brought to Integris Credit Union.

b. 3 signing authorities for CSTC Gaming account. Recommended to be President, Vice-President and Treasurer. Contact information to be included in the AGM meeting minutes and brought to Integris Credit Union.

Motioned: Mike Alborn, 2nd Elaine Watteyne. All in favour.

3. Free promotional passes for Directors. Last year each Director got 5 to hand out.

Ron W. will have the promotional passes for the directors at the December meeting.

4. CSTC History Book.

Evi brought a copy to be kept at the lodge, and will bring additional copies to Ron, for selling at the Farmer's Markets.

5. Keys. The lodge, timing hut and biathlon hut will be re-keyed to have all buildings on one key. The office and the rental shop will be a second key. The shop key and the lock box will remain unchanged. Bruce will work with Hagar Security to have the number of keys simplified to 2 keys, preferably have the keys numbered, and keep a list of who has keys.

Motion to have Hagar Security re-key the locks, up to a maximum of \$500.

Motioned by Mike Alborn, 2nd by Ron W. All in favour.

6. Tania's contract.

Current contract expires Dec. 1, 2017. Contract is a 3-year contract and needs to be renewed from Dec. 2017 – Dec. 2020. Proposal to add additional hours to the contract because of additional work with grant writing and programs, especially with Marilyn's absence.

Contract details and changes will be sent out and voted on by email.

Follow-up on email discussion:

Discussion items by emails: employee goals / performance reviews / termination pay / length of contract.

CSTC Employee Contract for Dec 1, 2017 to Dec. 1 2020. Voting started by email.

Motioned by Bruce S., 2nd by Brian K. 9 members in favour. Some absent, some opposed, 1 abstained. Motion approved.

Old Business:

1. Tenant's water supply and fencing invoice – Bruce Self. Also see Tania's report.
Motion to pay \$3691.87 for materials for tenant's fencing. Moved by Jim C., 2nd by Brian K., all in favour.
2. Snow Making – Bruce Self. Nothing new to add at this time.
3. CSTC Website – Shannon Coffey
Reminder to all directors to send information needed for the website to Shannon.
4. Year-round use of the biathlon area – Charlotte Kurta.
Charlotte will work on arranging a working committee group with Ministry of Forests (MFLNRO), Hallis Lake Community Pasture Association, and CSTC.
5. Donation Co-ordinator – position not yet filled.
6. Policy Review Update – Charlotte Kurta.

Review of Investments policy. Policy approved with one change. Reference to the Piston Bully has been changed to 'capital asset renewal or replacement projects'.
 Motion to approve: Bruce S., 2nd by Jaimie C. All in favour.

Conflict of Interest Policy to be reviewed at December meeting.

Policy Checklist	Date Approved
1. Investments Policy	2017 November
2. Isolated Work and Workplace Violence Policy and Procedures	2017 October
3. Emergency Policy and Procedures	2017 October
4. Lodge Rental Policy	2017 April
5. Decorating Policy	2017 April
6. Birthday Parties	2017 April
7. Fees for Users with Disabilities	2017 February
8. Financial Policy for the Rental Shop & Youth Ski School Programs	2017 January
9. CSTC Reimbursement Policy	2017 January
10. CSTC Policy and Procedures for Criminal Record Checks	2016 November
11. Backcountry Cabin Use	2016 October
CSTC Conflict of Interest	2015 January
Policy for transporting athletes	2013
School Use Policy Hallis Lake	2012 January
CANSI Instructor Course Reimbursement Policy	2010 December
Executive Meeting Quorum Nov. 2011	Incorporated into Constitution Bylaws
Quorum motion Nov. 8, 2011	Incorporated into Constitution Bylaws

7. Trail Mowing update – completed and well done. Pancake Flats is grassy and will pack with the snow. Waiting for an invoice.

Committee Reports:

1. Lodge Management – Tania Gruene

Farmers Market

Schedule for volunteers:

	Saturday Nov 25	Saturday Dec 2	Saturday Dec 9
9 to 4	Janet	Janet / Tania	Janet / Tania

10 to 1	Ron, Joe / Barb	Taylor	Greg Strebel
1 to 3	Jaimie Capan	Shannon Coffey	Ron / Elaine

Coaching

We have eight people who will take the ICC course on Nov 17th and 18th. Tony Fiala will be the instructor.

Youth Ski School

We are 70% booked for the elementary school program. So far we have 5 new coaches coming into the YSS program. This will be very helpful in meeting our goal of offering up to 1350 student days of instruction again this season.

Gaming

*The Gaming Summary Report for last years gaming grant is due by Dec 30, 2017. Amy said she will work with Jamie on the spreadsheet portion of it and I will supply the program details (community benefit paragraph. The Gaming report must be approved by directors when complete and two directors must sign off. We should push to have this report completed by the next meeting.

Action item: Tania, Amy, and Jaimie to coordinate and work on the Gaming Summary Report.

2. Skill Development Program: Jackrabbit/Track Attack– Sunshine Borsato

Dryland training continuing, track attack race jerseys ordered, two new bush trails were brushed out with help from Chris and Greg who confirmed they would be good to run the skidoo through. One is now changed as equipment has been run through it so no longer a bush trail.

First SDP lesson is planned to start Dec 9. Coaches meeting Nov 20.

3. Elementary Ski Races – Sunshine Borsato.

4. Loppet Report –

Don Olson will coordinate the Loppett. Ron will send Charlotte his contact info. Thank you to Don Olson for taking this on!

5. Nordics/Biathlon – Chris Elden

The range has been moved and set up at Hallis Lake.

6. Membership – Greg Strebel

I will be out of the country from early November to early December, with limited access to the internet.

7. Equipment – Mike Alborn.

Ready for early season packing

- Roller packer has been repaired
- Parts for PB have arrived and are awaiting installation (not critical to operation)
- Spare drive belt for Bearcat
- Batteries are charged
- We have plenty of gas to get started, and I will arrange to get the other barrel filled so we don't run out
- I will arrange a diesel delivery so we can run the PB when needed
- The twin tracks have come back from being repaired and are ready to go
- Mark Courtney has said he will donate an older (but recently serviced and in good shape) ATV to the club which we would use for trail maintenance in the off season. Initially, I see this unit filling the role of a twin track when there isn't enough snow for the twin tracks to operate. However, the ATV is a recent development and we're still working out the details.
- Need event dates so I can build the schedule

All directors please make sure Mike A is aware of your event dates, so he can schedule for the track-setting needs.

8. Backcountry – Taylor Mastre.

Not much to report from the backcountry. Waiting for snow!

Bruce has dropped off a 100lbs propane tank with Doug Nelson, who has been kind enough to find a time to get it flown up to the Mt Murray cabin. I haven't heard if that has happened yet. I do plan to organize a weekend for an Introduction to Backcountry Skiing day. I haven't chosen a date, too early.

9. Signs & Trails – Brian Kennelly

Trails:

- There are some trees down and some overhanging willows that need to be removed. Awaiting the ground to firm up again to enable truck access to attend to.
- Access is to be eased greatly as Mark Courtney will be lending us an ATV from stock he is replacing. This will become a donation after we achieve non-profit status. We should be able to more easily access the trails during the 3 off seasons now.

- Bruce Self cleared some problem trees off Canis Lupus before things softened up again.
- Gates will be switched to ski mode at month end.
- Snowshoe trails will be attended to when there is some snow.

Signs:

- Most system signs will go up when gates are opened. Some will need to be replaced from wear, and some repositioning may occur for better guidance.

I want to replace the old weathered, nearly invisible brown sign that sits on Hydraulic at our turn-off. I would like something brighter and simpler. I've attached a sketch that is intended to include our Club Logo beside the Headline. I'm thinking of sticking to the white and blue colouring. If we go with the aluminum like on the kiosk it will cost \$____. But should stand up well.

Charlotte will contact Desi and MFLNRO to coordinate the sign replacement with other Ministry of FNLRO issues, such as the year-round biathlon use.

10. Social –Elaine Watteyne

Friday, Dec. 15: social 7pm. CSTC will be hosting Chris & Heather Hartridge on their ride across Canada. Limited seating. Pick up your reserved tickets at Rocky Peak. Admission is by donation or appy / dessert. BYOB Coffee, Tea & Hot Chocolate will be provided.

11. Ski the Gold Rush Trail – Ron Watteyne.

Poster in the front entry room will be updated for the current year.

12. Fundraising – Marilyn van Leusden, Brian Black

Event Equipment Project:

This project included 15 Biathlon shooting mats, two fibreglass toboggans and 110 V-boards with a total cost of \$11,200. It was completed in October and the final reports submitted to Community Futures and the Quesnel Community Foundation. Thanks to Chris Elden and the several others who volunteered to manufacture 180 V-boards.

A cheque for \$2500 has been received from Community Futures. The cheque for \$5000 from the city for Quesnel Community Foundation will be ready this week. Note that West Fraser generously donated V-board materials worth \$1100. The CSTC funded \$636, much less than the planned \$1500.

Snowmaking Project:

The NDIT applications resulted in a positive response for both applications giving us \$54,635. The application for a Gaming Capital Grant for \$20,415 is pending. An answer is expected in December. An application will be made to the BC Rural Dividend Fund in early December. The budget for this project is \$78,050.

13. Gaming

See Tania's report above.

14. Publicity/Adult Lessons – Ron Watteyne

- Tentative Jan 18 John Dunn “Cordillera Crossing” This will be most likely at Correlieu Chuck Moberly Theatre. Cost will be \$10.00 for advanced tickets \$15.00 at the door. Cost to bring John to Quesnel is \$500.00 plus advertising and posters. We hosted him in 2014 and after expenses we made \$93.00

Motion made to cover expenses, up to a maximum of \$500, to host a presentation by John Dunn. Moved by Shannon C., 2nd by Mike A., all in favour.

- Dates for adult ski lessons:
 - Classic Jan 8, 10, 12,
 - Skate Jan 15, 17, 19
 - Classic Jan 22, 24, 26
 - Skate Jan 29, 31 Feb 2
 - Classic Feb 5, 7, 9
 - Skate Feb 12, 14, 16
 - Classic Feb 19 21, 23
 - Skate Feb 26, 28 Mar 2

15. Youth Ski School – Marilyn van Leusden/Tania Gruene

See agenda for Tania’s report.

16. Rental Shop Report – Tania Gruene

See agenda for Tania’s report.

17. Coaching – Peter van Leusden/Tania Gruene

See agenda for Tania’s report.

18. Snowshoeing – Evi Black. Snow-shoeing tours will be January 14, Jan. 21, Jan. 28

Next Meeting Date:

2nd Tuesday of the month. Dec. 12. Board Room at Sunshine’s office. Downtown in the Remax building.

Meeting adjourned at 8:45pm.

Important dates:

- SDP Coaches meeting Nov. 20
- Farmers Markets for membership sales. Saturdays Nov. 25, Dec. 2, Dec. 9.
- Friday Dec. 15. Social and bike trip presentation at the lodge.

Snacks schedule:

- December – Chris Hyde
- January – Ron
- February – Charlotte
- March – Chris Elden
- April – Shannon

Five-Year Plan Tracking List – to be reviewed in January.