



**Minutes for Board Meeting January 14, 2025**

**In Attendance:** Brian Balkwill, Karen Balkwill, Tania Black, Brian Black, Jim Crellin, Ron Watteyne, Peter Van Leusden, Jordan Yntema, Chris Elden, Greg Streble, Lori Carifelle, Savannah Robinson, Neil MacKay, Sunshine Borsato

**Regrets:**

Shannon Coffey, Laurie Bare, Eric Matzner Chris Kovach, Chris Hyde

**Via:** Hallis

Meeting commenced at 7:03 pm

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**Adoption of Agenda:**

Motioned: Chris Elden  
Seconded: Peter Van Leusden  
Motion passed

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**Adoption of Meeting Minutes-:**

Motioned: Jim Crellin  
Seconded: Ron Watteyne  
Motion passed

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**Correspondence:**

- PO Box is up for renewal. \$193 annual fee.
  - Lori got a complaint (with photos) that a New Year's party at Murray cabin made a terrible mess. ***Greg will get the photos from Lori and talk to the person who booked the cabin.***
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**President's Report:** Brian Balkwill

Activities around the club have been very positive despite low snow levels. Winter Solstice was a huge hit and was a great way to promote our club. Lori has been a great addition to our group with lots of new ideas to keep our club energized and hopefully attract some new members. Unfortunately, this month has been a bit of an HR challenge. Our new hire, Paige, is no longer with us and we will be advertising for a replacement on facebook, **Indeed** and a note sent to all club members. If you have any ideas of suitable candidates, please let me know. We are looking for a highly organized ski instructor person. We are very grateful that Tania has agreed to step up for the next month as our Ski school coordinator.

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**Treasurers' Report:** Lori Carifelle

<b>Bank Balance</b>	December 31 ,2024	
General	Opening balance Dec1 \$17509.07	Closing Balance \$ <b>\$26,758.51</b>
Gaming	Opening balance Dec 1 <b>\$22,674.27</b>	Closing Balance \$ <b>\$18,772.06</b>
Total Balance		<b>\$45,530.57</b>
General balance January 10,2025		\$27611.44

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**Significant Accounts Payable:**

Nothing over \$1000.00, combination of wages, fuel, reimbursements, repairs  
(Grooming people noted: \$1500 for bear cat muffler, \$2000 for Piston Bully repair, \$500 gas barrel)

## Significant Accounts Receivable:

No receivables

***Lori will send out a comparison of budget to actual expenditures to date this year, and also format the treasurer's report that way in future.***

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### **Manager & Coordinator's Report:**

Fairly busy month in the lodge, learning about the day to day operations, policy and procedure, programs etc....

With Paige not working it has been a scramble to reschedule and fill in at the lodge. Tania will fill in now looking for new coach, closed Thursday and Friday.

We have now found a schedule at the lodge that works around the events and ski school schedules.

New programs: Wednesday Nordic Nights. 7-8:30 Looking for directors to take a night, if at all possible, to lead the ski or snowshoe group.

Jan 15

Jan 22

Jan 29

February 5

February 12

February 19

February 26

March 5

March 12

Tuesday seniors' day 12-5pm. Half price day passes and rentals for 55+

Interclub races with PG and WL? (small fee to cover prizes, but no day pass required)

Off set track attack and race team from SDP so they can coach?

Doggie snowcase -pictures of dogs on dog loop, enter for a prize

Order new merchandise, dog collars? Long sleeve shirts.

The 75 Km Snow stride Challenge.

Place name in the draw in the yellow box outside the lodge front door.

Present till January 20<sup>th</sup>: – Pancake flats 1 km, 2.5 k , lit track with biathlon and Katimavik- 2.5 km North loop (2.5km)

January 20-February 3: 3.5km North Loop Jerry's choice 4km, 5km North Loop

Feb 4-February17: Canis Lupis 5km, 7.5km with Ronski's, South loop 7km

Feb 18-March 3: – 10km north loop, 12km Marathon Loop

March 3-8: 15km North loop

One day challenge March 8: Ski all 75 km in one day!

Lunch Ladies: From now till end of season. Saturdays and Sundays.

Next year put in for a community event for Santa's cabin- in conjunction with winter solstice.

First ski school, coaching clinic complete

Working alone policy. Suggestions for 3 groups:

- 1) groomers – spouse is responsible for check-in or if not available must contact another groomer.
- 2) Lori – spouse is responsible for check-in
- 3) students should not be by themselves. They could leave at the end of the evening when the parents are all picking up kids. Or we could have 2 students working – one in lodge and one checking passes and handing out maps at parking lot gate.

*Derek, Sunshine and Savanna will form a committee to write a policy for working alone.*

Loppet

First aid food safe, Lori will take

Water sample submitted

Maintenance: rail on top deck (*Brian looked and felt not needed. Placed a garbage can there instead*), sand in sandbox, (*Tania will ask Randy*) sharpen axes (*Brian will sharpen-done*). Purchase basic tools for lodge (*Brian/Tania looked and found drill and Tania made up a box from garage sale.complete*), garbage in grooming shed (should go in sea can and *Ron will take to dump in his truck*)? Ice grips on stairs of timing hut ( straighten stairs *Lori ordered*)

Possible office suite for computer? (CSTC should have it's own. *Lori will look into it*)

Incorrectly sized rental gear has been a problem for lessons/ski school.

*Lori will take down picture showing incorrect sizing, and train rental workers to do it right.*

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## **New Business:**

- Anonymous \$18,000 to kickstart Annual Club Fundraiser!
  - (Ron) I think it might be a good idea to go with this club fund raiser and put the proceeds towards new signage. Most of the signs were new when we built the system 26 years ago and are looking a bit tired.

*Tania will connect with Eric's friend to do an inventory of what signage is needed.*

We should not ask members for donations (the kickstart funding was to match donations). Community foundation submissions are due soon, but we should first create a strategic plan for what we need over the next few years, which should include both capital investments and non-financial things like demographics, succession, etc.

*Brian will take the lead on this, starting with the previous plan from Tania.*

- Loppet schedule  
March 8-9. Solo loppet like we have done since covid. No mass start, no pressure, less volunteer effort required since you sign yourself in. Classic Saturday, skate Sunday. Invite Williams Lake and Prince George club members (free day pass, but \$5 registration fee). Chocolate bar prizes immediately at finish, since not a mass start and skiers will be gone before it is known who won.

*Sunshine will organize.*

*Savannah will make a poster for it.*

- Emergency procedures (covered above)

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## **Old Business:**

- Have someone check passes on trails (hand out maps too). Get 2 youth workers – 1 check passes and 1 in lodge at busy times, but also random times. Too many people have been skiing and snowshoeing for free, especially because they don't have to walk past the lodge if they use the FSR. People were even charging groups for guided snowshoe hikes, and not paying for passes.
- AV system – new person. *Savannah will teach Ron and Lori how to use the system.*

- Mounting new sign – Derek. Done and looks great!
- Safe sport training update

## Updated list of Coaches and Board Members who have completed the Safe Sport and Rule of 2 modules

Name	Safe Sport	Rule of Two
Jim Crellin	yes	yes
Ron Watteyne	yes	yes
Peter van Leusden	yes	yes
Sunshine Borsato	yes	yes
Laurie Bare	yes	yes
Brian Black	yes	yes
Jordan Yntema	yes	yes
Greg Stebel	yes	yes
Chris Elden	yes	yes
Erin Davison	yes	yes
Savanah Robinson	yes	yes
Lori Carifelle	yes	yes
Karen Balkwill	yes	yes
Brian Balkwill	yes	yes

*Peter will send a link to those missing from the list, as well as all coaches.*

## Committee Reports:

### 1. **Lessons & Publicity:** Ron Watteyne

- **Adult Lessons**

- Started on Jan 6 with 11 people registered so far.
- Savannah will be teaching again this season
- Have sent messages out to Correlieu Outdoor Rec Program, North Star Church youth program and College of New Caledonia to promote a group ski

- **Publicity**

- Have to re-schedule the Vancouver International Mountain Film Festival as I am looking for a person to operate the audio-visual system.
- James had agreed to come and show me how it worked but after 2 no shows I am looking for someone else. *(Savannah will)*

- **Snow Depth Gauge**

- The snow depth gauge is finished and will be installed very soon. I was very optimistic and have graduations to 100 cm. It will be attached to the light pole adjacent to the timing hut and will be visible on the North Stadium web cam.
- With the snowfall this season so far, it might have been more appropriate to have the graduations in mm.

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### 2. **Ski Trails & Signage:** Derek Woollends

New signs are up. Some trees were removed. Danger tree assessment has been done twice in last 10 years. *Eric will follow up with Desi on danger tree assessment. Brian met certified faller to remove danger trees identified by Sunshine*

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### 3. SDP: Jordan Yntema

Update and notes:

- 1) Currently have 41 registrants for the SDP program
  - a. Breakdown is almost 50/50 for Monday and Saturday skiers.
  - b. Laurie Eco bunnies (7 Skiers) and parents skiing with their children without a season pass have been a big success.
    - i. Parents want to take adult lessons and enjoy the sport, sometimes bringing both parents to ski with their kids.
- 2) **COACHES**
  - a. We have a coaches meeting planned for this Saturday after the lesson to discuss juggling around a few of the groups (Bottom heavy) Maybe Peter is available to sit in on the meeting.
  - b. I would like to discuss getting jr. coaches (teenagers) to help out with peer coaching with the kids
- 3) **Notable days and times** – (1 hr Bunnies/ Jack Rabbits; 1.5 hrs Track attack/ Yetis) > -12C Bunnies; > -20C Yetis and Track Attack;
  - a. Program runs from **January 4th to March 16<sup>th</sup>** (St Patty Day ski) is the Ski school program
    - i. General:
      1. Saturdays 11am start
      2. Monday 6pm -7pm
      3. Eco Bunny 10:30 till noon.
    - b. Feb 15 and 17 would like to do a Themed Ski
      - i. Hearts and ski stars. Maybe do a ski Bingo with Scavenger Hunt
      - ii. Get the Lodge Dressed up for Valentine's Day.
    - c. Feb 22nd is the Dog sled races in Wells
      - i. Need to Canvas Coaches if this is something we want to do with the older skiers
      - ii. A lot of work but was fun (Rentals may need to leave Hallis for the day)
      - iii. Any volunteers willing to help out as we will need to split coaches up
        1. Little skiers will probably stay at Hallis.
  - 4) **Questions**
    - a. Parents passes: do we grab the clip-on passes for parents who don't have season passes?
    - b. What are Paiges or the club's hours for Saturdays and Mondays?
      - i. Eco Bunnies, SDP program for rentals and start up.
    - c. Could I get a mid Season Budget (after my recent expense report) for SDP and Race team?
    - d. Toques have come in, but the count is incorrect, so we need to confirm that Zone 4 and XC BC are correct, as we have no bunny toques (17 Bunnies).

Jordan will approach Rocky Peak for gifts for Yetis who don't get a free toque

Our ski pulk is broken. It has been used by parents of little skiers who have younger siblings, and also by disabled students who can then accompany classmates for the school program.

*Brian will look at it to see if it can be fixed .Not sure where harness is located?*

*Greg will send out a note to members to see if anyone has an old one to donate or sell.*

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#### 4. **Website:** Shannon Coffey

I'm making progress on the website and plan (hope) to have it changed over in about 2 weeks.

I'd appreciate feedback on the homepage at the current state it is in. You can see it at <https://dev.caribooski.ca/>. You will likely get some warnings that the site isn't safe, choose to view anyway (it is but it won't have a certificate till it's officially changed over).

Many of the links are active on the homepage but some are not yet and the only other page that is viewable at this time is the rates & registration page under the rates and rentals heading in the menu. More will come out soon. The great thing about this new theme is it is very flexible and easy to use, I can now easily change page layouts, headers, footers, colours, fonts, etc... which I couldn't do before so please do make suggestions.

\*\*\* I need feedback on how important the FB feed is to the home page. The plug in that allows is up for renewal Feb.2, it costs \$98 US/ year.

\*\*\* I haven't built it into the new homepage at this time but have supplied links to the FB page instead. This was purchased in the past for far less (and free at the beginning) for people who did not have FB accounts. However, prices have gone up a lot, our dollar down, and I think anyone can click on the FB link now and see the most recent posts. I also think most people go to FB to see the club posts rather than the website. If no one feels it is important I'd suggest not renewing this year but can put it on if the club thinks it is good value.

There isn't an events calendar on the page at this time, I will get one on it. We don't actually have any upcoming events on our calendar at this time and Rob's posters are always on the homepage so haven't prioritized it. I don't know how the youth ski school google calendar is shared at this time, it has never been on the website but perhaps it should go on the parent info page?

Thanks to those that have emailed me updates for the website, if you don't see the changes yet you will on the new site. I am being selective on how much time I put into the old but current site :) It was brought to our attention that minutes from board meetings are not on the website. Karen sent this year's minutes and the updated directors list, I have placed them on the website now and they will be on the new website. I don't have any of the meeting minutes from 2023... I did send a couple of emails last year asking for them and received no response so they aren't posted. I can post new minutes now as they come out and if you have the 2023 minutes I can post them if they should be up there. I was thinking it might be a good idea if all the club's old minutes were stored as pdf files in the club's Google account drive, and then if they were given public viewing privileges I could just post the link to the folder containing them all on the website? I don't know if there are actual requirements on how long they need to be held on to for or how the club's documents are all currently being stored.

Please [email shannon.coffey@icloud.com](mailto:email_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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#### 5. **Backcountry:** Ryan Titley

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#### 6. **Biathlon:** Chris Elden/ Jim Crellin

The team took a practice break over Christmas

- Practices resumed Jan 4<sup>th</sup>
- Jessabelle Trelenberg and Ryan Elden competed at World Youth/Junior and IBU Championship Trials in Prince George last weekend. Neither one qualified directly but final selections have not been announced.
- BC Cup 2/ Western Canadian Championships in Whistler January 23-26. The majority of the team is going. This is a three competition event.
- A Tour de North is being planned for late Feb – early March. This will involve fun competitions (mornings and evenings) for the northern teams at all venues from Smithers to Quesnel over a long weekend. Organization is in the early stages. There will be minimal volunteer needs.

JC/CE

Tour de North biathlon event will not be in Quesnel this year.

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

Gratuities were delivered before Christmas:

- Rocky Peak \$100.00 gift card to Granvilles
- Randy Stefan \$100.00 gift card to Mr Mikes
- Emcon two large trays of baked goods (discounted by Gerd at the bakery)

Criminal Records Checks:

- 6 positive CRC's have been received this ski season

Coaches and Board Members who have completed Safe Sport and Rule of Two modules

- Jim Crellin
- Ron Watteyne
- Peter van Leusden
- Brian Balkwill
- Karen Balkwill
- Sunshine Borsato
- Laurie Bare
- Brian Black
- Jordan Yntema
- Greg Strebel

CC Course this weekend Jan. 11-12

- 10 participants, 4 of whom are from WL (included 3 Quesnel high school students)
  - Wendy Fiala is the facilitator
  - VIA Sport Grant is still up in the air. On calling them this week in regards to the status of our grant application, that due to the holidays, and the fact that the grants are awarded by a volunteer board, they had not been convened to date. I was assured that based on our past record it was very likely that we would receive the grant. *(We did not get the grant because it was awarded last year, and the course did not run then. \$630 cost)*
  - Thanks to SDP for giving up the upstairs of the lodge for the weekend, and to the track setters for fulfilling the special requests.
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## **8. Equipment & Track Setting:** Neil Mackay

- Grooming/ track setting hours 115.5 hours from last meeting to present. This activity would include grooming/ track setting with the PB (see note below) or Bearcat/ginzu and trail maintenance (tree/limb removal). Grooming requests have been received from and grooming completed for SDP, race team, biathlon, school program, CCBC coaching course and CSTC group ski.
- Equipment maintenance & repair:
  - PB hydraulic hard fitting failure, right side drive. Repair/replacement by Mike Maclachlan & Brian Black 15 hours
  - Twin track (Muskwa) new engine install by Mike Maclachlan, Brian Black & Brian Kennelly 52 hours
  - Twin track (Muskwa) engine break in period Brian Balkwill 1.0 hour
  - Skandic power saw holder repair by Roger Knorr 1.0 hour
  - Bearcat temporary muffler repair + order new replacement by Brian Balkwill 2.0 hours est.
  - Bearcat belt replacement by Jim Crellin 1.0 hour x2
  - Fuel barrel delivery 2.0 hours x2

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

**10. Snowshoe Trails & Signage: Eric Matzner**

**11. XC Race: Chris Kovach**

Race Team Committee Report (Sunshine Borsato)

1.Ski camp – we held the first ever on snow ski camp at Hallis Jan 2-3<sup>rd</sup>. 12 athletes and three coaches (sunshine, savannah and erin) participated and it was very successful and loads of fun. We will definitely reproduce this next year earlier in the season adding another night and day. The camp cost was \$212.77 and the camp received \$180 in registrations and cost the club \$32.77.

2.Training (continuing as it has for a number of years) – 16 participants training four days/nights per week – savannah and sunshine are coaching every session and erin and chris are also coaching Tuesdays and Thursdays. We have been training on snow since December 1<sup>st</sup>.

3.Additional uniforms (larger sizes) were ordered in December and will be delivered in the next couple weeks.

4.Race schedule – the earlier season races were all farther than anyone wanted to travel – upcoming races our athletes are attending are the TeckCup in Smithers Feb 8 and 9<sup>th</sup>, PG BC Cup Feb 15-16, Teck Cup in 100 Mile Feb 22 and the March 8<sup>th</sup> Teck Cup in Vanderhoof. There are a couple more BCCup and Teck Cups that may be attended but not likely.

**12. Memberships:**

**Report on Jan 12<sup>th</sup> 2025**

At this moment we have 280 registrants, 153 female and 127 male.

Gross membership plus activity fees: \$32,182.00

Net fees, after Division fees to CCBC and Nordiq: \$25,860.00

FYI: Processing fees paid by registrants (Credit Card & Zone4) \$1685.11

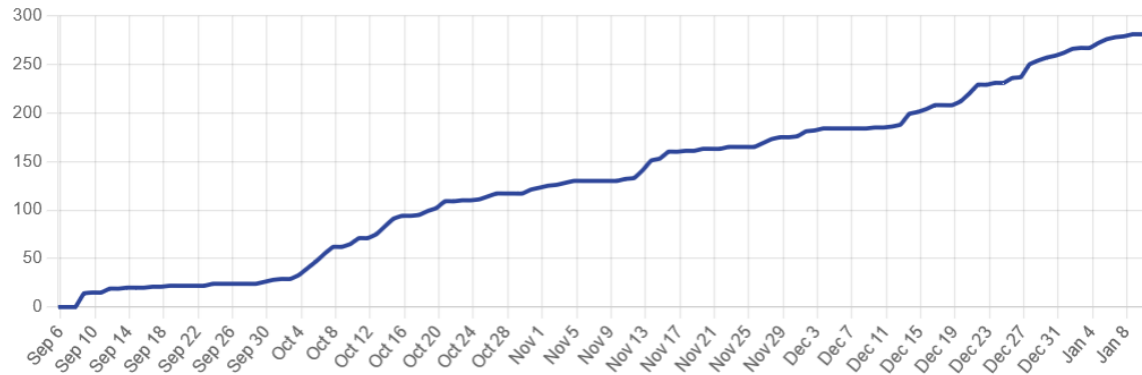
Greg Strebel Membership Report:





# CSTC Registration 2024-25

## Summary Report



Social media is something we are missing. It could help attract more young people to the club. Troll does a good job of this. Pictures and videos of the facility, showing people having fun with good snow conditions (especially when snow isn't great in town), will hopefully attract people. We may need to have a person in charge of this in future (possibly paid position).

*Savannah will put together ideas to be sent to the board prior to the next meeting.*

*Jordan/Savannah will do a video to put on our website immediately. (\$50 charge by Savannah)*

We could also put on events that are fun for younger people (the 19-30 year old group). For example, have local bands play?

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### 13. Athlete Representative: Savannah Robinson

Longer term "bottle drive" will help raise money for new ski team uniforms. Bottles can be dropped off at Hallis in a corralled area behind the lodge, and Savannah can take them in. No Frills takes bags of bottles and they do not have to be sorted or counted. We can set up an account with them, and people can also take their bottles straight there, with the money going to our account. *Savannah will look into setting that up.*

Another funding source is local businesses who might want to sponsor the team and have their logo on the jersey. **Any canvassing must be well planned and coordinated.**

The ski camp went well. Cost to club was \$32.

24 hour ski – *Savannah will finalize the date* for this race team fundraiser. Skiers can join in at any time, and the lodge will stay open. Money will come from pledges. It will be a great event for young people.

*Greg will promote it* once the date is set.

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### 14. Governance/Policy: Karen Balkwill

Policy Checklist	Date Approved/Reviewed
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	2021 December
Executive Meeting Quorum Nov. 2011	2017 Incorporated into Constitution Bylaws

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**Important Dates:**

Next Board Meeting: Feb 11. Tania will send out link for anyone needing virtual. **Eric will chair mtg as Brian and Karen will be away.**

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**Meeting Adjourned: 9:10**

**Next meeting at Hallis Tuesday Feb 11.**

**Treats by: Greg**