



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**  
**January 5 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 Lawitsis, Ma'amgila and Namgis First Nations.

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

Call to Order at: 4:04 pm Meeting Chaired by : Neil Borecky	
Call for Additions to Agenda Motion to Adoption of the Agenda as Circulated. M: Greg M S: Dean D Motion CARRIED	<b>Motion: CARRIED</b>
Motion to adopt the Meeting Minutes from December 1 <sup>st</sup> 2018 as circulated M: Alec S: Pete Motion: CARRIED	Motion: CARRIED

Agenda:

1. Old Business:
  - a. Action items update
2. New Business:
  - a. Directors 5 minute update- round table
  - b. Further Discussion of new action times and motions
  - c. Additions to the Agenda

Directors	Director	Executive Role	In Attendance
1. Eric Sprenger	Tech Support	Chair	NO
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		late
12. Alec McBeath	Administration		
13. Darryn McConkey	Grant Applications		
14. Max Oudendug	Hospitality		
15. Sarah Poole	Occupational Health and Safety	Treasurer	

**Old Business:**

**Action Items from Previous Meeting:**

<b>Action Item:</b>	<b>Complete? Y/N</b>
ALL DIRECTORS TO THINK ABOUT NEEDS FOR SEASON.	<b>IN PROGRESS</b>
ERIC TO UPLOAD 2017/18 BUDGET TO SHARE DRIVE.	<b>IN PROGRES</b>
Darryn to notify Tyler F. that Cabin Areas Association, or individual cabin owners?, may have to pursue water licenses.	<b>Completed</b>
Darryn & Sarah to work on EIP statement.	<b>In PROGRESS</b>
Darryn to submit application letter to RD. Notify Wendy K, Cindy A.	<b>Completed.</b>
Dean D to get programmable lock for the shop that doesn't require batteries.	<b>Complete – however still has battery.</b>
Pete D to look into switch when running generator to power office.	<b>Closed Item.</b>
Directors for forward wish list for website to Eric.	<b>planning meeting</b>
<b>Action Item: Eric to thank Jen for the proposal</b>	
Eric to draft a communications guidelines to director role and responsibility.	<b>In Progress</b>
Sarah to find budget acutals for Operations departments.	<b>In Progress</b>
Eric to send out DOD calendar and instructions to sign up.	<b>Completed</b>
Darryn & Mike lias regarding meeting with RDMW	<b>Completed – happening in March.</b>
Mike G look into signage and labelling for generators – turn on process.	<b>In Progress</b>
Find and hire a Bus Driver	<b>In Progress</b>
Max to canvas Cumberland for prizes for Events	<b>In Progress</b>
Erin to Canvas Campbell River & Courtenay	<b>In Progress</b>
send Max the liquor license so that it can be passed to Café.	<b>Completed</b>

**New Business:**

1. Submitted Director Reports

<p><b>Sarah Poole, Health and Safety Update:</b></p> <ol style="list-style-type: none"> <li>1. Mount Cain OHS Policy book Updated book will be scanned and sent to directors for review</li> </ol> <p><b>Discussion</b></p> <ol style="list-style-type: none"> <li>1. Number of Directors who required WBS online account access – who needs to submit claims? Paper Copies of WBC claim forms can be found in SOP binder tab 47 Eric and Sarah now have administrator role for WCB online platform.</li> </ol>	<p>Action Item: Sarah to PDF and Directors to review</p> <p>Action: Greg and the paid patrollers will be given access to WCB so they can submit forms.</p>
<p><b>Mike Green: Roads Operations For Discussion</b></p> <p><b>Roads:</b> Draft MOU with province for snow removal dollars for MCAPS has been shared. Dave M and Mike G have reviewed and asked that a per hour rate be established for grader and D8so that we can invoice based on log books. Waiting for a response.</p> <p><b>Bus:</b> Reliable drivers still a challenge. Board should consider future direction for bus whether we need one, and if so, what size.</p> <ol style="list-style-type: none"> <li>1. Bus Options. <ul style="list-style-type: none"> <li>- Ridership has been low, so small bus is working. It is not ideal, lacks space for skis.</li> </ul> </li> </ol> <p><b>Generators:</b> New alternator for large generator to be put in this weekend. Working on generator procedures, but no complete until February meeting.</p> <p><b>Grader and Bulldozer:</b> Continuing maintenance program on grader. Board should consider setting a sum of money aside for preventative maintenance program this summer. Grader service complete.</p> <p>New batteries and belts on D8. D8 service due soon.</p>	
<p><b>David Mazzucchi - Snow School and Ski Shop Director Report UPDATE:</b></p> <ul style="list-style-type: none"> <li>- New Instructors: Mia McCormick, Jared McAneeley, Lannie Burroughs, and Ellen Publicover</li> <li>- New Shop Manager: Jonah Murphy</li> <li>- ISPARC Sponsored events on Saturday January 26th- Kwakiutl First Nation and Saturday February 23rd- Namgis First Nation</li> <li>- Ministry of Transport draft of MOU (Memorandum of Understanding) has been reviewed and revisions suggested</li> </ul> <p>- Directors and Mangers contact information? The spreadsheet of information has not been updated. And needs to</p>	<p>Action: Alec to collect and update</p>

<p>be posted in the office.</p> <p><b>DISCUSSION:</b></p> <ol style="list-style-type: none"> <li>1. Criminal record checks for new Directors and adult staff Each director and all adult staff needs to have them completed.</li> <li>2. Snow phone - glitch during early January meant phone wasn't updated properly because of missing key/ access to office.</li> <li>3. Lifetime Member Recognition List compiled and recipients will receive a lifetime member recognition pin and certificate. And These members will have their MCAPS membership fee will be waived. <u>Possible problem:</u> How is the lifetime member's status given? Possibility of missing someone who went unnoticed.</li> </ol> <p><b>Second Call for names can be sent to Dave and follow up at next meeting.</b></p> <p><b>MOTION: To cancel snow phone and it's expense.</b> <b>M: David M S: Rob BW</b> <b>Motion: CARRIED</b></p>	<p>contact information sheet Dave will pass on last years version.</p> <p>Action: Need to get criminal check completed and submit to Wendy Knudsen</p> <p>Action: Dave will revisit Lifetime membership at next meeting.</p> <p><b>MOTION: CARRIED</b></p>
<p><b>Jeff Gaetz, Special Events &amp; RV Park</b> <b>For Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Camping in the Lot – extra-large tents/ wall tents are taking up more space/parking spots. Consider making a camping space for tents? Where? Single Parking Space consideration.</li> <li>2. A discussion on campers in the parking lot using wood stoves, with the idea of implementing a clean burning policy.</li> <li>3. A discussion on creating a groomed tenting area to keep people from setting up tents in the parking lot.</li> <li>4. A discussion on implementing a one parking spot only rule, so people can tent or camp with their vehicles only if they take up a single parking spot. Anyone using two spots to camp in the parking lot will be asked to consolidate.</li> </ol> <p>*Camping in the parking lot is to be reviewed/monitored – DOD should be conversing and</p>	<p>Action: Planning Meeting – Discussion / considerations for tenting - possibility</p>
<p><b>Alec McBeath – Administration</b> <b>Update:</b></p> <ol style="list-style-type: none"> <li>1. Reciprocal Agreement: A letter is required for reciprocal agreements.</li> <li>2. Accomodations issue: Hard to determine day to day vancancy. There is a list in the ticket booth that MUST be updated. – so that DOD can see what is going on with Accomodation.</li> </ol>	<p>Action: Alec to update reciprocal letter.</p> <p>Action: Max to get Vacany Sign</p>

<p>Vacancy sign for the window – easy way to tell that there is rooms available.</p> <p><b>Motion: Max will get a lit vacancy sign to be put in office window.</b>  <b>M: Max S: Neil</b>  <b>Motion: CARRIED</b></p>	<p><b>Motion: CARRIED</b></p>
<p><b>Eric Sprenger Chair/ Tech. – Absent Report Submitted by Email.</b>  <b>Update:</b>  <b>1. Mount Cain Radios &amp; Use</b></p> <p>Directors, This season I have noticed several of the new Motorola XPR 3300e radios we purchased a couple of years ago have gone missing from the radio cabinet.</p> <p>I have also noticed that some people are tagging these new radios for their own personal use (IE: James marked one as an operations only radio). These new radios where purchased at a cost of \$900 per radio, so I cannot stress how critical it is to return the radio at the end of the day. <b>Further to that point, if anyone knows where any of the new radios are can they please be returned to the Radio Cabinet?</b></p> <p>Both new DOD radios are missing, so going forward the new radios are ONLY to be used by the DOD. I have witnessed some directors and volunteers taking the new radios out with them for the day just to have a radio. This behavior is no longer acceptable as quite often there is no new radio that's charged for the DOD to use. I don't have any problems with people taking radios out when they are on the hill, but please use the Kenwood's or the older Motorola's. <b>The new radios should be ONLY used by the DOD as that is one of the most critical radio users.</b> If the DOD doesn't have a good radio to use, then we are all screwed.</p> <p>I am also aware that the lifty radios need new batteries and have gotten those ordered up.</p>	<p>Action:  Dave to put base radio in the shop.</p> <p>Action: DOD radios missing and need to be found.</p>
<p><b>Erin Pickering – Secreatary</b>  <b>For Discussion – on behalf of Eric</b>  <b>Junoir Canadian Rangers Request: Email</b></p> <p>My name is Ray Corfield and I represent an outdoor youth program from <b>Port Hardy called the Junior Canadian Rangers</b>. We are looking to introduce winter camping and survival skills to our youth and Mount Cain was suggested as a possible location with reliable snow. <b>What we are hoping for is an area near your facility that we could set up tents to camp and build snow shelters etc. Ideally we could have a warming fire too (we would bring our own wood and not scavenge from the forest). We are looking at doing this the weekend of 2-3 February.</b> I intend to bus the 30 kids from Port Hardy and will have a few pickup trucks to carry the gear. <b>I understand that a large bus may not be able to get up your road so we will likely shuttle our kids up unless you have a better suggestion.</b> I would like to communicate with someone within your organisation to see if this trip is feasible and to discuss what it may cost.</p> <p>The Junior Canadian Rangers is a youth program sponsored by the Federal</p>	

<p>Government through the military to provide experiential learning opportunities to youths aged 12-18 who live in isolated or remote communities. More information can be found on our website <a href="http://www.jcr-rjc.ca">www.jcr-rjc.ca</a>. I look forward to hearing from you. Ray</p> <p>Discussion: There is no other events on this weekend. Adult Rangers have come before and were great guests.</p> <p><b>Information to send back:</b></p> <ul style="list-style-type: none"> <li>- <b>Your bus needs chains to travel up the hill</b></li> <li>- <b>Shuttling is now ideal – uphill traffic only</b></li> <li>- <b>Suggested area: “final warning”</b></li> <li>- <b>Offer a donation to MCAPS as payment.</b></li> </ul>	<p>Action: Erin to forward Ranger Email to Eric – Eric to respond CC neil in case Eric needs help.</p>
<p><b>Dave Howich Groomer Operations</b></p> <p><b>Update:</b></p> <ol style="list-style-type: none"> <li>1. North Island Communcations has fixed radios and lights on groomers. – old lights will be moved to D8. Need to determine action for remaining lights.</li> </ol>	<p>Action: Contact Wendy Knudsen regarding cabin road clearing</p>
<p><b>Dean Davidson, Lifts Operations</b></p> <p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. <b>Radio Chatter</b> - try not to talk over each other – wait for the conversation to be completed before you start another.</li> </ol>	<p>Action: Directors who need access to the shop are to see/email Dean for password.</p>
<p><b>Darryn McConkey, Grants</b></p> <p><b>Update:</b></p> <ol style="list-style-type: none"> <li>1. Cabin Owner Meeting next weekend – Dave H and Dean will represent MCAPS at the meeting and provide a meeting. Meeting will take place in Ski Shop.</li> <li>2. Grants: - Two applications in process. Deadline coming up for BC Canada Infrastructure Fund ( recreation and Cultural element) cover 65% of project–Jan. 31<sup>st</sup> deadline. <ul style="list-style-type: none"> <li>- apply for \$ for ski patrol updates. A good fit.</li> <li>- Flush Toilets?</li> </ul> </li> </ol>	<p>Action: David M to inform Jonah M of Cabin Owner meeting.</p> <p>Action: Darryn and Greg to liase regarding grant application.</p>
<p><b>Rob Burgess Webb Human Resources</b></p> <ol style="list-style-type: none"> <li>1. Discussion of Drones being used. We don’t currently have a policy. They, the drones, are annoying.</li> </ol>	
<p><b>Pete Buildings and Constrution</b></p> <ol style="list-style-type: none"> <li>1. <b>Use of Power Discussion</b> <ul style="list-style-type: none"> <li>- Extension chords from shop; Tesla’s charging – is this okay?</li> <li>- Mike suggests that we cannot start selling power until we can operate our hill smoothly. – there isn’t enough energy here.</li> <li>- We need to ensure the generators are working well.</li> <li>- Generation 3 Charging station - would allow \$/rate</li> <li>- Is this a possible Grant application for something like this?</li> </ul> </li> </ol>	<p>Planning meeting: Discussion of power useage / sales and a telsa charging station.</p>

<p>- Discretion should be used when one off situations occur.</p>	
<p><b>Neil Borecky – Promotions/ Vice Chair</b></p> <ol style="list-style-type: none"> <li>1. Internet drop out at peak hours. Could be interruptions from the weather station collection. Need to alert Bill to time the download data during the night.</li> <li>2. Well update: Water extraction license has been secured. We are waiting for VIHa to approve construction plans.</li> </ol>	<p>Action: Neil will talk to Bill and Haiki about the timing of the download of data.</p> <p>Action: Greg – please ensure new well standpipe is well marked.</p> <p>Action: Neil to connect with Gary regarding the well sampling.</p>
<p><b>Greg Muirhead – Ski Patrol</b></p> <p><b>Update:</b></p> <ol style="list-style-type: none"> <li>1. 30 volunteer patrolers; 3 paid patrolers.</li> <li>2. Full time first aid attendant on hill at all times. They carry a radio – they are to check in with DOD/ DOD should make a call to First Aid Attendant. Hours: Friday &amp; Saturday 6pm-12am.</li> <li>3. Stoves in Ski Patrol have been fixed. Working well now</li> <li>4. Ski Patrol radios are being affected by the Solar Flares occurring.</li> <li>5. Ski Patrol Building – Ski Patroler/Civil Engineer has been found to draw up plans- he is capable of designing for the mountain environment.</li> </ol>	
<p><b>Max Oudendug - Hospitality</b></p> <p><b>Update:</b></p> <ol style="list-style-type: none"> <li>1. Ticketbooth is going well. Need to improve book keeping – they are working on it, and improving the record keeping for next year. – for example how to keep track of used reciprocals by visitors.</li> <li>2. Ticket Booth is feeling like an Info Booth – Directors please consider who is the best person to talk to rather than just going to the booth.</li> <li>3. If you need to speak with Ticket Booth do so when they are NOT Busy.</li> <li>4. Accomodations – new vacancy sign coming. Bathroom doors in the suite require a paint job. Signs required for Cypress and Blueberry regarding the use of propane.</li> <li>5. Café: things are moving along nicely. Some staffing issued, but it is being worked out.</li> </ol>	<p>.</p> <p>Action: Pete to see about paining the bathroom doors in the suite.</p> <p>Action: Sarah to create signs for the</p>

<p>6. Liquor inspector – problem with a stiens in the lodge – too big. Solution: Jamie will use a regular cup and then pour into the stien. Café is also selling jugs.</p>	<p>propane use in cabins.</p> <p>Action: Jeff to tell Gary that he should test the batteries in the propane stoves.</p>
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Motion to Adjourn at 6:28

M: Greg S: Rob

**Motion Carried**

Next Meeting: February 2nd at 4pm

**Appendix A**

**Paid Bus Driver Email Motion**

Motion: Mount Cain hired a paid bus driver to drive the Mount Cain Bus this year. The position will be paid \$25/hour

M: Mike Green; S: David Mazzucchi

MOTION CARRIED: 11 yays, 0 nays.