



Mount Cain Alpine Park Society  
 P.O. Box 1225  
 Port McNeill, BC  
 V0N 2R0

**2018/2019 Season**  
**MINUTES FOR THE MOUNT CAIN ALPINE PARK SOCIETY BOARD MEETING**  
**March 30, 2019**

The Mount Cain Alpine Society acknowledges this meeting is taking place on the territory of the Kwakwak'wak First Nations and the traditional territory of the Tlowitsis, Ma'amtagila and 'Namgis First Nations.

**Location: Mount Cain Ticket Booth Office.**

Agenda:

1. Feasibility Study Discussion w/Calum Mathews
2. Old Business:
  - a. Action items update
3. New Business:
  - a. Directors Reports
  - b. Additions to the Agenda**

|  |                        |
|--|------------------------|
| Call to Order at: 4:05<br>Meeting Chaired by : Eric Sprenger   |                        |
| Call for Additions to Agenda – added as director reports.<br><br>Motion to Adoption of the Agenda as Circulated.<br>M: Greg Muirhead S: Pete Davidson<br>Motion: CARRIED | <b>Motion: CARRIED</b> |
| Motion to adopt the Meeting Minutes from March 2 <sup>nd</sup> 2019 as circulated<br>M: Jeff Gaetz S: Sarah Poole<br><b>Motion: CARRIED</b>                              | <b>Motion: CARRIED</b> |

| Directors           | Director                         | Executive Role | In Attendance |
|---------------------|----------------------------------|----------------|---------------|
| 1. Eric Sprenger    | Tech Support                     | Chair          |               |
| 2. Neil Borecky     | Promotions                       | Vice Chair     |               |
| 3. David Mazzucchi  | Snow School & Ski Shop           |                | NO            |
| 4. Erin Pickering   | BC Society Act                   | Secretary      |               |
| 5. Greg Muirhead    | Patrol                           |                |               |
| 6. Pete Davidson    | Buildings & Construction         |                |               |
| 7. Dave Howich      | Operations- Groomers             |                |               |
| 8. Rob Burgess-Webb | Human Resources                  |                |               |
| 9. Mike Green       | Operations- Road/Generators/ Bus |                |               |
| 10. Dean Davidson   | Operations- Lifts                |                |               |
| 11. Jeff Gaetz      | Director At Large - Trailer Park |                |               |
| 12. Alec McBeath    | Administration                   |                | NO            |
| 13. Darryn McConkey | Grant Applications               |                |               |
| 14. Max Oudendug    | Hospitality                      |                | NO            |
| 15. Sarah Poole     | Occupational Health and Safety   | Treasurer      |               |

**1. Feasibility Study Discussion:**

- Callum Mathews - Tourism Vancouver Island (TVI)
- Hired to look at what opportunities may exist for year round operations.
- Will be visiting to look at summer opportunities after the snow melts.
- Naniamo based company, background working with non profit organizations, they value giving back to communities.
  - o Destination marketing organization and long term planning.
  - o Create a better place for people to live and people to visit.
  - o Not just a “planning team” but also looking to help implimentation after decisions made.
- Contract ends September 30 2019 – but if a different pace is required, extensions are possible.
- Long term support through marketing and promotions, as well as alerting MCAPS to possible grant matches or other relevant operations.

**ACTION ITEM: Directors please be prepared to help out by responding promptly to requests for information.**

**2. Action Items from Previous Meeting:**

| Action Items In progress from before March have been moved to planning meeting.                                       | Complete? Y/N      |
|---|--------------------|
| <b>Recent:</b><br>Eric to get Laptop for Ski Shop   | <b>In Progress</b> |
| Director on Duty Key Ring missing from Office - Dean to Fix   | <b>IP</b>          |
| Alec to ask Gougean about director insurance and liquor license   | <b>IP</b>          |
| Sarah - Develop actuals for departments- in progress  | <b>IP</b>          |
| David M: Volunteers needed for Mondays in Februray and March. – ask people to contact Conner Scott or David Mazzucchi | <b>COMPLETE</b>    |
| Darryn and Dave H to connect regarding what is needed for groomer machines.   | <b>COMPLETE</b>    |
| Greg and Darryn to connect regarding enviromental benefits of snowshoe and cross country trail upgrade.               | <b>COMPLETE</b>    |
| Greg to connect with Wendy to ensure fundraising monies are tracked correctly.  | <b>COMPLETE</b>    |
| Dean to arrange and get estimate for staff appreciation lunch   | <b>IP</b>          |
| Dean to create budget and timeline for the required maintenance and upgrading the drive engine at L3 - long term goal | <b>IP</b>          |
| DEAN — To purchase programmable door lock for ticket booth  | <b>IP</b>          |

|  |  |
|--|--|
| <p>Department Heads: Think about what the recurring bills / items are in your area and those lists will be given to Eric and they will be added to the calendar/system so they can be passed on to new directors.</p> <p><b>New for March 30<sup>th</sup>:</b></p> <p>ACTION Jeff G and and Neil B connect regarding rental agreement – get feedback from trailer park</p> <p>ACTION: Neil &amp; Alec to connect regarding prizes</p> <p>ACTION: Directors please review procedures and if necessary provide feedback to Mike</p> <p>ACTION: David M and Dean D to connect with Andrew Gower reagarding washrooms.</p> <p>Action item: Rob confirm \$1 per transaction of the Cash Machine goes to Mount Cain.</p> <p>ACTION: Max O to connect with Kindred</p> <p>- ACTION ITEM –<br/>A MCAPS financial officer must sign and submit the budget document to ICET.</p> <p>ACTION ITEM - Contact Darryn if you want to help with grant administration.</p> <p>- ACTION ITEM - Greg and Pete please engage and respond to emails re: plans and budget.</p> <p>Action: Contact David M before March 20th if you are interested in learning more about the CWSAA Conference.</p> <p>Action: send any ideas/ feedback for after hours people on hill solutions to Greg M</p> <p>ACTION item: Max O to contact wedding party and make arrangments.</p> | <p><b>IP – PLANNING MEETING</b></p> <p>IP</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE – 5 hours have been awarded to Gower to look into capacity.</p> <p>PLANNING MEETING ITEM: - Dean to bring report from Gower</p> <p>IP</p> <p>COMPLETED</p> <p>IP - ERIC TO SIGN</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE – Pete Davidson attending</p> <p>COMPLETED</p> <p>IP</p> |
|--|--|

**3. New Business:**

Submitted Director Reports

|   |   |
|---|---|
| <p><b>Alec McBeath, Administration – Absent; submitted by email.</b></p> <p><b>Update:</b></p> <ol style="list-style-type: none"> <li>The liquor branch is waiting for me to submit the directors' criminal record checks and the change form i sent out (I can resend that form to be completed). The Liquor branch has given me an extension but we need to deal with ASAP.</li> </ol>  | <p><b>ACTION: DIRECTORS GET CR completed. Send straight to Alec – and cc Rob.</b></p>   |
| <p><b>David Mazzucchi, Ski School and Shop,</b></p> <p><b>Update:</b></p> <ul style="list-style-type: none"> <li>- Shop still needs a laptop to replace the cash register next season.</li> <li>- Sarah Poole will take the cash register home so that it can be stored plugged in for the summer.</li> <li>- An order from Gordini should be arriving soon to Dave Howich’s. Dave could you please hold onto it for next season?</li> </ul>  | <p><b>ACTION: Sarah to take home employee keys and cash register</b></p> <p><b>ACTION: Dave H to bring Gordini order up to Mountain.</b></p>  |
| <p><b>Neil Borecky, Promotions; Vice Chair</b></p> <p><b>Update:</b></p> <p>All is well.</p> <p>Will be looking volunteers once the ground unfreeze, our construction permit is approved and we start laying pipe for the water lines.</p>  |   |
| <p><b>Darryn McConkey, Grants</b></p> <p><b>Update:</b></p> <p>FYI Feasibility Study</p> <p>All related documents (grant proposal, TVI's project proposal, contract, etc...) are on the MOUNT CAIN TEAM (Share Point) SITE under DOCUMENTS, GRANTS, RURAL DIVIDEND FUND 2018_19 FEASIBILITY STUDY (link: <a href="#">Rural Dividend Fund 2018_19 Feasibility Study</a>).</p> <p>A big thank you to Darryn for all his hard work on the Feasibility Study Hiring. The board appreciates your dedication to this directorship.</p> <p>MEC Grant – upgrade to Ski Patrol to include water/sewage. Has been sent.</p> <p>Director of Buildings will work with Director of Grants to see about possible projects and founding outlines for upcoming grants</p> | <p><b>Action: Directors are to provide a rough budget for any “wish list” projects that can be prioritized at the Planning Meeting. (and then used for Grants)</b></p> <p><b>ACTION: Pete and Darryn to connect regarding any building projects and how grants can be utilized.</b></p> |
| <p><b>Sarah Poole Occupational Health and Safety, Treasurer</b></p> <p><b>Financial Update Highlights:</b></p>  | <p><b>Action: Directors are to collect all keys</b></p>   |

|  |   |
|--|---|
| <p>Revenue is up from last year<br/>Wages were less than expected.<br/>Expenses overall down from last year. &lt; likley due to different snow conditions/<br/>spring melt&gt;<br/>Contingency fund in good shape.</p> <p><b>Motion: Remove Wendy Knudsen from signing authority for MCAPS</b><br/><b>M: Sarah Poole: S: Greg Muirhead</b><br/><b>Motion: Carried</b></p>  | <p>from employees before they leave.</p> <p>Planning Meeting:<br/>Updates to financial management – regarding signing authority.<br/>Add Jaclyn and Mike Green</p> <p><b>MOTION CARRIED</b></p>                         |
| <p><b>Eric Sprenger, Chair and Tech Support</b></p> <p><b>Kapitany Awards Discussion:</b></p> <p>4:52 - in camera - 4:54 – out of camera.</p> <p><b>In Camera Motion Carried:</b><br/>Kapitany Award 2018/19 season: Ryan McNealy</p> <p>Katipany Award winner will be recognized at year end wrap up and at the AGM and will receive two passes from Mount Washington for their outstanding effort in excellence this year.</p>   | <p><b>Planning Meeting Request:</b><br/>Proposals should be written and submitted in advance so that everyone can read about the projects in advance – to enrich dicussion and to help with budgeting and timeline.</p> |
| <p><b>Dave Howich: Grooming Operations Update:</b><br/>Black Cat needs to go to Prenoith for overhaul. This will include Dave traveling with the Cat to ensure all repairs identified.</p> <p>Action: Dave will connect with Prenoith regarding budget and timing.</p> <p>Would like to send both Cat’s if the grant is awarded.</p> <p><b>Motion: Send the Black Cat to Prenoith in Calgary immediately and approve the funds necessary to complete this project. Esimated at \$75,000 including transportation.</b><br/><b>M: Dave H: S: Jeff Gaetz</b><br/><b>Motion: CARRIED</b></p> | <p>Planning Meeting: - Red Cat upgrades built on volunteer labour and done onsite.</p> <p>Planning Action: February Meeting will have an operational update priority</p> <p><b>MOTION CARRIED</b></p>                   |
| <p><b>Jeff Gaetz</b><br/><b>Kidsfest update:</b><br/>142 helicopter rides</p> <p>Kidsfest had over 85 kids registered</p>  | <p>Action: Jeff waiting to receive invoice from West Coast Helicopters</p>  |

|  |  |
|--|--|
| <p>Weather was great, all events were well received.</p> <p>The Board greatly appreciates Jeff's effort and organization of this event, it was a big success.</p>  | <p>Action: Neil to send Thank you to West Coast</p>  |
| <p><b>Mike Green:</b><br/> <b>Update:</b><br/> <b>Roads:</b><br/> Meeting with RD went well. – thank you to those who helped with the meeting organazatio<br/> Received money for upkeep of the road and snow plowing. Thank you.</p> <p><b>Motion: To assign \$15000 to putting rock on the Mount Cain road to improve conditions.</b><br/> <b>M: Mike Green; S: Dave Howich</b><br/> <b>Motion: CARRIED</b></p> <p><b>Grater:</b><br/> Work needed on the machine, Mike has receive estimate for a check up.</p> | <p>Action: Mike to have rock added to road in the next few months.</p> <p>Planning Meeting: Grater mateniencie and priority.</p> <p><b>MOTION: CARRIED</b></p> |

Next: Season's Planning Meeting May

Adjourned at: 5:45pm