



CSTC Minutes- FINAL

In Attendance: Brian Kennelly, Chris Hyde, Brian Balkwill, Amanda Woollends, Brian Black, Greg Strebel, Mike McLaughlin, Neil Mackay, Ron Watteyne, Jim Crellin, Shannon Coffey, Tania Black, James Meyer

Regrets: Chris Elden, Peter van Leusden, Bruce Self, Ryan Titley,

Via: Google Meet  
7pm-8pm

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**Adoption of Agenda:**

Motioned: Ron Watteyne  
Seconded: Chris Hyde

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**Adoption of Minutes- November 2021:**

Motioned: Greg Strebel  
Seconded: Jim Crellin

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**Correspondence:** see President's report

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**President's Report:** Brian Kennelly.

Nothing to report at this time.

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**Treasure's Report:** Brian Balkwill

CSTC Treasurers Report

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January 12, 2022

Jan. 18, 2022

<b><u>Current Bank Balance:</u></b>	<b>January 2022</b>	<b>December 2021</b>
General (operating) Acct: \$	23,770.29	28,357.56
Gaming Acct: \$	<u>20,500.64</u>	<u>23,001.80</u>
Total Balance of \$	44,270.93	51,359.36

Most significant Accounts Payable since last Board meeting:

General Acct-

Scheck Electric \$3544 - VFD for snow making

Johnson Meier Insurance \$6,010 - Annual Insurance

Gaming Acct-

Rocky Peak \$2050 - Ski boots

Property Assessments arrived this week. We saw increase of **21%** to 4 properties over last year along with increase of **5%** to property/buildings including trailer and lodge.

Overall Net revenue for 4<sup>th</sup> quarter: (Oct 1- Dec 31, 2021)- supplied by Tania

Rental shop	\$651
QCF grant	\$11,840
Day pass box	\$180
Square reader (rental shop)	\$2053
Pay Pal lessons and backcountry donations	\$357
Zone 4 memberships/season passes	\$24806
<b>TOTAL</b>	<b><u>\$39,887</u></b>

**Manager's Report:** Tania Black

Jan. 18, 2022

James Meyer is the new coordinator, and has jumped into the job. Difficult start due to cancellations and cold weather. Busy with coordinating and email responses, etc. St Ann's Kersley Dragon have Ski School days. Possibly NCSS. Teachers Association 20-25 people booked for an evening event, will be possibly utilizing a hired coach as well. Availability for other staff business bookings Rental shop getting more active as the weather has improved.

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**New Buisness:**

-Motion to appoint Brian Balkwill to the CSTC Executive as Interim Treasurer retroactive to December 7th, 2021.

Motioned: Brian K

Seconded: Greg S

Recused: none

Motion Carried: yes (unanimous)

-Motion to remove Tania Black from the CSTC Executive retroactive to December 7th, 2021.

Motioned: Brian Kenelley

Seconded: Greg Strebel

Recused: none

Motion Carried: yes (unanimous)

-Motion requiring vaccination certificates for all participants, including volunteers, coaches and officials, except athletes under 12 years old, in the Biathlon BC Cup #3 Competition scheduled to be held at Hallis Lake on February 4-6, 2022.

Motioned: Jim Crellin

Seconded: Ron Watteyne

Recused: none

Motion Carried: yes (unanimous)

*Proposed Covid Control Requirements for Biathlon BC Cup #3*

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*January 17, 2022*

*The Organizing Committee for Biathlon BC cup #3 scheduled to be held at the CSTC Hallis Lake venue on February 4-6, 2022 recommends that the CSTC require that the following Covid Control measures be implemented for the event:*

*All persons involved in this event, with the exception of Athletes under the age of 12 years, are required to be able to present their BC (or Canadian) Covid Vaccine Passport upon entering the venue.*

Jan. 18, 2022

*This requirement includes all Athletes (except as noted above), Coaches, Officials, Volunteers, and Spectators.*

*This requirement is recommended for the following reasons:*

- 1. The competition will bring into our venue a large number of individuals from all over BC and possibly some from Alberta. While social distancing and masking measures will be employed, the nature of the competition does bring people into relatively close contact at times. If we are sure that all individuals involved are fully vaccinated it significantly reduces the risk of transmission of the virus. The current high infection rates resulting from the Omicron variant make these measures even more imperative.*
- 2. Many of our volunteers at past Biathlon BC cup events have been Seniors and this event will be similar. This requirement gives them a greater level of comfort that they can safely volunteer to assist at the event*
- 3. The other Biathlon BC Cup events scheduled for this season (at Whistler Olympic Park and Vanderhoof) are requiring proof on vaccination for all parties.*
- 4. All Biathlon Canada events this season will require proof of vaccination for all parties.*

-Set a date for the So-Lo-ppet.

Not on 12th or 19th weekends on request of SDP. Suggested date of March 5th & 6th.

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### **Old Buisness:**

-Windfall on trails: BC Hydro Contractors can possibly address. Chris Kovach is attempting to procure.

-VFD repair/replace/warranty - see snowmaking. In process by Bruce Self. (See snow making report)

-Delivery of the optional equipment for the utility snowmobile (delayed in shipping).

-Chimney repairs= Ongoing RW

-Creation of signs with a QR reader for Hallis so people could pay using their phones. Amanda to coordinate with Neil. Include Trail conditions and donation/day rate = Ongoing

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### **Committee Reports:**

1. **Publicity/ Adult Lessons: Ron Watteyne**

Adult lessons

Had a group of 4 adults on Sunday Jan 3

Had 8 skiers on Jan 10, 5 classic and 3 skate

I taught the classic and Savannah taught the skate. Had to cancel Wed Jan 12 due to the rain and poor condition of the road. Rescheduled for Jan 14 and 17

Savannah taught a skate lesson on Wed Jan 12 during the day.

Savannah got her CANSI certification, and a cheque has been issued to her for \$200.00

Publicity

Notice to all directors that your free ski passes are available from the office at the lodge. Now is the time to pick them up and pass them onto someone who might like to try cross country skiing.

Vancouver International Mountain Film Festival

Have got approval to hold the festival and the cost will be \$450.00 down from \$600.00. Just waiting to see what the COVID restrictions will be for mid Feb. Will host the festival over 2 nights with a reduced capacity of 45 - 50 people per night. Cost will be \$15.00 adult and \$10.00 for student. Vaccination Passport will be required and checked at the door. Tickets will be sold online through the club website.

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2. **Snowmaking: Bruce Self**

The new VFD has arrived. We are waiting to build the small heated enclosure and then install it. When it is functional the plan is to test the system even though we should not need any artificial snow this season.

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3. **Website: Shannon Coffey**

Some info on the Smash Ballon Facebook feed plug in being used on the website before the meeting. We have purchased this plug in for 3 years and the renewal is coming up on Feb.2. The first year we paid \$49 US for it, second year \$24.50 (50% discount), third year \$49 (50% discount but price increase), and now I have a renewal notice for \$98 with no mention of the discount. I have emailed them asking if the a 50% discount will be applied but I don't have a response yet.

Jan. 18, 2022

The FB plug in allows the posts made on the FB page to automatically be displayed on the website. I have been looking into a few other free options but they are very clunky and don't work very well when I try them out. The Smash ballon plug in is very highly rated, customizable, and works very well but I am not sure if it is a feature we need for \$98 US a year (or even \$49) as most people just use a FB app anyway. We can still have a link to the FB page on the website, it just wouldn't display the posts on the website.

Looking for feedback on if this is worth \$98 or \$49 a year? **The board agreed that yes, it was worth the financial investment of \$49.**

Please [email shannon.coffey@icloud.com](mailto:shannon.coffey@icloud.com) with information updates to be posted on the website. Also, any suggestions for changes and/or improvements to the website.

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4. **Backcountry: Ryan Titley**

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5. **Biathlon: Chris Elden/ Jim Crellin**

*Biathlon report*

- First BC Cup in Vanderhoof Jan 22-23. Most of team is going
- Second cup is in Quesnel Feb 4-6, and third Whistler Feb 11-13.
- BC Cup prep under way with volunteer recruitment and general organization. Potential for changes to COVID rules by then but are planning with what is out now.
- If you know anyone who might be willing to volunteer at our BC Cup please have them contact me.
- Jessabelle Trelleberg, our Junior girl team member from Williams Lake qualified for the BCWG.

JC/CE

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5. **Coaching: Peter van Leusden**

**CC Coaching Course**

This course was cancelled on the Friday morning, due to the replacement facilitator, Graeme Moore, waking up with COVID like symptoms. PCR test was not available till the Sunday.

Jan. 18, 2022

The group has suggested some alternative dates, that have been passed on to Nancy at CCBC. As of Thursday the 13<sup>th</sup> no date or course facilitator has been suggested.

VIA sports had approved up to a \$1600.00 grant for the course. I have communicated with them, and explained the situation, hoping that the course will still happen this season and that the grant would still be available.

### **XC Level 1 officiating Course**

I have requested to Nancy at CCBC, that we run the XC level 1 officiating course at Hallis in April. She indicated that she would have time to book that, after her time commitments to the BCWG in Vernon.

### **Criminal Records Checks**

Nine coaches and instructors have been cleared through their CRC, this ski season.

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#### **6. *Equipment: Mike McLaughlin***

Equipment - We had a hydraulic leak on the PB, ended up hauling it into town to get repaired. We currently have an intermittent starter problem. The security system is ready to use.

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#### **7. *Fundraising: Brian Black***

Fundraising for projects related to the BC Winter Games in 2024 is beginning. Chris Hyde has been leading a group to define estimate and implement projects related to our preparation for the Games. Three distinct project areas have been identified:

1. Purchase of equipment in order to stage the games, timing equipment, bibs, tents, flags, fencing, etc.
2. Trail improvements with a focus on the race venue but other improvements to the trail system may be included.
3. Improvements to the Biathlon range similar to those proposed a few years ago.

A submission is currently being prepared for submission to the Quesnel Community Foundation for item 1. Purchase of equipment. Decisions will be made by the QCF early this spring.

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8. **Governance/Policy: Amanda Woollends**

*Financial Policy for the Rental Shop & Youth Ski School Program* to be reviewed at the Jan 2022 Board Meeting. **This policy was out of date, Amanda to meet with Tania for updated version**

CSTC FINANCIAL POLICY FOR THE RENTAL SHOP & YOUTH SKI SCHOOL PROGRAMS

A. The Ski School & Rental Shop maintain a separate bank account at CIBC. The Ski School & Rental Shop will use the "original CSTC" lower fee account. The main CSTC account will be at Integris.

B. Annually, once the budget has been approved by the executive, the budgeted start-up funds for these programs be deposited to that account. A schedule determined to meet the predicted cash flow requirements of the program be agreed upon.

C. Signing authority & on-line viewing access to the CIBC account be given to the President, Treasurer, Executive Representative, and Ski School Coordinator (currently Tania). Cheques require two signatures.

D. All revenue from these programs be deposited into the Club's main account at Integris.

E. Record of all deposits shall be available in a format that meets the requirements of the Treasurer, at a frequency to be discussed and agreed upon by the involved parties.

F. If, at some point in the year, more funds are required, a request shall be sent to the Treasurer with a brief explanation, and copied to the Youth Program Committee.

G. Amounts budgeted for equipment replacement shall be included in the Ski Shop annual budget and in CSTC's Five Year Plan. The money will be forthcoming when replacement is required. The club will want to use GIC's on a regular basis for major repairs, new equipment and ski replacement as a matter of course.

H. Appropriate financial records of expenditures shall be maintained, including (but not limited to), monthly bank reconciliations & general ledger.

I. At the end of the season, an audit of Ski School & Rental Shop expenses shall be done by a qualified individual (the Treasurer or designated representative) in consultation with the Ski School



Rental Shop Coordinator and a member of the Youth Program Committee.

*Policy Passed: 21 October 2012*

<b>Policy Checklist</b>	<b>Date Approved</b>
1. Investment Policy	2020 September
2. Lodge Rental Policy	2020 March
3. Lodge Decorating Policy	2020 March
4. Emergency Policy and Procedures – in review	2020 February
5. Reimbursement Policy	2019 November
6. School Use Policy (not including school program groups)	2019 March
7. Policy for Transporting Athletes	2019 March
8. Work Alone Policy	2019 February
9. Criminal Record Checks Policy and Procedures	2019 January
10. CANSI Instructor Course Reimbursement Policy	2019 January
11. Conflict of Interest	2017 December
12. Backcountry Cabin Use	2017 October
13. Fees for Users with Disabilities	2017 February
14. Financial Policy for the Rental Shop & Youth Ski School Programs	2022 January
15. Lodge Use for Birthday Parties Policy	review 2021 December
Executive Meeting Quorum Nov. 2011	2017 Incorporated into Constitution Bylaws

We no longer have a CIBC account. Amanda to meet with Tania to rewrite this Policy, and bring to next Board Meeting for Review.

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7. ***Ski Tournaments/Loppets: TBD***

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8. **Memberships: Greg Strebel Membership Report:**

**Membership Report for January 2022 CSTC Exec Meeting**

214 Female

174 Male

388 Total, as of 13 January 2022, compared to 411 as of 16 January last year.

2 Under age 5

360 Skier Memberships

23 Snowshoe Memberships

**Activity Selection**

26 Adult + 1 Student Backcountry (combination of skiers and snowshoers)

10 Adult Snowshoe (no cabin booking privileges)

2 Club Supporter / Day Pass user

135 Family (Selected on previous page)

193 Adult All Options

13 Junior All Options

5 College Student All Options

0 Under 18 Snowshoe

**ZONE4 TABULATION OF FEES**

Total Registration Fees \$35158.00

Total Paid by Registrants \$35158.00

Zone4 Processing Fees \$1802.74

Division Fees \$6879.00 CCBC & Nordiq

Net Revenue \$26476.26

Paid Directly by Registrants \$1350.00 (Gross payments. Some paid by credit card)

Remit through Zone4 \$24806.76

Pending Remittance \$319.50

Possible #ShowYourPass contest on Social Media with people taking photos of their passes out on the trails to be entered into a draw for local business prize pack. Lodge Manager, Rental Shop possibly take lead?

Greg to do a membership drive via email. Social Media posts encouraging trail pass purchases.

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9. **School Ski Program: Tania Black**

## 10. **Ski Trails & Signage: Neil Mackay**

### *CSTC ski trail maintenance*

- Ski trail maintenance day Dec 11/21, brushed the bottom half of Gerry's. Thank you to Roger Knorr, Derek Woollends and Sydney Mackay for all their efforts. 16 hours volunteer time.

### *CSTC ski trail signage*

- Yellow info signs at map kiosk to be replaced, order to be placed this week.

Not much else to report at this point. Continued response to reports from ski trail users as well as grooming crew in regards to issues on system, this has been quiet this season so far.

Mike to investigate whether the track set can be adjusted to allow for better pole plant on outside classic track.

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## 11. **Snowshoe Trails & Signage: TBD**

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## 12. **SDP: Chris Hyde**

SDP is in full swing. We have had a couple of sessions under our belt and things appear to be going smoothly.

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## 13. **Trail Revitalization Project Committee:**

*Committee Heads: Chris Hyde*

*Committee Members: Chris Elden, Chris Kovach, Peter van Leusden,, Jim Crellin, Ron Watteyne*

Initial planning has taken place. Hoping to leverage Winter Games for some bigger projects we've been wanting and waiting on. Will report to Brian Black so that he can initiate fundraising.

3 Main segments have been identified. Progressing well.

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**Important Dates:** Next Board Meeting: Feb. 15, 2022. All meetings of the Executive for 2022 to be scheduled for 3rd Tuesday of the month @7pm

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**Meeting Adjourned: 8 pm**