



Minutes for Board Meeting November 20, 2024

In Attendance: Brian Balkwill, Karen Balkwill, Tania Black, Brian Black, Sunshine Borsato, James Meyer, Neil MacKay, Savannah Robinson, Eric Matzner, Jim Crellin, Ron Watteyne, Peter Van Leusden, Laurie Barre, Jordan Yntema, Chris Elden, Greg Streble,

Regrets:

Lori Carifelle, Chris Kovach, Chris Hyde

Via: Hallis

7pm-8pm

Meeting commenced at 7:07 pm

Adoption of Agenda:

Motioned: Brian Black

Seconded: Chris E

Motion passed

Adoption of Meeting Minutes:-

Motioned: Jordan

Seconded: Eric

Motion passed

Correspondence: James Meyer

100 Mile club is wondering about a reciprocal rate with them - 25% off day passes. If passes were fully transferable, there is worry that people will shop around and buy the cheapest one. We will go with 25% off day passes for CSTC members in 100 Mile. Prince George gives our members 3 free times first, then 25% off, so we should reciprocate that. This information should go on our website, email, social media posts.

President's Report: Brian Balkwill

Thanks to everyone for once again stepping up to be part of this board. It is very encouraging to have a great mix of individuals who have been involved for as many as 40+ years and some new/young energetic folks. Last year was a tough year for snow but an extremely busy one with BCWG which turned out to be a huge success for our club due to the gigantic effort from all our volunteers.

This year's objectives from my perspective include:

- 1) Pray for snow
- 2) Minimal capital projects. Timing Hut roof. Tania has been in contact with Randy and will happen in next few weeks
- 3) Membership recruitment. Get back our members from previous years and recruit some new families. Potential members need to see the value everyone can get from being part of such a great club.
- 4) Work through the impact of SAFE SPORT Policies- presentation today on role of board
- 5) Water system regulatory requirements

Randy is now on the shallow well along with the lodge. He used to be on the deep well which has better water. He can switch back and forth when he runs out. We need to maintain the deep well as long as we can.

The UV system is not working properly – could be \$900 if worst case. Most likely a sensor is the problem. Troubleshooting right now. Water is in lodge, but boil water advisory is posted.

6) Pray for snow

Treasurers' Report: Lori Carifelle

\$29,112 general

\$23,291 gaming

\$10k going out in cheques today in mail

Manager & Coordinator's Report: James Meyer

Ski Swap

The ski swap went very well! We had well over 350 items for sale this year. Approximately half of all merchandise sold during the sale. Total revenues for the ski swap were \$8324. Total commissions were \$1248.60.

Last year\$ 5887, \$588 15% is sweet spot for commission.

Lightening creek ski club 50% revenue. Should not give them any commission, but could give small % of revenue. Providing facility and manager to run it. Revenue should stay with CSTC. Could send us some people who are downhill gear experts and then maybe should thank them somehow for coming to Hallis. Drop off Thurs and Fri instead of just Fri. Equipment brought in through basement. Need at least 1 day in between to take pics and market on social media. Many came because they saw the pics online.

Years before they were dropped off a week or 2 before at store, but too much work for them and no transport. Coming to lodge is positive too.

A lot of youth cross country and downhill gear sold. Fishscale skis with NNN bindings had the largest demand, and the lowest selection available. Biking equipment does not sell.

Doing the last-minute drop offs downstairs on Saturday morning was a great idea. No early looky-loos, and no traffic jams at the front entrance!

Ideas for future swaps

Drop off on Thursday night instead of Friday. This will give me a day to do the paperwork, so I'm not doing it at 2am the night before the sale. It will also allow us to market the merchandize though email and social media. A number of people commented that they decided to check out the swap after seeing the pictures on social media Friday night.

Partnering with Lightning Creek Race Club might be a nice goodwill gesture to offer them. Their club members made up a significant portion of sales. We do most the work, but we do make money off their items. Maybe a yearly cash donation to their club to thank them for the support? Will discuss next year.

Gofundme for Former Member

I have been contacted by a few of our members asking if we can share the Gofundme for Karen Pistak. I guess Karen was an active member in biathlon and racing through our club for years. She recently passed away from ALS. We can share the gofundme on our social media and through email.

Ski School Report

Kersley, Carson and North Cariboo Christian school have signed up for ski school so far.

The search for volunteers continues...

New Business:

Safe Policies and role of board- Sunshine/James (15 mins)

Policies are extensive, since they were designed for businesses, so we want to make them more succinct. Most of the policies are around investigating incidents, and code of conduct as well. We made a revision to

the part regarding sexual harassment: it should be referred to police - not investigated by ourselves.

Executive must do Rule of 2. It is a half hour training course and it is easy to do. You just have to answer a few questions as you listen to it. **Please have it done by the end of January**. Safe Sport takes 1.5 hours. Take a screen shot and send it in to show that you have completed the course. We have a spreadsheet to track the coaches' training, so we should track the board the same way. Follow up on this as old business action item in Feb meeting. James will send link out to board for instructions on how to take safe sport training and rule of two. If you already have a NCCP # , then you can skip first 6 steps. Safe sport only has to be taken once.

Criminal record checks: Coaches must get them done and list expiry dates, and the process written in policy is good to go. The link to the club policy has been sent to coaches.

Steps to meet the new Nordic Canada Guidelines for ski clubs (so club won't be liable):

- Ethical check
- Policies
- Board members complete mini courses.
- Coaches working with kids complete the required courses
- come back together to develop the procedures so they are easy to follow and more concise
- Make sure everyone knows our code of conduct and how to follow it. This step may be for next year. They could be on the website once the procedures are written.

James could do the orientation with all coaches and make sure everyone has done the training.

Rental gear used as rock skis – James

Last year many youth members wanted to borrow rentals to use as rock skis. This is not a good use of our equipment. Parents can go to the dump and get cheap rock skis. Last year the rentals were used as second sets of skis for races., or if kids forgot something – a pole or skis. This is fine, but our equipment should not be used deliberately as rock skis. We could keep some of the leftovers from the ski swap for that purpose. It was agreed upon that the club gear is not to be used as rock gear and it should be put in writing.

Water system report update – James / Jim

Outside of our UV treatment system problem, the provincial government is trying to push us into a chlorination system. Ten Mile Provincial Park is doing a Cl system. The problem is that UV systems don't deal with viruses. Bottled water is ok in lodge, but not for Randy's home.

Part time coach and lodge attendant – Brian

No interview yet.

Kickoff bonfire – Brian and James

We are planning an event for the whole community to kick off the season. Recruitment of new families needs to be the focus, along with the community aspect. The social will be Saturday, December 21, 1:00 or 2:00 start, and have a wiener roast and hot chocolate for whole community. Dec 21 is close to Christmas, but other weekends have community events already. This day is also the Winter solstice, which is fitting. It was agreed upon to go ahead with this event on this date. James needs to put it on the calendar of events.

James/Jordan will do recruitment of volunteers.

Location for bonfire – should be somewhere near lodge.

Gratuities – Peter

Club gives Emcon baked goods for each crew day and night for snow plowing.

Rocky peak gets \$100 gift certificates from bakery. They pay for our Nordic pulse.

Tenant – it is our responsibility to plow around venue. He does it himself and doesn't charge us, so we need to give him a gift too. Last year it was a restaurant gift certificate. It should be somewhere the whole family can go. It was decided to buy a \$100 gift certificate to Mr. Mikes for Randy. Peter will do that.

Moonlight madness

It was decided we would not do a booth at this event.

Go fund me

This is for Karen Trueman who died of ALS and used to be member. There is a Facebook page, and Greg sent out the information already.

Passes for Chaperones of young children - Laurie

Parents who are there with young kids for lessons should not need to buy a pass. Parent helpers and teachers skiing with classes do not have to pay. When registering for our club, 3 and 4 year olds don't have to pay membership or user fees, but parents do. If these parents need to pay, then many won't come, so our numbers are going down. Chaperones need to be wearing a pass so they are covered by insurance. It was agreed that a free day pass should be given to the adult chaperoning each bunny, but only for that day. If parents have already signed up and do not want their own pass, they can get a refund. If they are going to ski on their own, they still need their own pass.

Handed out fliers at daycares.

Eco bunnies - will talk to strong start programs about doing field trips out here. Good for exposure. 6 strong start programs in town.

Simplifying registration will decrease barriers too. Zone 4 can be difficult for people to navigate. Bundling membership and user fees might help too. It is not hard to add a category to add rentals as an option. There could be just one price for rentals. Get a subcommittee to go over price. Laurie, Jordan and James will talk about best bundling recommendation

Old Business:

Committee Reports:

1. Lessons & Publicity: Ron Watteyne

Adult Lessons

Will be starting up in the new year. I will hopefully be recovered enough from knee surgery to teach by then. I will only be offering classic, and Savannah will be back on board this season and she can teach skate.

Publicity

Vancouver International Mountain Film Festival

I need to set a date for this event. Last year it was in Dec. I was thinking sometime in early Jan. but there are no events on the calendar yet. I would like to see all the club events on the calendar before I set the date so as not to have a conflict.

Eric Seemann wildlife Photographer Presentation - late feb or early march, similar to film festival. Will get back with a date.
Jan 25 Vancouver film festival

2. Ski Trails & Signage: Derek Woollends

Not too much to update just that we did our brushing/ grass cutting up to our budget. I walked around Jerry's choice and cut some hangers off.

And I'm going to check out some more trails this week to see if I have to put a crew together.

Brushing - Brian Black hired Karen Gunderson and Hot Rod. Spent 4 days brushing trails last week. Scouted all trails. The cost was \$2650, and all trails are done except the far end of marathon because it was too wet. Went well. Hopefully we can hire them in future years.

Deadfall – Derek intended to clear.

3. SDP: Jordan Yntema

1) Membership drive/ draw for a free season pass.

In light of the poor season of snow last year, lots of people may be sitting on the fence. I certainly noticed it in the SDP program. We should advertise to the community that if you get your pass by Dec 31 you will be entered into a raffle/draw to get your pass refunded. Must have a 2024/25 pass purchased to be eligible to win. Have two categories. 1 for members that had a pass from 2023/24 season and 1 category for all members new and old. Maybe we have a budget for 3 or 4 passes?

We really need to promote the club and youth members or we will lose the youth program in 2 to 3 years due to numbers. Very few skiing families left. Competing with lots of other winter interests, including indoor sports. In the last few years, with cold weather, COVID, and no snow, we have lost new families. We have lost 2 new families from last year due to paying for a ski program and not having snow. Right now, 18 skiers have signed up.

Request that an open house be hosted earlier in the year to advertise for more ski members.

2) SDP program

Request for free rentals for the year or something to recognize the lack of snow and program last year. We have not done anything for the new SDP families that lost out in 3 sessions all season. Lots are not signing up or are on the fence because they are paying money for a program they didn't get on the snow.

Parents of little skiers (Chaperones and behavior assistants), Eco bunnies, and Bunnies to Level 1: Consideration for not having them get a full-season membership. They will only ski when their kid is in the program.

3) Presence at Midnight Madness Nov 22nd thoughts of talking to Rocky Peak, or where could we set up? is it appropriate?

4) Santa Extravaganza presence - Dec 7- 10 till 2 (Times TBD). Can I get a budget from the club on this to work with James on? Would like to bring the Tandem skis, maybe show case dryland, have a few volunteers and James to advertise the club

5) I am struggling to recruit coaches and new skiers. 18 Registered for all programs. Bunnies to Yetis. Eco Bunnies has been tough to recruit skiers as well

7) Website does not have the calendar on it

James setting up calendar and will give link to Shannon.

4. **Website:** Shannon Coffey

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

Nothing to report

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

- Biathlon range setup start of November and with practices starting the day of. A much more pleasant experience with the new target setup 😊
- 3 BC Cups scheduled in: Dec 13-15 – Sovereign, Jan – Whistler, Feb – Mt Washington. A significant contingent planning to compete.
- Allie Dickson in Burns Lake has offered to host a regional camp Nov 30-Dec1. Details still being worked out.
- About 10 athletes training so far.
- Information on eco-aim (camera based) rifles being obtained from Biathlon BC. I mentioned these at our last meeting and James enquired for possible recruitment opportunities. They have 30 and will get 16 more from the Invictus Games. They are lending them to existing clubs to help grow and to XC clubs that are interested in biathlon. These can be used anywhere a camera is acceptable

JC/CE

7. **Coaching:** Peter van Leusden

The Cariboo Ski Touring Club is hosting a Community Coaching Course (CC) January 10-12, 2025 at Hallis Lake.

- Tony or Wendy Fiala will be the facilitators for the course
- A grant application to VIA Sport has been submitted, to cover the cost of the course.
- Please reach out to friends and acquaintances, and suggest that they sign up for the course.

Generally we host this course only every second year – so don't miss out if you have been thinking about it.

This is an excellent course if you:

- Have a child in the SDP (Skill Development Program) and would like to be able to ski with your child.
- Would like to coach or assist with your child's SDP group.
- Would like to improve your classic and skate ski techniques, as well as learn instructional games
- Would like to be an instructor for our elementary school ski program. (Stipends have been raised to \$50.00/session)
- The club will cover the cost of this CC course.

To take this course, you must:

- Be a club member
- Be aware that Cross Country BC mandates that coaches and instructors working with skiers of the ages in our SDP and elementary school ski programs should be certified to this level.
- Must complete 2 online short courses that complete your "Introduction to Sport" (1hr) and "Introduction to Community Coaching" (4hr) (ICC). This must be completed before the CC course.
- Fees of \$52.00 for the on line modules will be reimbursed upon completion and submitting your printed receipt.
- To find info on the 2 online modules go to the Cross Country BC website, and hit the coaching tab to find ICC course info or paste the following into your browser <https://www.crosscountrybc.ca/coaching-development> .

Please email Peter van Leusden vanleusdenp@gmail.com if interested or have any questions.

We have 6 14 year olds who could take coaching course.

8. Equipment & Track Setting: Neil Mackay

Track setting and grooming:

-All snowmachines have been fired up & are ready to go, except for Rubber Duck (twin track). Issue appears to be with the "prime" plunger. In discussions with Mike M for a solution.

-Return of all grooming/track setting crew members confirmed, grooming/track setting schedule to group by next week.

Rubber duck is now up and running.

9. Fundraising & Grant Applications: Brian Black

No new developments since AGM

Few grant applications this year because we have no capital projects this year.

10. Snowshoe Trails & Signage: Eric Matzner

Snowshoe trails - I brushed out and marked the new section of Wally's way that connects the field NE of the biathlon range to the top of the hill above the terrain park. Might get to the rest of the Wally's way changes we were granted, but no guarantees.

Work didn't happen until recently. Wally's way doesn't end on dog loop anymore. Connection is now there.

11. XC Race: Chris Kovach

Nothing to report

12. Memberships: Greg Strebel Membership Report:

As of 4 pm Nov 17 we have 169 members, 85 female and 74 male. Last year on Nov 26 we had 207 members. Trail passes have been printed and will be available at Hallis lodge during open hours starting Monday afternoon Nov 18th.

Report for Oct. 19th 2024

Last year the club finished with 277 members, 146 female and 131 male. To date in this new season we have 98 registrants, 54 female and 44 male. (One duplicate male, Baz Jarczewski, in the Zone4 list giving a false total of 99)

A little behind last year. 171 right now.

Ideas for recruiting members:

- Could do a raffle with free passes to sign up by a certain date. This was tried in past and wasn't worth doing. A raffle of 3 lessons might work.
- Need to boost social media to reach people.
- Give-aways are a good way to grow, and it helps publicize membership. James can work on this. Right now, if you can get 5 people, the 6th person is free.
- If you sign up now, you will be in a draw for a free lesson.
- If you are new to skiing, you will get a free lesson.
- New member night once a week. Instructors could be out there. Like ladies night. Some people are intimidated about taking lessons with better skiers. James will look into a night for that.

13. Athlete Representative: Savannah Robinson

Last year's races – impressive. The athletes worked hard

- BC cup in PG
- Barkerville gold rush
- Vanderhoof
- Winter games – Lily, Friday, Carter, Abby, Hailey and Alec

Snow camp is planned for Dec 28-29 overnight – games and team building.
Another idea is an endurance night.

New uniforms for race teams? Have artists willing to do free design. It was agreed that the kids can do their own fundraising for new uniforms.

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

Important Dates:

Next Board Meeting: Dec 10. Tania will send out link for anyone needing virtual.

Meeting Adjourned: 8:50

Next meeting at Hallis Tuesday December 10. Balkwills bring treats