



**Mount Cain Alpine Park Society Meeting Minutes**

**2012/2013 Season**

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**MEETING: #11**

**January 5, 2013**

**PRESENT: \***

- |                              |                  |
|------------------------------|------------------|
| President                    | * Dean Davidson  |
| Treasurer                    | *                |
| Assistant                    | *                |
| Government Liaison and legal | *                |
| Health and Wellness          | *                |
| Advertising and Promotions   | * Neil Borecky   |
| Roads and Grader             | *                |
| RV park and                  | * Trevor Hatlet  |
| Liftee's                     | * Song Troughton |
| Administration               | * Wendy Ravai    |
| Ski Patrol                   |                  |
| Buildings                    | * Lance Karsten  |
| Parking Lot and Signage      |                  |
| Operations                   | * James Thomas   |
| Ski Shop                     | * Jane Hamilton  |
| Sewage                       | * Andrew Gower   |
| Ticket Booth                 | * Jessica Evans  |

**Distribution**

- |                   |               |
|-------------------|---------------|
| Regional District | Greg Fletcher |
| Website           | Neil Borecky  |

Chair: Dean Davidson

Scribe: Jessica Evans

- 1.0 Meeting called to order 4:18pm.
- 1.1 Minutes from the Dec 1/12 meeting adopted by James second Wendy
- 1.2 The board proceeded to review Old Business as tracked in the minutes from the 12/1/2012 meeting.

**ACTION BY:**  
Info  
Motion  
Info

**OLD BUSINESS:**

- 3.0 The Ticket booth staff noted that the procedures used at the beginning of the season for issuing seasons passes needs to be put into a clear and concise policy for the beginning of next season. Dean and Bea will draw up a draft policy/procedure and present it to the board. Items to be included are:
  - Directors list of who gets staff passes in each department
  - Who gets special passes (Volunteers)
  - Rules for spousal passes
  - Rules for Family passes
- 3.9 Discussion of family seasons pass:
  - Director receives pass upon assuming position
  - Ski Patrol – need to fulfill a certain amount of time on patrol
  - Agreement that a certain amount of time will be needed as a volunteer in order to obtain a pass
  - Complimentary passes (as thank you) are dealt with one by one and will continue to be managed in this manner.
  - Agreement that it's too close to the start of the season to re-work this policy
  - Idea of a discretionary pass – a pass without a pic. Can be checked out and then checked back in.
  - Agreement that the discretionary passes must be in exchange for volunteer work.
  - Ideally, each director would have a manager pass they can use on a discretionary level.
  - Decision to talk about next week.

**ACTION BY:**  
Dean D.  
  
  
  
  
  
  
  
  
  
Dean D.

<b>OLD BUSINESS:</b>	<b>ACTION BY:</b>	
<p>Solves ski instructors  Dean will obtain a copy of log of passes that went out last year and share with the board.  Concern for Trish &amp; May – they've already communicated the existing policy to their staff. Again reiterated that it is too close to the start of the season to rework this policy.  <b>Goal is to set protocol for manager passes by Jan 1, 2013</b></p>		
<p><b>Publish new protocol for family passes by March 1, 2013</b></p>		
3.11	Define Manager Pass protocol This negates the point of volunteering since it's, in essence, paying for volunteering. <b>Director can comp a day pass but must get a second director's opinion.</b> Wendy moved that any comp pass authorized by a director must have a second director sign off. Seconded by Dean, unanimous	Motion
3.11.11	<b>Publish new protocol for family passes by March 1, 2013</b> <b>Update – dean has been researching and will circulate</b>	Update in Meeting #11
5.8	In Meeting #5, it was suggested by Stuart we should have someone designated to do formal Snowmobile training of all staff on the hill required to operate them. Stuart to investigate where and when this training can be done so that we can have it in place for next season. It was noted at meeting #8 there is a company out of Campbell River, Dean Contacted and will set up a date when the snow flies.	Opened in Meeting #5
5.8.9	Update: Dean has been in contact as last as last week, they are just ramping up operations Dean is taking Train the Trainer (4-day course) so he may be qualified to teach the 1 day (classroom and hands on) course Goal is all sled operators on the mtn have the WCB course Carry this until Dean passes.	Dean D.
5.8.11	Negotiating date for course	Update in Meeting #11
6.5	Lance K. noted that MCAPS should have an official road use policy and that he would work on the development of it. Some of the info will be carried over from the existing snowmobile policy.	Opened in Meeting #6
6.5.9	Discussion in meeting #9: Carry this – Lance is working on this. Idea to block off road to L2/L4 during off season as we are still liable – if we do not clearly state what traffic is acceptable where. The "road" up mountain is barely passable.	Lance
6.5.11	Update: First draft in progress by Lance	Update in Meeting #9
7.0	Song T noted that she would send a letter of thanks to Mike Green for the work they did on road this summer.	Opened in Meeting #7
7.0.9	Update in meeting #9: Send a thank you to Bill Milligan as well. Notes will be sent this week (Dec 3, 2012).	Song
7.0.11	Sent by Song and closed	Info
7.1	Lance suggested that we replace the heaters in L2 and L4 with safer radiant type, Dean to investigate our options.	Opened in Meeting #7
7.1.9	Dean will bring these up on opening weekend.	Dean D.
7.1.11	Closed by Dean	Closed in Meeting #11
7.5	The invoice from Bill Milligan for the road work this summer was reviewed as was for more than the board had in the budget. Bill agreed to \$7500.00 check and \$7500.00 in credit at the ticket booth for passes to be used in the next 3 years. The board will make a decision at the next meeting. It was agreed that the credit would be organized with the ticket booth.	Opened in Meeting #7
7.5.9	Dean will pass this information along to the ticket booth	Dean
7.5.11	Done, Closed	Closed in Meeting #11
8.1	Lance K. to confirm that all the gas work done has been signed off and inspected	Opened in Meeting #8

- 8.1.9 We are awaiting one more review. Lance K.  
Item carried.
- 8.1.11 Inspector will be here mid-January. Update in Meeting #9  
Kapitany connection is being inspected asap as well.
- 8.2 Don M noted that he was in touch with Matt at Mt Baldy and that they may have some parts in the bone yard that may be use full to MCAPS. Dean will follow up with Mt Baldy. Opened in Meeting #8
- 8.2.9 Dean suspects the quality of the parts may be sub-par but will follow up. Dean D.
- 8.2.11 James messaged the contact, so did Dean, not hearing back  
Closed
- 8.3 The board discussed the option for the purchase of a truck, Stuart and Dean to look into what is available. Opened in Meeting #8
- 8.3.9 Update, Campbell will be back on the hill this season Dean D.  
Dean needs to review financials – probably not enough for a truck purchase this season  
Item carried
- 8.3.11 Truck purchased. Item closed Closed in Meeting #11
- 8.4 Bill Coyne had sent through a note to the board asking that the tachometer at L1 be replaced. Dean and Bill to find a solution. Opened in Meeting #8
- 8.4.9 Update: the tach is a bit of an oddball. Dean D.  
Carry – this item is still open
- 8.4.11 Still working on it. Still an oddball Closed in Meeting #11
- 8.5 A proposed change to the L1 Saturday morning lift start time from 9:30am to 9:00am was tabled to try and get the people on the hill to reduce the L1 Lift line on the big snow days. This will require coordination with Ski patrol and Liftee staff. Dean to discuss with Trish and Ken. Opened in Meeting #8
- 8.5.9 Discussion in Meeting #9: Dean D.  
We would need to draft a policy, but overall the DoD can make the call the night before or morning of.  
Point is to get L1 going and get the line moving.  
Next Steps: Dean to discuss with Ken and Trish – see if Ken can give the directors t-pulling training to help facilitate.  
Item carried.
- 8.5.11 The reasoning for this was to get the L1 line moving. Discussion Meeting #11  
Groomer tells patrol they're off the hill. Patrol sweeps and tells Ken when complete. Ken tells Director. Action by Wendy R.  
If all these things are ready, we can open early.  
We would have to get Patrol to sweep the lower half.  
Next step – ask ski patrol if we could have the lower hill swept first.  
DoD gets in touch with the team and says we want to open the hill early. This could happen Friday  
Wendy to update DoD procedure to reflect this.
- 8.7 The 5 year plan needs to be reviewed by all directors and up dated this season. Opened in Meeting #8  
Dean to get a copy and distribute
- 8.7.9 Wendy to send to a copy to the board. Andrew G.  
Andrew G to lead this initiative.
- 9.1 Liftee and staff accommodations short term – how to handle this year. Shouldn't leave the kids on their own. Info/ follow up Dec 2  
Add some to the ski patrol hut?  
Use the hostel? There are rooms set aside for staff. Two single rooms in hostel are booked.  
Small room at top of hostel is a possibility...  
Policy is no drinking in staff accommodations  
Space have at present:
- 1 room for 4
  - 1 room with 6 bunks
  - 6 beds
  - Single rooms in hostel – 2 rooms with 1 bed each
  - "tippy top" of hostel – 1
- Staff:

- 3 ski shop staff
- 2 instructors
- 3 ticket booth
- 8 liftees
- Josie – could have staff rate in RV park

Need to assume we provide accoms for all staff.

Will have to handle this on the fly as the staff will differ from weekend to weekend.

Ideas:

- Can we put all the girls in the Kapitany
- Quiet boys in beside Ken

Admitted that it may very well be a free for all on opening weekend, but we'll plan from there.

Decision: Dec 2 at 12:30pm any directors present are to meet at lodge to review living situation and report to board

Agreement that there needs to be a purpose built staff accoms structure close to the trailer park. Add that to 5 year plan review and find money via available funds and programs. Rent out bottom of Kapitany to large groups = \$\$

- 9.1.11 This was discussed thoroughly in yesterday's meeting. Update in Meeting #11
- 9.5 Highlights of insurance policy presented by Wendy R. Wendy
  - Liability \$5,000,000 covers staff and 60 volunteers
  - \$100,000 cyber liability:
    - Mistake emails or incorrect emails that result in a lawsuit
    - Caveat this – does not cover negligence
  - 7.5 mill general liability
  - 3<sup>rd</sup> party pollution - \$25,000

Questions about the 3<sup>rd</sup> party pollution – are we covered if we spill?  
Wendy to confirm that we are covered under general liability in case of a spill
- 9.5.11 Update from Wendy: Update in Meeting #11  
Delegated to Andrew Gower. Will be taking care of next time he's on the hill
- 9.8 Report from Jane: She is building an apprenticeship program with May Motion in Meeting #9  
Will distribute details to board.  
One ski instructor and one snowboard instructor. Jane  
They volunteer as an assistant instructor as an instructor for 40 hours, then can take the CSIA course.  
Apprentice gets a staff seasons pass.  
Want to advertise for this and start taking applications, find people who will be around. Focus advertising via existing media on north island demographic.  
Motion proposed by Jane moved by Wendy R. seconded by Song.
- 9.8.11 June Hale is apprenticing as a ski instructor. Update in Meeting #11
- 9.12 Renew contract with Sharon Dean
- 9.12.11 Completed by Dean, Item closed Info/closed
- 9.13 Trailer park – people need to pay. Trevor/Kristi  
In the park this year:
  - Jane/Darrin
  - Peter
  - Todd
  - June
  - Trevor

Kristi and Trevor to follow up on payment

  - Create a new lease
  - Present to board
  - Address people with woodstoves

Rates are the same as last year.  
Staff rate across the board.
- 9.13.11 Update from Trevor  
Sort out a new lease, bring to the board  
From Lance:  
Peter to get his \$200 back from last years payment as staff. Work with Wendy K to check historical

- records on staff pricing.  
Trevor to to re-write the lease.
- 9.14 Dean to research the forfeited damage deposit fund. Dean  
This will be presented to the board to determine how to use these funds.
- 9.14.11 Dean working on it – will see the size of the fund Update Meeting #11
- 9.15 Discussion tabled by Wendy R: Wendy  
Should directors have a minimum amount of meetings they attend?  
Concern is that there sometimes isn't a quorum at the meetings.  
It was noted by the board that in many cases, the meetings attended by a director does not reflect the amount of work they do for the hill.  
  
Check constitution to see if this is already handled in the Director Duties  
  
It was noted that non-season meetings could be held somewhere other than on the hill in order to increase Investigate non-season meeting to be not on the hill.
- 9.15.11 Since the discussion, people have been emailing who will be at a meeting. Updated in Meeting #11  
James: how about the person who cannot attend has to submit a report?  
Wendy: People who could not attend, could be officers instead.  
Can we have a quorum via skype/phone/email if there is not a quorum in physical attendance?  
By the constitution, we need to make it for 5 meetings?  
One of the key parts of the role is to be involved with Mount Cain  
Investigate the role of Officer – tabled for summer meeting  
Also, review the job description of each director so we also understand each others role.  
Submit a director's report for each meeting (week before?)
- 9.16 Neil: Existing discipline policy needs to be enforced Info  
Don and Dean have discussed it before, an employee handbook would be useful but is a lot of effort to draft.
- 9.16.11 Neil: would be good to have written final warnings if they come up. Dean  
Carry working on the employee handbook
- 9.17 Report from Neil: Victoria Snow Show went well. Info – Neil  
How do we deal with disabilities? Action - Andrew  
We are a surface lift and can only load able-bodied skiers unless they bring their own adaptive skiing  
Should there be a disclaimer posted?  
Do we have a legal obligation to provide a disclaimer? Andrew Gower to review and add to 5-year plan.
- 9.17.11 Neil: has two people they'd like to get an official update Motion passed  
Can we give a pass to the attendant?  
Neil – moves that MCAPS provides an attendant pass to skiers/snowboarders who provide documentation of a disability. (like a 2 for 1).  
Seconded by Trevor
- 9.19 Jane is working on the Nordic program. Jane  
Will present to the board in advance of the next meeting for review.
- 9.19.11 Jane working on it – yes there is interest Update in Meeting #11
- 9.22 Trevor's Board role Trevor  
  - would like to take on the trailer park and run electrical portion of hill
  - coordinate the electrical side of things
  - needs an operating permit in order to do the work and take full responsibility
 Not interested in cleaning up non-licensed jobs  
Trevor to obtain paperwork for operating permit to present to the board
- 9.22.11 Operating permit is in place. Trevor setting up a log book – if any load is added, it must be inspected and Update in Meeting #11  
passed.  
Nobody adds to the generators unless Stuart approves it.  
Trevor has been detailing all the loads we have and will submit documentation to the board about the high pressure lights, etc.
- 9.23 Discussion of the recent DDoS attacks on mountcain.com Neil

This was not the direct fault of our hosting company but was upstream from them.  
 Discussion of the possibility of switching hosts?  
 Decision by the board not to switch web hosts at this time. Neil will monitor.

- 9.23.11 Site is not device agnostic Neil to investigate mobile site Update in Meeting #11  
 Also present stats on how many hits we're getting and references etc

ID	NEW BUSINESS	Action By:
11.0	Honoring Mount Washington mid-week for reciprocal. Discussion of pros and cons for the matter. The idea of a reciprocal is to Black out Christmas? Give them some percent off? Neil moves to honor the mid-week Washington pass as a full reciprocal with a Xmas black out days for the remainder of the 2012/2013 season Wendy will distribute	Seconded by Jessica Motion passed
11.1	There is no lease in the RV park. Not really a lease or anything legal. We should set a date to redo the lease.	Info
11.2	Lots of info@mountcain emails coming in – dean and Wendy R are working on it now, this could be a communications role. Can Neil address and filter these? Yes.	Info
11.3	Liquor license. Dean has been told he has to sign the liquor license and he sees so many infractions he'd rather not. We have not signed our liquor license yet. Discussion and all board members are on board with enforcing the liquor license	Info
11.4	Spring Break dates. The Spring Breaks for the different districts are very staggered. March 16-24 for Break, March 29-April1 for Easter Neil to update website, Dean to update accommodations	Info
11.5	Add to budget for new tracks on the (red) machine. Tiller will need to be replaced eventually.	Info
11.6	We're missing radios. More radios – 2 for ticket booth James – shovel crew takes radios Jessica to work with Stuart to get 2 for ticket booth.	Info
11.7	Underage person staying with boyfriend Jessica will inform parent.	Info
11.8	On email, quorum is required for decisions.	
11.9	Request from IAG to have a two run lift ticket for courses. Costs hill money each time a course is run. Historically not been successful as it's been abused in the past.	Voted no
11.10	Need a vice-president and a secretary. Propose Wendy for Secretary and Stuart for Vice-President	Motion
11.11	Motion by Trevor: \$1200 needed for a meter base and meter. To be installed for monitoring. Trevor will donate labour. To be completed by the end of January 2013. Seconded by Neil.	Motion
11.12	Lance -we could possibly move the ski patrol shack over to the bank.	Info
11.13	Could we have an Ambulance from Western plugged in and heated and in chains up here on the hill during operating hours. We most likely have qualified drivers. Lance to continue to investigate	Lance
11.14	Provide BCSA with plan to rewire lifts. James to prepare and work via sub-committee	Info
11.15	Two more radios to be purchased for James' department	James

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|-------|--|------------------|
| 11.16 | Need a couple more people to take on work with the lifts. Need to train up and run an apprenticeship. Dean has some names of people who can commit and help out.   | James            |
| 11.17 | Who approved the smaller generator to run for an additional 40 hours? Dean did. Helped to prevent food from spoiling at the lodge and people staying in the lodge.<br>Could have run for an hour a day for people to get filtered water or for a fridge to stay cold.<br>Advertising in the North Island Gazette – Neil to follow up<br>Need a larger directional arrow for the T junction.<br>Whiteboard for L1 to be purchased by Dean | Stuart           |
| 11.18 | Complimentary season's passes to volunteers – \$120K per season<br>Patrollers getting family passes. 5 teams – only have to work once in 5 weeks.<br>Need to have a breakdown of the ski patrollers versus directors versus other staff. Stuart, Dean, Jane, Jess to form a committee  | Stuart           |
| 11.19 | Need a better well or water system for the incoming flush toilets  | Info             |
| 11.20 | Could we have a corporate pass – there is one in place<br><br>Covered RV rental spots requested by a local family for the RV park. Given to Trevor   | Info<br><br>Info |
| 11.21 | Designated snowmobile route is up ridge and across ridge to L2 and then L3. Stu to talk to Ski Patrol, James to talk to Ken  | Info             |

**Meeting adjourned 8:15pm Jan5/2012**