



MINUTES for Board Meeting April 8, 2025

In Attendance: Brian Balkwill, Karen Balkwill, Tania Black, Brian Black, Eric Matzner, Jim Crellin, Ron Watteyne, Peter Van Leusden, Chris Elden, Greg Streble, Lori Carifelle, Chris Kovach, Savannah Robinson, Neil MacKay, Derek Woolends

Regrets:

Shannon Coffey, Jordan Yntema, Chris Hyde

Via: Hallis

7pm-8pm

Meeting commenced at 7:04 pm

Adoption of Agenda:

Motioned: Chris Elden

Seconded: Brian Black

Motion passed

Adoption of Meeting Minutes:-

Motioned: Ron Watteyne

Seconded: Greg Streble

Motion passed

Correspondence:

none

President's Report: Brian Balkwill

We received a grant for \$6570 towards our ski school for coaching and expenses. This money will need to be spent first, and then we will be reimbursed. Thanks to Tania for all the work on this. I met with Debbie at PMT and we already are doing the cheapest option of our financial review as Review for Reader.

Treasurers' Report: Lori Carifelle

April 3, 2025

Bank Balance April 3, 2025

General Opening balance Feb 4 \$29,400.36 Closing Balance \$ 41,727.23

Gaming Opening balance Feb 4 \$16,323.07 Closing Balance \$ 13,689.14

Total Balance \$ 55,416.37

Significant Accounts Payable:

About \$5000 still to clear general. Fuel, PMT audit

Significant Accounts Receivable:

Ski school reimbursement \$6570

Manager & Coordinator's Report:

March 10, 2025

The last month was good, not as many events as we wanted but hope to have more in place ready to roll for next year. We finished the year with 3 schools in the school district 28: Carson, St. Ann's and Red Bluff. There were cancellations due to cold weather and rescheduling and unfortunately Kersley was unable to come out due to staff and coach shortages. We are definitely in need of new coaches for the 2026 year, as that is the hardest part is finding enough coaches for the amount of students. I have created an account for a possible workaway coach who could stay at my house January and February.

The lantern ski and pizza night was a success and definitely worth doing again next year, although we'd spend less on lanterns. I helped Jordan with the ski maze but I don't think anyone from the community participated in either event.

Snowstride challenge 75 km, only 3 people completed and about 8 entries over all, should we do this next year?

Future events:

- I have submitted a funding request for a community event for next year's winter solstice and winter cabin event to community futures. Looking for someone who could do 6 plywood reindeer head cut outs, community can walk/ski to Santa's cabin to visit Mr. and Mrs. Claus and roast a hot dog and have hot chocolate.
- New Year's Eve ski and potluck.
- Snowshoe and bannock bake up at snow shoe shelter in February
- Full moon skis instead of weekly Wednesday night group skis? Group skis were not well attended. Jordan suggested telescope nights as well.
- Sip n' Savour with Barkerville Brewing. 6 stations, last one in lodge, swag bag with reusable plates and forks, and sampling cup. Pairings of food at each station. 100 tix max, need 4 or 5 people with serving it right. CSTC responsible for set up of tables and take down. January 17 with back up date of January 31, 1-4pm.
- Will do a casual Frosted finish Loppet with individual starts, finishers get a cookie from Quesnel bakery.
- Wondering about big races? Loppet and Biathlon?

Lodge: Need new stove or repair of old one, need faucet Jordan brought installed.

Have installed stair treads but stairs to storage shed need to be adjusted, very sloped.

Can someone check cash box and take down signage?

Fill holes in lodge siding

Repaint ski stands.

Action items:

Lori: - put next season's events in our calendar
-set up work bee to complete necessary tasks (September?)

Ron: -talk to Home Hardware about getting a used stove if any customers buying new stoves are getting rid of one

New Business:

- Social media
 - The board supports social media in general, as a way to attract younger people to the club, and build excitement. Savannah's proposal was declined.
 - It would be nice to have a social media director with that skill set, who might do it for free.
 - We could add social media to the part time coach's position next season.
 - James was good at social media.
 - Community Futures does a training course for social media, which Lori and/or a new hire could take.

Action items:

Brian: -talk to community futures about possibilities

Ron: -talk to Correlieu to see if any students are interested

Peter: - contact Kyra Teetzen and Ella Hyde to see if they are interested

- Draft Strategic plan- Brian

The strategic plan was refined with input from directors. See appendix.

Eric/Jim: Motion to accept the revised Strategic Plan. Motion carried.

-We would prefer to host a *Northern* TECK XC race, as they are smaller to organize than a TECK Cup race.
(Chris Kovach was late and not here for the discussion, and has since said he will not be able to organize a race at all next season)

-Biathlon plans a “tour de north” race next year, rather than a BC Cup race.

-There are spots on our trails which limit the length of the ski season due to drainage problems, aspect, etc., and these could be fixed. BC Timber Sales could potentially do some of this work as part of the logging.

-improvement of insulation in the lodge is needed, and Lori said “Canada Greener Homes” may be a source of a grant, since we are non-profit.

Savannah will give Lori information on swag from “Jackaroo” where we got the new jerseys.

- Budget Approval – Lori

Next season’s budget was prepared by Lori, Tania, and Brian Balkwill, using mostly actual expenses from this past year. Tania explained how portions of some expenses were allocated to programs like SDP. Also some things were split between our general fund and gaming fund, and the gaming fund has to be completely depleted each year. See appendix.

Greg/Peter: motion to accept the budget for the 25/26 season. Motion carried.

Surplus funds should be put into GIC, but we will need about \$12,000 for the water system this fall.

Tania/Greg: motion to take \$24,000 out of the general account and move it into two GICs at Integris Credit Union: \$12,000 locked in for 1 year, and \$12,000 redeemable any time for 1 year.

Action item: Lori will put in calendar to move CIBC GICs to Integris Credit Union in October and March, prior to CIBC automatically reinvesting them.

- Jim Kurta- recognition for Skidoo donation-Jim C

Jim Kurta donated a 2013 600 skidoo, and is looking for a receipt for the donation. We cannot provide charitable receipts, but perhaps a regular receipt is all he needs to use as a business expense.

Action item: Eric will discuss with Jim Kurta.

- Erin Davison interested in taking Dryland T2T course-Peter
 - She is the highest trained coach we have, and will be coaching the BC talent squad this summer. Course fee in Whistler is \$175, and she can stay cheaply for the 2 nights at the athlete centre in the Olympic Village.

Peter/Tania: motion to support Erin for \$600. Motion carried.

- Loppet date required now for CCBC magazine listing (Peter)

-the board does not want to run an official, widely publicized loppet, so it will not go in the magazine.

- New logging – Ron

Ron, Eric, Chris Elden, and Brian Balkwill met with BC Timber Sales regarding proposed logging around the north marathon trail. BCTS should be able to spend some money to benefit our trails. They are required to leave our trails in as good or better shape then they find them. They will put a 30m buffer of trees where the logged area is adjacent to our trail. There is a section of our trail that is wet and narrow, and they will improve that for us.

This area is now part of the new Community Forest tenure area, so BCTS is not sure how their plans will be affected.

Old Business:

- Sign replacement update – Brian Black

See committee report #9. We applied for 2 grants, and will hear by the end of April.

- Water system orders update- Jim C

Hallis Lake Water System Upgrade Project

April 2, 2025

1. We have complied with requirements for Water System Training (Water Safe). I hold the certification on an Interim basis, we will require another trained club member in the future.
2. We have complied with the chemical (Inorganic) water sampling requirements as requested and Northern Health has the results.
3. I have prepared a Water system emergency Response Plan and Northern Health is reviewing the draft.
4. We have completed water analysis on the lake water, shallow well and deep well for organics, inorganics and UVT, which should be sufficient for proceeding with system design.
5. I have been working with Kim Sepkowski from Air and Water in Williams Lake to develop an upgraded system that meets Northern Health requirements for shallow well treatment. The proposed system adds chlorination and extra filtration and may or may not include the existing UV system. We have a proposed layout in the utility room that should work. I am working on a P&C drawing for this system. It will require removal of much of the material stored in the utility room as we will have to clear the of obstructions, have an eyewash facility, and controlled access.
6. We are not proceeding with the water works application or permit to construct until we are certain our proposed system is acceptable.
7. There is a possibility that a new UV system will be approved for shallow well treatment in BC. It is about as expensive as a Chlorination system but has none of the operational problems of a chlorine system. It is a lot more powerful than our existing unit and has some other requirements for flushing and temperature control that we would have to accommodate. We are not proceeding with the chlorine system design until we know the outcome of this testing.

Jim

Committee Reports:

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

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2. **Ski Trails & Signage:** Derek Woollends
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3. **SDP:** Jordan Yntema

As our cross-country ski season wraps up, I want to reflect on the great year we had. Despite a few cancellations due to weather and snow conditions, we made the most of every opportunity to get out on the trails. Everyone's smiles and enthusiasm truly made this season a success!

A huge thank you goes out to our incredible groomers for their long work hours, especially with the extra effort required for the maze setup. Your dedication did not go unnoticed! I also want to extend my most profound appreciation to our fantastic coaches, whose time and energy positively impacted our program. Looking ahead, I'm excited about ways we can continue to improve and grow. Next year, I would love to collaborate with Laurie to develop the Eco Bunnies and Littles program further. This has been a tremendous success, with at least 2-3 families already considering season passes for next year—this is the future of our program!

Also, I would like to ask for a sound system at the timing hut. This would allow us to make announcements and play music in the stadium, potentially extending speakers up Fir Tree Hill. If approved, we could begin experimenting with this setup in 2026 in preparation for hosting a Teck race in 2027.

Another exciting initiative I'm working on with Adam P. and Andrea S. is acquiring a Thule Chariot. This would be a fantastic addition that could help attract more young families to the hill.

I've attached my proposed budget and a list of events I'd like to organize for next season. Please take a look, and I welcome any feedback or suggestions!

Thanks again for a fantastic season, and I look forward to what's ahead!

Work Party to brush Trails (Santa contact wanted to help out)	TBD (Eric)
Work Party to dress up Dragons lair ahead of ski season Bring Lunch	Jan 3
Coach Meeting BBQ (Events, What is needed)	November
Santa Extravaganza ~	Dec 6th
Ski Tournament Schools come and are represented for medals and by points for trophie	Feb 14
Open house at the lodge (SDP 4 Free day)	Jan 13th
Rental measure up Group lunch	Dec 13th
Maze for Kal tire toque Handout	Jan 24
Loppit/ Themed ski race (chocolate bar race)	TBD (January)
Coach meeting for Kid placement and program	February
Valentines Day ~ Hearts and Ski Stars; relays and games	Feb 14
Costume ski day	Feb 28
☐ PJ Ski day	Feb 22
Coach meeting End of season and wrap up	March
St Paddies day Chase the leprecon Ski day (end of the season) (Pot of Gold to find)	March 14?
Astronomers Ski day Bring Telescopes to the hill and ski to the different constellations (talk to some of the older community members)	January
Latern ski and Pizza night Need help with lanterns and lighting the candles) Glow sticks in water jugs	Jan 26
Food Table Ski	TBD (Lori C)
Winter Solstice fire (Eric pile wood from Brushing) Games, board games in lodge, donuts, hot dogs, relay races, ski to Santa with Santa from the lodge, ski to santa in the lodge with times posted in the community. Time posted for fire light, bring old skis to burn.	Dec 20/21 Saturday or Sunday
☐ Kids sport~ for lower income families (Who can look into that)	☐

4. **Website:** Shannon Coffey

Now that the season is over, I have changed the theme of the website over for next year! Some of you may have noticed that the website was down last week, this was a problem with our web hosting's server, not the changeover. Although I was hesitant to push to get it down and changed during the season in case it went down.

The new website is at the same address <https://caribooski.ca/>

The old website can still be seen at <https://old.caribooski.ca/> with some broken links. I put it up for reference in case there is missing info that someone would like added to the website so one can check.

The new website still needs work including:
 phone optimization (currently looks much better on larger screens)
 photos added to many pages
 some link repair (the PayPal links and a few others)
 some formatting

but I believe most of the essential info is on it at this time.

Please send me suggestions of what you would like to see. The great thing about this new theme is it is much more flexible and easy to work with so I can easily make changes and have it ready for next year.

I did end up paying for the Smashballoon FB plug in again as when I cancelled I got the half price offer for this year. I will also be submitting receipts for the theme and a plug in to transfer the sites. It is about \$250 US total.

Shannon

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.

5. **Backcountry:** Ryan Titley

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

Biathlon report March 6, 2025

- 2 athletes competed at an Alberta Cup in Hinton and
- 4 competed at BC Cup 3 in Mt Washington,
- Plus various also at several XC regional events and the BC Cup in Prince George.
- 7 participated in the first annual Tour du North which was a fun and full weekend of events at Smithers, Burns Lake, Vanderhoof and Prince George. Hallis will likely be one of the stops the next time this is held.
- Jessabelle Trelenberg will be competing at Biathlon Nationals in Val Cartier next week.
- Practices may continue in some form for the next few weeks.
- We will have a wrap up party and range put away when it is convenient for the group.
- Thank you again to the club support and grooming. It was a good year.

JC/CE

From Heidi:

This past weekend (March 1) the CSTC Biathlon Team participated in the first annual Tour Du North! Teams from across the north came together to compete in 4 races over 2 days and 400 kms. Racing began in Smithers Saturday morning with a modified Super Sprint followed by a night 4 person Relay Race in Burns Lake. Competition started again Sunday morning in Vanderhoof with a Super Sprint followed in the late afternoon by a 2 person relay in Prince George. Over 25 racers from Omineca, Bulkley Valley, Terrace, Vanderhoof, CSTC, and Caledonia made their way across the north.

Teams earned points for skiing, shooting, costumes, team participation, sasquatch sightings and more. It was an amazing weekend bringing together people from across the North and building a great Biathlon community. There were pizza parties, taco bars, snow ball fights, making new friends, and a ton of skiing and shooting. The biathlon community is a really amazing group to be a part of all heart, rivalry, and competition in the range and inclusive, friendly, and lifelong connection off the range.

Thanks to Agathe & Wes (Burns Lake) for coming up with the idea and organizing us all. Thanks to Bulkley Valley, Omineca, Vanderhoof & Caledonia for organizing your legs of the race. Good job CSTC athletes (Gisela, Keirstyn, Max, Abbey, Chris, Neil and Ryan) and all the support humans for embracing the spirit of the competition and working hard! CSTC gets to proudly display the team trophy for most points earned for the year, can't wait to go back to defend our title.

7. Coaching: Peter van Leusden

8. Equipment & Track Setting: Neil Mackay

CSTC board meeting April 8, 2025

Grooming & track setting

- Grooming & track setting volunteer hours 45 hours + 7 hours assistance with maze setup for SDP

- Equipment maintenance volunteer hours approximately 30 hours

Actual equipment maintenance hours are more than the identified amount as some activity/repairs have not been tracked in the daily log.

- Equipment maintenance/repairs of note;

- Muskwa engine tuning, primer install and delivery to Hallis complete.

- Bulk diesel fuel delivery 826 litres

- Year end equipment maintenance date to be determined

- Possible snowmobile donation, Jim Crellin has been working through this opportunity.

9. Fundraising & Grant Applications: Brian Black

Sign Project

An initiative is currently underway to replace all of the trail signs and map signs at the Hallis venue. A committee consisting of: Derek Woollends, Eric Matzner, Ron Watteyne and Savannah Robinson will manage the project. I will participate until all the funding is secured.

This is an extensive project consisting of more than 100 signs, including new map signs and potentially 50 additional posts. The committee with guidance from the board will determine the sign layout and the design of the signs. The signs will have the "New look" supported by the Ministry of Environment and Parks. Also the committee may choose to rename some of the existing trails.

Project costs are expected to be in the order of \$20,000 with \$6600 (330 hrs) of that being CSTC volunteer labour for installation.

Applications for funding have been made to the BC Outdoor Recreation Council of BC and to the Quesnel Community Foundation. Responses to these applications are expected by the end of April.

Tania is looking for a new person to take over the gaming grant.

Action item: Lori will contact her acquaintance, who is a bookkeeper.

10. Snowshoe Trails & Signage: Eric Matzner

11. XC Race: Chris Kovach

12. Memberships:

Report for April 8th 2025

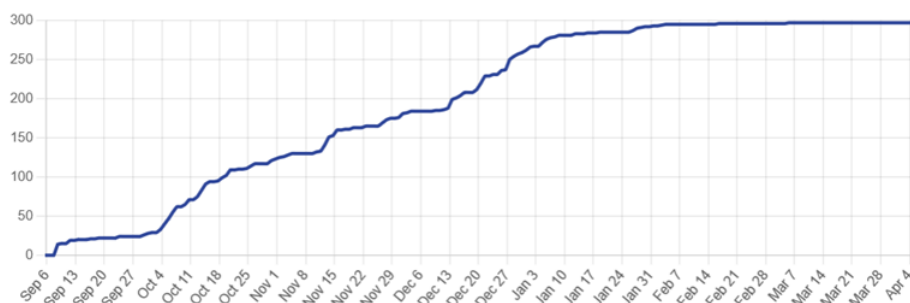
We completed the ski season with 296 registrants, 131 male and 165 female.

263 Members registered as skiers, plus 17 members under the age of 5. We had 17 snowshoer registrations.

Gross membership plus activity fees: \$33,855.00

Net fees, after Division fees to CCBC and Nordiq: \$27,696.00

Processing fees paid by registrants (Credit Card & Zone4) \$1783.30

Summary Report

13. Athlete Representative: Savannah Robinson

[as of beginning of March] Race team- the team is heading to their 4th and last xc race this weekend. They have accumulated significant medals and points this season and we expect to place (top three northern teams) again in overall points this season. The team has trained incredibly diligently four days per week and will do very well this weekend. There will be 14 skiers competing in vanderhoof.

Last snow day is planned march 15th.

Roller skiing is planned to start april 20th with erin, sunshine and savannah and hopefully chris coaching.

14. Ad hoc Ski School Coordinators report

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

Important Dates:

Agenda items for the fall of 2025:

- Update on recruitment of Ski school director- Lori
 - Mountain bike trails
 - Water system orders update- Jim C (see below)
 - Quick scan over Strat plan as refresher of items we committed to do in 25/26. Brian Balkwill
 - GIC renewal in Oct move from CIBC to Integris- Lori
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Meeting Adjourned: 9:34 pm

Next meeting at Hallis Tuesday September 23.

Tentative AGM date Nov 4, 2025

Treats by:

Appendix 1: see PDF file of budget unable to embed in minutes

Appendix 2: Strategic Plan

Strategic Initiative	Action	2025	2026	2027	2028
Programs:					
Competitions	Host a TECK XC Race			x	
	Host BC cup Biathlon Competition		x		x
	Host Tour D North Biathlon Race		x		
Coaching	Hold Cross Country BC coaching courses (ICC), (CC)		x	x	x
	Hold Biathlon BC Coaching courses				
	Retain a paid ski coach and lodge attendant strategy	x	x	x	x
Youth Ski School	Recruit more schools and coaches	x	x	x	x
Infrastructure:					
Ski Trails	Create a ongoing maintenance plan		x	x	x
	Coordinate BCTS/Community forest development with club objectives		x	x	x
	Improve signage on trails- Capital project	x	x		
Biathlon Range	Get approval from RSTBC and Range to remove from pastures			x	
Front country cabin/shelter	Build structure			x	
Budget	Review GIC's for capital improvements on annual basis	x	x	x	x
	Develop upgrade strategy such as insulation-BC hydro savings/Greener home		x	x	
Lodge	Complete required water system upgrades	x	x		

Back country cabins	Develop 4 yr plan work/upgrade list	x	x	x	x
Equipment replacement	Develop a 5 year replacement strategy for grooming equipment		x		
	Consider Electric options for Snowmobile or groomer		x		
	Consider upgrades to equipment shed, insulation and heat?				x
Member Experiences:					
Dog use	Consider expansion of more dog friendly trails			x	
New activity	Establish Chicks on Sticks nights Potential college		x	x	x
Social Media strategy	Consider making a director of social media with budget line item		x		
Incr young people participation	Target high school and college fun nights		x	x	x
Loppet	Establish format for new style annual event		x		
Film /Social Nights	Initiate 1 or 2 trial runs	x	x	x	x
Website	Complete a website facelift	x	x		
Pass compliance	Ensure we maximize purchase of passes. Enforcement	x	x	x	x
Club swag	Purchase swag prior to season with focus on young members	x	x	x	x
Additional equipment	Purchase eco-aim rifle-trade fair advertising and biathlon intro.		x		
Additional equipment	Purchase Chariot pull behind sled, Sound system for races		x	x	