



CSTC Agenda- FINAL

**In Attendance:** Tania Black, Amanda Woollends, James Meyer, Brian Black, Greg Strebels, Ron Watteyne, Jim Crellin, Chris Elden, Peter van Leusden, Bob Simpson, Derek Woollends, Eric Matzner, Neil Mackay, Chris Kovach, Brian Kennelly

**Regrets:** Brian Balkwill, Chris Hyde, Ryan Titley, Bruce Self, Shannon Coffey,

**Via:** Google Meet

**7pm-8:39pm**

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**Adoption of Agenda:**

Motioned: Brian Kennelly

Seconded: Peter van Leusden

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**Adoption of October 2022 AGM Minutes:**

Motioned: Peter van Leusden

Seconded: Ron Watteyne

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**Adoption of Meeting Minutes- September 2022:**

Motioned: Amanda

Seconded: Peter van Leusden

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**Correspondence:**

Nothing to report at this time.

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**President's Report:** Tania Black

## **CONSTITUTION**

**The purposes of the Society are:**

1. The name of the Society is Cariboo Ski-Touring Club, hereinafter called the Club.
2. The purposes of the society are: To represent and act in the interest of people who cross country ski, ski tour, and snowshoe in the Quesnel area.
3. To seek assistance from government bodies and private organizations in any way to improve cross
4. country skiing in the Quesnel area.
5. To assist those who wish to learn or improve their cross-country skiing and ski-touring skills.
6. To build and improve the ski trails and shelters which may be used by club members.

Welcome new Directors. Bob's position is completely new so it will be interesting to see how it develops and transforms. The idea is to increase participation in skiing, snowshoeing and in our programs across groups in our community that we have had a hard time reaching.

It looks like an early start to the season so far. Packing and early grooming may allow for a for weekend openings very, very, soon! This may be the earliest opening for the lodge and rental shop.

Ideas to promote membership and fun events for recreational skiers would be welcome.

We are looking forward to a great ski season and to welcoming skiers and snowshoers back to events!

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Brian Balkwill & Tania Black will share Treasurer responsibility until a new Treasurer is found.

**Treasurers' Report:** Vacant

**CSTC Treasurers Report (AGM)**

**November 11, 2022**

<b><u>Current Bank Balance:</u></b>	<b>Nov 11, 2022</b>	<b>Oct 20, 2022</b>
General (operating) Acct: \$	25232.14	30,888.19
Gaming Acct: \$	<u>19,296.82</u>	<u>19,298.82</u>
Total Balance of \$	44,528.96	50,187.01

Most significant Accounts Payable (outside of wages) since last Board meeting:

**General Acct-**

Payment to Zone 4 for timing equipment cleared \$5952

Payment for Race bibs \$3370 cleared as well

Accounts receivable

\$2746 combined credits from Zone 4 for memberships

Gear swap was a success as we sold \$6480 of equipment which net the club \$700 of commission. Thanks to James and all the volunteers to worked at this event.

**Gaming Acct-**

No change in balance from Oct.

PMT accounting services is currently working on our year end.

New Treasurer Sarah quit before she started, taking a position in Calgary. Anybody who knows potential candidates please forward names to myself or Tania.

Brian Balkwill, Treasurer/Vice President

**Manager & Coordinator's Report:** James Meyer

November 2022 CSTC Board Meeting

**Manager's Report**

Ski Swap

The ski swap was a great success! Thank you to all the volunteers that helped organize and carry out the event! Nearly four hundred items were for sale in the lodge during the two day event. Attendance, despite the early season snowfall, was steady throughout both days.

The club sold 178 items for a total of \$6488.50. \$5808.50 was consignment sales, and \$680 was club merchandise plus items donated to the club. The club made a total of \$1260.80 from commissions and sales.

There are still a few items and cheques for pick up. If anyone is trying to get their money or items they can call me directly at (250) 401-6524 to arrange.

Lodge Opening Date

The weather seems to be holding steady and I have had a number of inquiries from customers about rentals and skiing already. I think it would be great if we could open the lodge and rental shop as soon as the conditions permit. I doubt it would need to be open regular season hours, but maybe two weekdays plus weekends. I think Friday - Monday, staying open later on Mondays would be best. Thurs - Sunday would be another option. Friday - Sunday at a minimum.

Laptop for manager and chief of timing

Many of you have noticed the sad state of condition my personal laptop is in. I fear that one day soon when I shake my keyboard to make it work that the many JB Weld, superglue, tape, and solder repairs may fail and I will be without a computer. I'd rather this not affect my ability to work so I think it might be prudent for the club to invest in a laptop that can be used for bookkeeping, media presentations, printing, and electronic correspondence.

The race committee had also discussed the possibility of the club purchasing a laptop for the chief of timing to use so there is a reliable and consistent computer for the timing systems.

NOV. 15, 2022

It just so happens that I am both of the people that needs the laptops, so the club really only needs one laptop to serve both needs.

If the laptop is used solely for bookkeeping, internet correspondence and timekeeping then a budget model laptop would be suitable. If the club would also like to use the laptop for media presentations (film festivals, slide shows, courses) we would need to get a laptop that has better specs for video performance.

I think a budget of \$650 - 1000 would be more than enough. A few I've found so far:

<https://deals.dell.com/en-ca/productdetail/fogs>

[https://www.bestbuy.ca/en-ca/product/open-box-acer-aspire-5-15-6-laptop-silver-intel-core-i7-1165g7-512gb-ssd-12gb-ram-windows-11/16157630?icmp=Recos\\_3across\\_tp\\_slng\\_prd-cts&referrer=PLP\\_Reco](https://www.bestbuy.ca/en-ca/product/open-box-acer-aspire-5-15-6-laptop-silver-intel-core-i7-1165g7-512gb-ssd-12gb-ram-windows-11/16157630?icmp=Recos_3across_tp_slng_prd-cts&referrer=PLP_Reco)

#### PT Employee / Start up helper

I have already started to look for a part time employee to help in the lodge, rental shop and ski school. Please feel free to pass on the information in the ad on facebook to anyone you may know who would have an interest in the position.

I would also be interested in hiring Colton Robinson to help for a bit during the preseason preparations. Colton is one of the ski team members at our club. He is an enthusiastic young person that has proven himself capable and worthy of the opportunity. I have asked him to get his parents to contact me if he has interest, and the time, to help me for the next few weeks.

#### Internet

ABC Communications will no longer be offering internet in our area. Upon ABC's recommendation I have contacted Telus to sign up for their Smart Hub cellular internet service. I have not finished my wheelin' and dealin', but the current offer from them is internet for \$60 / month and a cell phone plan for an additional \$20 / month. The cell phone plan has the option for a "vacation mode" where the phone is unusable, but keeps our phone number and reduces our monthly bill. This will be beneficial for the off season when we do not need a useable phone line, but want to keep the same phone number for the next season.

NOV. 15, 2022

Since the internet is cellular and requires no hardware beyond a portable modem, I have asked Telus if it is possible to get a second Smart Hub modem under the same account. This way races and biathlon could have a dedicated internet hub that can be taken to the biathlon range or start line to maximize reception and bandwidth.

I should have a call back from Telus later this week to finalize details.

### Costco Supply Run

If anyone is going to the big city soon, I have a list of items from Costco that the lodge needs for the season. Please call or email me if you are heading that way and don't mind picking up some items!

### Water

I turned back on the filtration and flushed out the water pipes in the lodge. The first water test has been sent to public health. I haven't seen any people in biohazard suits taping off the lodge yet, so I think it is safe to assume the water out of the tap is OK to drink.

### Help with ski racks

If anyone happens to be up at Hallis lake and is able to help me move the ski racks from inside the lodge back outside I would appreciate it. If I'm not around to help just leave them inside since they are heavy and miserable to move and require two people.

## **Ski School Coordinator's Report**

Application packages have been sent out. Bookings are beginning to trickle in.

I am still looking for volunteers for ski school! Please spread the word

Dragon's Den is nearly ready for the season. A huge thanks to Vicky and Charlie Esplen for doing the take down last season and setup this season. A huge thanks to Bruce Self for rebuilding the damaged tunnel structure.

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**New Business:**

-Updated Contact List Verification & timeliness of monthly Committee reports. **AW**

-Treasurer **TB**

Sarah took a job out of town, and had to decline the position. Brian Balkwill & Tania Black will share Treasurer responsibility until a new Treasurer is found.

-Our season event calendar- share dates of program events, start-up end dates. Decide on event dates such as the Open House Pancake Breakfast, Solo Loppet, and a Christmas or New Years' lodge event. Meltdown event... **TB**

Open House Jan 8th, proposed if no conflict with Race Teams

Jan 27-29th Community Coaching Course

1 day Informal Regional Biathlon to test Timing- no date confirmed yet

SoLo-ppet- no date confirmed, near end of February first week of March

Northern Teck Race Feb 11/12

PG Facilitated L2T/T2T would be of use to our coaches

Christmas/ NY/ Meltdown Event- need for Social coordinator, possibly Elaine Watteyne

-December meeting- Live at the lodge **TB**

Next meeting will be at the Lodge.

-Changes to the Internet at the lodge. **TB**

-Computer for Chief of Timing **CK**

**Motion to approve the purchase of a single laptop to be used for the Lodge Manager and the Chief of Timing, up to a maximum of \$1300**

**Motioned: Brian Kennedy**

**Seconded: Peter van Leusden**

**Against: none**

**Passed: unanimous**

- Request from coach for additional financial remuneration for attending course out of town  
Scott Trueman L2T on Snow in PG **PvL**

**Motion that with prior approval from the Coaching Director, coaches pursuing training can be approved for a supplement stipend for hotel/fuel to attend out of town training, up to a maximum of \$150 in addition to fuel receipts and course enrollment costs, with efforts being made to find a billet.**

**Motioned: Peter van Leusden**

**Seconded: Chris Elden**

**Against: none**

**Passed: unanimous**

-Status of the compressor for the snow making **RW**

Ben Reuther assisted Ron Watteyne to get the compressor now up and running, Variable frequency drive to be inspected still, then ready to operate. Now is the time to be making snow and establishing a base. Only requirement is for it to be below 0 degrees.

-Status of the 250 feet of snow fencing **RW**

All completed and needs to be stained. Thanks to Ron, Brian and Peter for assembly.

-Status of the waxing stations for the Teck Northern Cup **RW**

Waxing stations completed by Ron with assistance from Peter. 6 new plugs added alongside Sea-Can and additional plugs near panel and East Side of Lodge. Total Cost approx \$100, leftover cables and past waxing stations were utilized to save costs.

-Would like to have a discussion on having the lights on the lighted trail for night skiing 7 days a week from dusk until 10:00PM **RW**

Help to accommodate Shift workers. Close to \$1000/yr before LED 3 months, 7 days a week, 4-10pm \$324 Signage needed. Don't get turned on unless trail user activates them. **James to post to Social Media. Ron to initiate signage**

-5 for 4 passes discussion and club membership **RW**

5/\$60 to accommodate the increased day use fee. **Ron Watteyne to reprint passes .** Executive each gets 3 free day passes/rentals to give out over the year.

-WiFi Booster for Stadium/Timing Hut **JC**

Will allow the grooming to auto update, and support the Timing Hut rather than Cellular Data, and improve . Approx \$200-250 for cable and wi-fi booster.

**Motion to spend \$250 for cable and booster, with electrician labour in-kind, to improve wifi in the stadium.**

**Motioned: Jim Crellin**

**Seconded: Ron Watteyne**

**Against: none**

**Passed: unanimous**

-Only 1 timer was purchased because of costs. Hoping to borrow Summit Timer from other communities. Because the timer has 2 channels, it's enough to run a simple race with backup. Consider seeking another grant in the future to purchase a second. This current timer was recently purchased with funds from a Community Foundation Grant.

**Peter van Leusden to acquire and distribute Christmas gratuities for Rocky Peak and Emcon**



**Old Business:**

- Potential creation of additional committee positions (eg. RaceTeam)

-Race Director would be a Board Director that would cover Races within the club (in addition to and not replacing) Ski Tournament/Loppet as a coordinator not having to sit on the board.

Chris Kovach is filling this position.

-Accessibility Director: Special Olympics, Big Brothers/Sisters, Cultural and Economic Diversity, Scholarships.

This has been named the Community Participation Director: Bob Simpson is filling this position.

**Motion was passed in September 2022: To create 2 new Directors positions: Race and Accessibility, and alter the Loppet & Ski Tournament Director to a coordinator only position.**

-Club Dog Policy Committee

**Tabled**

-Strategic Planning; proposing development of 5 year strategic plan for programs, infrastructure, and member experiences. We do much of this on an ad hoc basis. A plan would make things easier, especially fundraising. BK

The initial Strategic Planning document has been circulated by email and added onto by Jim Crellin. This document is dynamic, so others can add to it as well. It is meant to replace our current 5 year plan, and to create a reference more useful for grant submissions. All committee heads and executive are to review and bring ideas to meeting.

Keep on Old Business for 1 more month.

--Biathlon Range proposed improvements.

Brian K has had no response from those who manage the Hallis Pastures.

Brian K. to send official letter to Ian Hannah with copies to local government reps.

Brian Balkwill to bring to his BC Games counsel with the mayor.

Brian Kennelley is continuing to head this project. Current proposal to put in permanent structures for targets and shooting platforms, not involve fencing off range. Limit use from Oct 28 to May Long Weekend. We would not be permitted use during time that cattle are on

NOV. 15, 2022

range. This would keep shooting debris from ending up in the dirt berm. Needs to be completed Summer 2023. Approval needs to happen ASAP to allow for fundraising to be prepared for Summer 2023 work.

-We need a Head Timing Coordinator for the next 2 years. To ask at the Officiating Course coming up in October.

Chief of Timing James Mayer will be taking this initiative for the next 2 years.

-Lodge Hours

Proposed that we change the Wednesday late open to reflect days that parents are present for SDP. Previous discussion had indicated potentially opening late on Thursdays.

Chris Hyde to discuss further with James, and to check with Special Olympics if that can be accommodated with their schedule.

Discussed above.

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**Committee Reports:**

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**1. Trail Revitalization Project Committee:**

**Committee Heads: Chris Elden, Chris Hyde**

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

Nothing new to report at this time.

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**2. Lessons & Publicity: Ron Watteyne**

Nothing new to report since AGM.

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**3. Ski Trails & Signage: Derek Woollends**

Walking path to Biathlon. Chris Elden cut in and need brushing by Brian Balkwill. **Will need signage once completed and has snow.**

**Derek to get keys from James.**

Designated walking route on left to Biathlon.

Half culverts on 15km. They're still there and need more snow to cover, but still boggy, and groomers need to be cautious and aware of their location.

**Work party needed 7.5km though to Marathon and 15km, need work with loppers where Gassoff wasn't able to clear.**

Gassoff brushing on 5km looks great!

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**4. SDP: Chris Hyde**

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**5. Snowmaking: Bruce Self**

NOV. 15, 2022

Ron has built the heated enclosure for the VFD's. He has also been busy spearheading the hook up of the new VFD ( for the air compressor) including finding an electrician willing to donate the hours required to wire it correctly.

Greg and I will meet with Ron tomorrow and try to remember how to start the water pump. Ron has already created a protocol for operating the compressor and I will do the same for the pump. I will create a manual for the entire snow making procedure.

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6. Website: Shannon Coffey

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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7. **Backcountry: Ryan Titley**

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

*Biathlon report*

*November 11, 2022*

- Four athletes attended the fun PG invitational running biathlon event on Oct. 30. The event was fun albeit a bit windy for accurate shooting.
- Range was set up on November 5 and stadium trails packed. We setup 16 targets instead of the usual 15 to provide more space if needed with the larger team.
- We had planned some minor brushing during the target setup but the early snowfall prevented that.
- First practice on November 12 will be on skis 😊 .
- Ordered 5 more uniforms as part of the Apogee order with the XC team, to fill the need with the larger team. Westroad Resource Consultants = Jim and Charlotte Kurta, have sponsored the uniforms in the past. They agreed to fund \$1000 of this order of ~\$1250. The balance will be picked up by a team member.

NOV. 15, 2022

- The walking/snowshoe trail paralleling Pancake Flats is almost cleared of the larger logs and brush. Hope to get it brush sawed this week so it is usable once we get a bit more snow. Will need trail signs at each end.
- Thanks to the club and grant support in purchasing some additional rifles and stocks in the past few years we are able to accommodate the larger team.
- We are tentatively planning a one day Regional competition some time in January to: test out using Zone4 timing and to fill the long gap between the BC Cups this year. This will be a casual event that will require minimal club volunteer support.

JC/CE

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## 9. **Coaching: Peter van Leusden**

### November Coaching Report

- A successful officiating level 2 course was held at Hallis on Oct. 22-23, 2022. Four Club members have become certified.
- Have started to promote the Community Coaching Course (CC) booked for Jan 27-29, 2023 at Hallis. The CCBC magazine has the course scheduled for Jan 7-9. This was our preferred date, but there was no facilitator available due to a scheduled BC Cup Race.
- CCBC is aware that we have requested a Learning to Train Course - dry land (L2T-D) for Apr. or May 2023.
- Coaches and Ski School Coordinator have been informed of our Criminal Records Check (CRC) policy and procedures. They also have the updated spreadsheet to cross reference their coaches' status.

Peter van Leusden

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## 10. **Equipment & Track Setting: Neil Mackay**

Nothing to report.

Tracksetter beer nights.

Tracksetter schedule to be developed and sent in to Ski School, Adult Lessons, and Tania.

Recommend 2-3 track setters per week.

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***Fundraising & Grant Applications: Brian Black***

Competition Equipment:

The Project for Competition Equipment was completed and the final report submitted to the Quesnel Community Foundation. The final payment of their \$13,000 contribution is pending. Thanks to the Jim and Peter for purchasing the equipment for us as well as the volunteers who built the fence panels with donated material from West Fraser.

Trail Improvement Project:

A submission was made to NDIT to assist in financing this project which is estimated to cost \$45,922. This total includes donations and volunteer time by the CSTC. The amount asked from NDIT is \$30,611. A similar application was made in May and was unsuccessful.

ViaSport Volunteer Grant:

An application was made to Viasport for \$5914 to assist with coach training, certification and incentives. Results of this application will be known soon.

Range Improvements:

A project to improve and modernize the Biathlon range can be considered once the required approvals are in place. Brian Kennelly is working to gain the approvals.

bnb

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

***CSTC CONFLICT OF INTEREST GUIDELINES***

**Introduction:**

Conflicts of interest may arise from time to time in the affairs of the **Cariboo Ski -Touring Club** where the private interests of an individual interfere with his/her official duties and responsibilities. The conflicts may be real or they may simply be perceived. In either case, the **Cariboo Ski -Touring Club** should endeavor to protect itself, its volunteers and its employees from potential legal difficulties and from poor public relations through an open and clear process that is widely circulated.

The following paragraphs outline principles and examples that should provide sound guidance to resolve potential conflicts. Good judgment will also be required in the application of the principles.

**Objective:**

The objective of the guideline is to enhance public confidence in the integrity of, and afford legal protection to, all volunteers and employees of the **Cariboo Ski -Touring Club** by establishing clear rules of conduct respecting conflict of interest for volunteers and employees.

**Principles:**

Volunteers and employees shall perform their official duties in a manner that will conserve and enhance public confidence and trust in the integrity, objectivity and impartiality of the **Cariboo Ski -Touring Club**.

Volunteers and employees should be aware of private interests that may affect, or be affected by, the **Cariboo Ski -Touring Club** actions in which they participate and take action to disclose and mitigate the source of conflict.

Volunteers and employees shall not solicit or accept transfers of economic benefit, other than incidental gifts, customary hospitality, or other benefits of nominal value, from persons or organizations having dealings with the **Cariboo Ski -Touring Club** unless the transfer is pursuant to an enforceable contract or property right of the volunteer or employee. Such benefits may be accepted with the documented consent of the **Cariboo Ski -Touring Club** Executive.

Care must be taken to avoid being placed under obligation to any person or organization that might profit from special consideration by a volunteer or an employee.

*The basic principle is that neither benefits received nor private interests of an individual should influence the objectivity and impartiality of their judgments in the performance of their duties and responsibilities.*

### **Compliance Measures:**

Volunteers and employees can comply with the guidelines by:

1. Identify and avoid activities or situations that would place them in real, potential or apparent conflict of interest relative to their official duties and responsibilities.
2. Disclosure to the CSTC Executive when they have identified a perceived or potential conflict of interest that cannot be mitigated through avoidance or other means.
3. Providing to the **Cariboo Ski -Touring Club** a written statement indicating ownership of an asset, or receipt of a gift, hospitality or other benefit other than incidental gifts, customary hospitality, or other benefits of nominal value, from persons or organizations having dealings with the **Cariboo Ski -Touring Club**
4. Where continued ownership would constitute a conflict of interest, divesting themselves of an asset or placing it in trust.

Volunteers and employees should not participate in decisions from which they or their immediate family may derive a benefit, either directly or indirectly.

Where discussions related to such decisions take place, the volunteer or employee must identify his/her potential conflict of interest and refrain from participating in the discussion and decision.

Negotiation of contracts for goods, services or employment should be reviewed by the Club Board of Directors to ensure that all potential conflicts are identified and resolved. In the situation where a conflict of interest is likely to arise due to the supply of goods or services by a volunteer or employee to the **Cariboo Ski -Touring Club**, proper and open tendering procedures must be followed. A volunteer or employee may still receive a contract as long as all those making the decision are aware of the potential conflict and the decision is impartial.

<b>Policy Checklist</b>	<b>Date Approved/Reviewed</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	2022 Feb updated
10. CANSI Instructor Course Reimbursement Policy	2019 January
11. Conflict of Interest	2022 November
12. Backcountry Cabin Use	2017 October
13. Fees for Users with Disabilities	2022 March updated
14. Financial Policy for the Rental Shop & Youth Ski School Programs	2022 January
15. Lodge Use for Birthday Parties Policy	2021 December
Executive Meeting Quorum Nov. 2011	2017 Incorporated into Constitution Bylaws

No adjustments identified at this time.

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**12. XC Race: Chris Kovach**

In process of recruiting for Teck Race Volunteers

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

**Membership Report for November 15 CSTC Executive Meeting**

As of 12 November we have 207 members: 108 F, 99 M. 9 Snowshoe, 9 Backcountry, 4 under age 5  
(one member requested a refund after suffering an injury which will prevent skiing this season.)

## Membership Report for 2022/23 AGM, 27 October 2022

Final Tally for last year: 408 members, 226 F, 182 M, of which 33 were in the Backcountry category and 10 were snowshoers.

Numbers for prior years: 325 (2018); 321 (2019); 441 (2020)

Membership numbers as of 27 October: 171 compared to 246 on 24 October 2021

Passes are now available at Rocky Peak

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### 14. **Community Participation: Bob Simpson**

Would like to reserve space at the next meeting to take on this topic. Currently defining role, but emphasis on accessibility and engagement with First Nations communities, and lower socio-economic communities, and. Currently meeting with individuals and other groups, including Spirit North to discuss targeted initiatives that could assist in our goals. There has been interest from the Gr 11-12 Career Prep programs for race volunteers, trail maintenance and building and coaching. Transportation barriers have been considered but there are initiatives in place that can be utilized once programs are developed. Programs available to address affordability for cost barriers for struggling families. **Bob will continue to survey the needs and resources available within our community.**

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### 15. **Snowshoe Trails & Signage: Eric Matzner**

**Eric to connect with James, Brian and Derek, and get to know the trails.**

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### **Important Dates:**

Next Board Meeting: **CHANGED DATE!** Dec. 13th, 2022 at Hallis Lake Lodge (2nd Tuesday of December). All meetings of the Executive for 2022/23 to be scheduled for 3rd Tuesday of the month @7pm. Virtual links to be sent out via email prior to meeting.

**Meeting Adjourned: 8:39 pm**