



CSTC Agenda- FINAL

In Attendance: Brian Kennelly, Amanda Woollends, Greg Strebel, Mike McLaughlin, Neil Mackay, Peter van Leusden, Chris Hyde, Brian Balkwill, Shannon Coffey,

Regrets: Chris Elden, Tania Black, Brian Black, Ryan Titley, Ron Watteyne, Jim Crellin, Bruce Self, James Meyer,

Via: Google Meet

7pm-8:48pm

Adoption of Agenda:

Motioned: Greg Strebel

Seconded: Peter van Leusden

Adoption of Minutes- April 2022:

Motioned: Amanda Woollends

Seconded: Peter van Leusden

Correspondence:

Nothing to report at this time.

President's Report: Brian Kennelly.

Will be stepping down as President in October. Position will be vacant and needs to be filled.

Treasurers' Report: Brian Balkwill

CSTC Treasurers Report

Sept 20, 2022

<u>Current Bank Balance:</u>	Sept 2022	April 2022
General (operating) Acct: \$	20,958.39	17,471.06
Gaming Acct: \$	<u>19,300.82</u>	<u>5,979.06</u>
Total Balance of \$	40,259.21	23,450.12

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

General Acct-

PMT Accountants \$4200 for Tax prep and audit of last couple years books

Sept 20/22 cheque signed not reflected in above totals Chimney
Repairs(Heppner Masonary) \$3675

Accounts receivable

Biathlon BC \$1000 received in August

Donation from West Fraser \$2000 received in July

Gaming Acct-

Provincial Government Grant \$19200

AP significant amounts

Cross country BC (officials course) \$765

Chris Elden (Biathlon Ammo reimburse) \$1295

Custom Edge (ski race tents) \$3405

Securi Sports (race bibs) \$3370.46 Cheque signed today Sept 20/22

Brian Balkwill

Treasurer

Brian Kenelly: to send thank you letter to WF for cash and lumber donations.

Manager & Coordinator's Report: James Meyer

CSTC Board Meeting Sept 2022

Manager's Report

The lodge is almost ready for the upcoming season!

During the off season the lodge was rented out for VIMFF, a biking symposium, two yoga retreats and a school group. All groups went well and there was nothing remarkable to mention.

I would like to organize a work party for mid to late October to refinish the porch and repair the stringer on the main steps up the porch. I'll be writing an email to the members in the next day or two to begin organizing the party.

I need to decide in the next week or two whether the rental shop needs to replace any gear for the upcoming season. I think we should be fine with the rental gear we have. I will inspect the equipment ASAP to ensure I didn't miss anything. If there is anything that others feel we need please let me know.

Jerseys for the race team. Sunshine let me know the other day that the race team needs to order some more jerseys for the season from Apogee. If anyone else needs anything from Apogee this would be the order to put it on! I will be ordering some more buffs and hoodies to sell out of the office, which I think come from the same seller. I would like to put in the order no later than Oct. 15 to make sure we get the goods before the season starts. Please contact me with items you wish to have ordered before Oct. 15. If the articles are not for the club, but personal purchases they must be paid for in full before the order goes out! I will send out an email to the SDP coordinators and anyone else that would be interested in ordering from Apogee in the next few days.

Ski School Report

Sep. 20, 2022

I haven't begun to organize ski school for this season. I will begin looking for volunteers and touch base with the schools starting in October. If you know of anyone interested in helping out in the mornings with school groups please get them to contact me!

New Business:

-Scheduling of 2022 AGM:

Time: Thursday, October 27 @7pm, In-person at Hallis Lake Lodge

Presentation: Brenda Beatty- Africa Trip to follow AGM.

Elections and appointments: Incumbent status

Greg to send out Notice of AGM via email

Shannon to post Notice of AGM to Website

James to post Notice of AGM to Facebook

-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.

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

Proposed Motion: To create 2 new Directors positions: Race and Accessibility, and alter the Loppet & Ski Tournament Director to a coordinator only position.

Motioned: Chris Hyde

Seconded: Peter van Leusden

Recused: none

Against: none

Carried: yes, unanimous

-Retirement of board officers: Club President Brian Kennelly, Equipment & Track Setting Mike MacLachlan, Ski Trails & Signage Neil Mackay. Incumbents to write a brief job description for assisting with recruitment/on-boarding process.

-Proposed Fee Increase (please see table of proposed fee increases sent via email by BK during the summer and be prepared to vote at this board meeting).

Proposed Motion: To set our rates/fees for 2022/2023 as indicated on the attached Spreadsheet (reviewed prior to September Board meeting) effective immediately.

Motioned: Brian Balkwill

Seconded: Mike MacLachlan

Recused: none

Against: none

Carried: yes, unanimous

Greg to alter the registration forms to reflect these changes and to forward spreadsheet to Amanda

-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.

-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.

-Bike Race

Chris Kovach is wanting to organize a community bike race to test timers, etc. has connected with CCBC for use of times.

Chris Hyde to look into Liability.

-Potlatch

Chris Kovach is wanting to organize a potlatch to invite members and enlist potential volunteers. We need a Head Timing Coordinator for the next 2 years. To ask at the Officiating Course coming up in October.

James to add postings for upcoming courses to Facebook.

Old Buisness:

- 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.**

-Need for a SDP Race Team Director who can evaluate what coaching needs are for SDP, race team, ski school. CC to be held again this fall, and Learn2Train with Dryland the following year. We may need future policy to accommodate costs accrued in obtaining training. Time to revisit the idea of hiring a head coach as part of a long term plan. Is there someone within the club who would be a good candidate to become a training instructor?

-CSTC to contact CCBC to request to host a Teck Race Feb 2023. CSTC will also propose that WL/100 Mile/Quesnel alternate hosting Teck races.

Completed.

-CSTC inquire about hosting Lv 2 XC Skiing Officiating course in the Fall of 2022

Completed.

Committee Reports:

1. Trail Revitalization Project Committee:

Committee Heads: Chris Elden, Chris Hyde

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

A plan has been created for some trails, maintenance, brushing and mowing. Further trails in the systems need to be walked and assessed, utilizing GPS. In progress. Quotes on paper from Contractors need to be finalized prior to next NDI funding instalment.

2. Lessons & Publicity: Ron Watteyne

Chimney has been repaired.

I have constructed the insulated box for the VFD's for the snow making equipment and will get it installed in October.

Need to replace the light at the lodge end of the parking lot and will do this this fall.

End of report

Cheers Ronski

3. Ski Trails & Signage: Neil Mackay

Will be stepping down as committee chair in October. Position will be vacant and needs to be filled.

-mowing start date TBD, Scott Zacharias has confirmed he is able to mow this fall.

-brushing start date TBD, Curtis Gassoff has confirmed he is able to brush this fall. Plan is to focus on the race course as identified by Peter and the Chris' (Hyde and Kovach)

-ski trail widening as per Chris Kovach starting at intersection DD and continuing uphill tentatively scheduled for Sat, Sept 24/22. Awaiting confirmation of equipment donation by Troy Purmal.

Not much else to report. I have approached Derek Burdikin, Derek Woollends, Chris Kovach, Victor Stobbe, Shannon Jonasson and Roger Knorr to see if any would be interested in taking over as ski trails and signs director. Kovach, Stobbe and Knorr respectfully declined. Burdikin requested more info. I just emailed Shannon this morning, no response yet.

4. SDP: Chris Hyde

1. Laurie has started Dryland Training, a couple sessions in Mondays and Thursdays. This will be their last season coordinating, and are looking to recruit replacements.

2. building jumps in adventure park as per meeting with groomers in the spring - mike m checked out our first jump and thinks it is groomable so plan to build two more down the middle.

Sep. 20, 2022

3. ordering more jerseys for race team - racers getting bigger and we were short for our team last year so ordered a four more larger sized - James ordering from apogee

4. races this year - teck cup 1+2 in PG dec 17-18th/ teck cup 3 in 100 Mile January 28/ teck cup 5+6 in quesnel february 11+12th/ teck cup #9 in Vanderhoof March 11th - these are our usual races we focus on but hoping for enough snow for the PG December races.

5. **Snowmaking: Bruce Self**

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.

7. **Backcountry: Ryan Titley**

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

Biathlon report September 18, 2022

- We haven't started anything for the season yet. We will have a start-up meeting soon.
- Three BC Cups scheduled - Van Isl Dec, Whistler and PG in Feb. The Whistler Cup conflicts with CSTC Northern Teck weekend.
- Also BCWG late Feb (Sovereign) and CWG
- Nationals in Quebec mid-March.
- Two athletes on Provincial Squads and have attended several camps this spring and summer. Jessabelle Trelleberg - Talent Squad, Laura Balkwill Development Squad.
- Ryan Elden is on the National U24 Team.
- Trying to organise a Biathlon Silver coaching course for this fall. This is an entry level course.
- Appears to be continued interest from the athletes that tried it out last spring.
- Plan to set up the range in early November as usual.

JC/CE

Also I removed most of the identified drip trees this summer. All on the Marathon, Ronskis, 10-15k, Canis, Black Hole, 4 Corners except for the really large trees further out on the Marathon

Loop. They were too big for my machine. The logs decked in the main stadium have been hauled away. I cleaned all of the limbs off of the trails except a few on the Adventure Park-Black Hole loop where a machine is scheduled (maybe already done) to do some trail upgrades.

I was unable to get permission from the cattle people to get the trees on the 'active' pasture. Therefore still a tree on Canis Lupus, Biathlon and a hand full on the South Loop. Not allowed in the pasture until after Nov 1 and on frozen ground. Depending on the fall weather this may be very difficult to achieve without driving on snow, and the volume left is minimal which makes it uneconomical. Therefore, I will not be trying to remove these trees.

9. **Coaching: Peter van Leusden**

Officiating Level 2 course Oct. 22-23

Fence panel construction work party. Enough for 25 panels to extend from Lodge to Maintenance Shed.

CC & Learn2Train courses to be scheduled.

10. **Equipment: Mike McLaughlin**

Will be stepping down as Equipment & Tracksetting chair in October. Position will be vacant and needs to be filled.

11.

Fundraising: Brian Black

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

Tabled in interest of time, to November meeting.

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 con-

licts 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.

Policy Checklist	Date Approved
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	2017 December

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	review 2021 December
Executive Meeting Quorum Nov. 2011	2017 Incorporated into Constitution Bylaws

13. Ski Tournaments/Loppets: TBD (reported by Sunshine Borsato via email)

14. Memberships: Greg Strebel Membership Report:

Proposed Motion: To have the transaction fees for the online membership enrolment paid by the member rather than absorbed from club fees.

Motioned: Amanda Woollends

Seconded: Chris Hyde

Recused: none

Against: none

Carried: yes, unanimous

Greg to implement via the online membership.

15. School Ski Program: Tania Black

16. Snowshoe Trails & Signage: TBD

Important Dates:

Next Board Meeting: Nov. 15, 2022, with the AGM taking place in person October 27 @7pm

Sep. 20, 2022

at Hallis Lake Lodge. All meetings of the Executive for 2022 to be scheduled for 3rd Tuesday of the month @7pm. Virtual links to be sent out via email prior to meeting.

Meeting Adjourned: 8:48 pm