



Mount Cain Alpine Park Society
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2014/2015 Season
MINUTES OF THE MEETING HELD
May 23, 2015
(Meeting #9)

Directors		Present	Not Present
Neil Borecky	President – Promotions	Y	
Robert Burgess-Webb	Vice President – Events	Y	
Jeffrey Jones	Secretary & Legal Liaison	Y	
Eric Sprenger	Human resources	Y	
Janet Rygnestad	Patrol Director		N
Lance Karsten	Buildings & Construction	Y	
Rob Salsman	Operations – groomers		N
James Thomas	Operations - lifts	Y	
Peter Davidson	Operations – roads/generators	Y	
Trevor Hatelt	RV Park and electrical	Y	
Kristi Walker	Ticket Booth/recycling	Y	
Wendy Ravai	Administration		N
Jason Stevens	TBA		N
Kelly McMahon	Ski School	Y	
Administration			
Jennifer Lash	Treasurer		N

The meeting was called to order at 9:12 am. Neil Borecky chaired the meeting.		
Minutes of the April 4, 2015 Meeting		
MOTION: That the Minutes of the April 4, 2015 be adopted as circulated. M/James; S/Kristy; Carried		MOTION CARRIED

Treasurer's Report – Jen Lash

Not present. Jen Lash previously advised she would be stepping down as the Treasurer. She would stay until a replacement Treasurer is found or until the AGM, whichever first occurs. Eric has agreed to become accept the Treasurer's position at the AGM.	ACTION ITEM Eric will meet with Jen Lash before the AGM to review information and details of Treasurer work.
Wendy K. previously submitted an update on the ICET Staff Building Report . Lance confirmed that all costs have been submitted and work is complete.	

Season's Pass Holders	
Neil advised that 90 of the income from season's pass sales has been deferred to the 2015-16 year. All season's passholder have been offered the option to carry forward their pass to 2015-16 for a full pass, or a refund if they wish. To date, only 3 people have applied for a refund.	
MOTION: That refunds for season pass holders shall be available until September, 2015 until the AGM.	MOTION CARRIED

Old Business – Damage to RV Unit

Trevor advised he met with the RV owner regarding the accidental damage to the RV unit. The owner asked that Mt. Cain pay a full refund of the 2014-15 RV rental fee of \$600 plus \$250. Lengthy discussion followed and the motion passed April 4 was reviewed. It was agreed that the motion had been passed to provide \$250 to the RV owner for the damage to the unit. No new motion was proposed and so the motion stands.	ACTION ITEM Trevor will follow up on April 4 motion and provide RV owner with \$250 cheque as compensation.
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DIRECTOR REPORTS

Neil Borecky, President Neil provided an overview of the advertising budget which is \$2,000 per year. Discussion was had regarding possible advertising ideas: issue press releases to NI Gazette; press releases to other media; purchase advertising in NI Gazette; other media costs are very expensive; skier visits already very high on fresh powder days, esp. Saturdays; Monday's skier visits very low. Neil also advised he spoke with welder Darren Saunders of Cumberland who has agreed to perform welding repairs on the black Groomer.	
Peter Davidson – Operations – Roads/Generators Pete advised he will prepare a spread sheet for possible costs and options of a new generator. Discussion ensued regarding the option of leasing a generator for the season (4 month rental). Another option was Rent to Own a generator, which means the yearly costs are capital cost vs lease fees. Pete also discussed the issue of insurance for volunteers, which is being reviewed in the volunteer search and rescue (SAR) community. Discussion was had regarding Mt. Cain's insurance policies and whether or not it might include a provision for volunteers who may become injured while working on Mt. Cain equipment.	ACTION ITEM Peter will look into costs and options for a new 100 kw generator, including lease, lease to own and/or purchase and report back. ACTION ITEM Neil will contact Mt. Cain's insurer (Gougeon Insurance) to confirm the status of any coverage for volunteers.

<p>Pete will liase with Darren Saunders regarding working on the black Groomer.</p> <p>A flow meter will be installed to verify exactly how much fuel is being burned by the generators when running.</p>	<p>ACTION ITEM Pete will liase with Darren Saunders regarding working on the black Groomer.</p> <p>ACTION ITEM Peter will install a flow meter.</p>
<p>Jeffrey Jones – Secretary/Legal Liaison Currently, there are no legal issues that require a response. Currently spending time keeping up with minutes, agendas and documentation.</p>	
<p>Kelly McMahon Ski Shop/Ski School Kelly provided an update on the ski shop. The tills have been taken down the hill; inventory is being completed; all skies waxed and put away;</p> <p>Discussion was had regarding the ski shop, including transitioning to an electronic inventory system; staffing requirements; update of gift shop;</p> <p>Discussion had regarding ski school and methods of attracting more ski school instructors. Janet referred to a dsicussion with Mike Manara about possible offering a ski instructors course at Mt. Cain.</p>	<p>ACTION ITEM Kelly and Eric will review ski shop with ski shop manager and discuss;</p> <p>ACTION ITEM Eric will speak with Mt. Washington ski instructor Mike Manara about setting up a Level 1 ski instructor training course at Mt. Cain for the 2015-16 season.</p>
<p>MOTION: That any ski/snow board instructor who agrees to teach one or more lessons at Mt. Cain will reveieve a free pass for that day and one night free lodging in the Staff Housing Accomodation room. M/Neil; S/Rob; Carried</p>	<p>MOTION CARRIED</p>
<p>Janet Rygnestad – Patrol Director Not present as Janet was pre-booked to attend work on Saturday; Janet provided a detailed written report (copy enclosed) regarding the activities of the ski patrol; Janet also provided commentary on the issues in the Planning Meeting which follows the Board meeting;</p>	
<p>Kristi Walker – Ticket Booth/Recycling Kristi advised that she spoke with the ticket booth staff. The ticket booth has been organized and closed for the season.</p>	

<p>James Thomas – Operations – Lifts James advised that all T's were removed on the Easter Weekend. Currently, the spring boxes need to be untensioned; counter weight released; and both cables need to be oiled. James will work with Neil and Trevor this weekend to finish these tasks.</p>	<p>ACTION ITEM James will work with Neil and Trevor to oil the cables.</p>
<p>Lance Karsten – Buildings and Construction Lance advised that he has received all invoices for the Staff Housing building and it is complete.</p>	
<p>Rob Burgess-Webb – Events Rob advised he is willing to fill the HR Director's position at the AGM as Eric will be assuming the Treasurer's position. The position of Events Director will be open at the AGM. Rob advised that Jim Thompson has agreed to submit a grant request for \$5,000 under the Federal Economic Action Plan program on behalf of Mt. Cain.</p>	<p>ACTION ITEM Rob will meet with Eric prior to September to go over duties and roles involved in position of HR Director.</p>
<p>MOTION: That Jim Thompson is authorized to submit a grant request for \$5,000 under the Federal Economic Action Plan program on behalf of Mt. Cain, for the purposes of funding the event of Telefest Weekend at Mt. Cain. M/Kelly; S/Rob; Carried</p>	<p>MOTION CARRIED</p>
<p>Rob Salsman – Operations – Groomers Not present. Rob is unable to attend due to illness.</p>	
<p>Jason Stevens Not present.</p>	
<p>Wendy Ravai Administration Not Present. Wendy sent an email confirming she had a prior commitment and was unable to attend the planning meeting.</p>	

Adjournment

The meeting was adjourned at 4:01 pm.

Next meeting to be held on the **AGM, Saturday, September 19, 2015** at 7:00 pm at the Mt. Cain Lodge

Respectfully submitted

Jeff Jones

PATROL

Summary from 2014 – 2015 season:

1. Strong team assembled with an adequate mix of higher-level first aid (OEC, OFA3, EMR, PCP), lower (OFA1 with transportation endorsement) and hands-on experience. An emphasis will be placed on recruiting new patrollers having a higher level of hands-on first aid experience. Patrollers with limited hands-on experience and/or only an OFA1 will be put on teams with more experienced patrollers.
2. Excellent turnout for training weekend with only four patrollers not attending. New format for training weekend and emphasis on risk-management was well received and will be repeated next season.
3. Strong turnout for the days that the hill was operational. Commitment ahead of time for the non-scheduled holiday days was strong with a minimum of seven patrollers available each day.
 - 3.1. ***The issue of Monday coverage continues to be a serious weak point in the hill's operations.*** In previous seasons we have gotten through the season on the backs of one or two exceptional patrollers who put in considerably more days than the minimum. On several occasions we have narrowly made it through a full hill of school groups and several injuries. This is a very precarious position to put ourselves in should we have a serious injury.
 - 3.2. This season patrollers were informed that they would need to sign up in advance for an additional two days on either a Monday or during the Christmas or Spring Breaks. This will be implemented during the 2015 – 2016 season and an assessment of this, as well as any other initiatives, will be done in May 2016 to determine effectiveness.
4. Communication between Patrol and the acting Ticket Booth Manager (Ali Romanow) was very effective. A list was sent to her prior to training weekend which outlined which patrol members were eligible for a family pass or just a pass for themselves; this list was updated frequently by both me and ticket booth staff. Ali also collected fees for use of patrol accommodation. A repeat of this system is planned for the 2015 – 2016 season.
5. Patrollers were given the opportunity to purchase an Arcteryx patrol jacket (new \$300, used \$250). Two returning patrollers picked up their jackets but due to the short season did not pay for them. I will follow up on this in the fall.
6. All first aid supplies were inventoried, accumulated junk removed and the entire patrol building was thoroughly cleaned. One of the paramedics on patrol prepared a list of supplies required, however due to the short season nothing was purchased.
7. A crew of patrollers installed new plywood sheets on the upper floor in the accommodations, and then painted it. This has reduced the noise from people getting up in the middle of the night or early in the morning, a common irritant to those who stay there.

Action items/objectives for 2015 – 2016 season

Complete prior to 30 Nov 2015:

- Personal interviews with all new candidates, specific volunteer description and commitment letter outlining responsibilities (*refer to CWSAA fall conference notes from incident at Shames Mountain for context*)
- Complete update of Volunteer Handbook as it pertains to Patrol. Include signature block to retain on file.
- Complete Patrol Handbook for distribution at training weekend.
- Continue to build on successful changes to training weekend format to include more role-specific sessions. Include external instructors where appropriate.
- Submit seasons pass holder list to ticket booth staff and update as required.
- Increase cost to stay in patrol to \$40 for the season. Request that ticket booth staff collect this when patrollers pay for their season's passes.
 - Cost for guests will remain at \$10/night and will continue to be collected in the grey lock-box in patrol.
- Enforce membership requirement in MCAPS as per the policy on accommodation usage. Request that ticket booth staff collect this when patrollers pay for their season's passes.
- Patrol Director to attend CWSAA fall conference subject to funding from the CWSAA Small Areas Fund.

During the season:

- Schedule regular training sessions for each team (eg specific first aid scenarios both on-hill and in first aid room, toboggan practice, avalanche awareness)
- Purchase first aid supplies based on the previously prepared list when funds are available.
- Organize and host Avalanche Awareness Day (23 January 2016) using resources from the Canadian Avalanche Centre, and Mexicain BBQ and beer garden (*date to be determined*). Support the Backcountry Festival with displays as a fundraising effort.

ADDITIONAL RELEVANT ISSUES

1. Snow School:

At the recent Canada West Ski Areas Association (CWSAA) spring conference I spoke with Mike Manara, Snow School Director at Mount Washington. He is very supportive of an instructor sharing arrangement to help us with our challenges in having enough qualified instructors. He has also suggested that they could run a CSIA Level 1 instructor's course at a reduced rate at our hill to increase our qualified instructor pool.

2. School Groups:

Based on what I have learned from speaking with other small ski hill operators, school groups are an integral part of the survival of our hill. We as a Board should do all that we can to nurture this program.

I encourage whoever we hire to take on the snow school position to engage with the Patrol Director often so we can maintain that fine balance of having enough patrollers on a Monday when required.

3. Four season resort concept:

MCAPS's mission statement states in part, *"Its resources are limited, and as such, MCAPS is not in a position to pursue resort development of the same magnitude a large corporation might pursue"* and *"3. To maintain Mt. Cain as a viable community ski resort."* It is my opinion that development of our tenure as a four-season resort is not in keeping with our Mission Statement.

Given the challenges that we are facing with two concurrent low snow pack seasons, I do not support a move towards a four-season resort concept at this time. It is my opinion that we do not have the volunteer base to operate year-round and risk burning out our current contingent of volunteers should we chose to go this route.

At the fall CWSAA conference I spoke with several owners and General Managers of small hills in BC and Alberta about this issue; many have considered then dismissed it due to financial viability and logistical challenges.

Current priorities should be brushing and maintenance the existing alpine runs to allow us to open with a lower snowpack vs development of additional services or trail networks for biking, hiking or cross country skiing. We need to focus on doing what we do well, instead of diluting our sparse resources trying to be everything to everyone.

4. New rental cabins / new lodge:

These items are presented in the 2013 – 2017 plan with a project completion date of 2015. It appears that they have been delayed due all available volunteer resources being concentrated on building the new staff house.

Question: Are Cypress and Blueberry cabins traditionally fully booked for all available weekends? If so then building new cabins at the same nightly rate appears to present a positive opportunity for additional revenue and should be considered for the 2016 and 2017 off-seasons.

Construction of a new lodge should be revised in the 2017 planning session once MCAPS is in a less precarious financial position.

5. Off-season accommodation rentals:

I support the development of a policy outlining off-season usage of our accommodation under the following circumstances:

- An on-hill, paid person is put in place to supervise while the facilities are being used;
- Confirmation from our insurance provider on the type of coverage available and discussion with the Board regarding additional costs;
- Consultation with our lawyer be undertaken regarding our responsibilities/liability for in-bounds, outdoor activities undertaken by our guests;
- A waiver be developed which outlines the lack of emergency services (first aid and fire); and
- A specific Director is placed in charge of managing and marketing off-season use.

6. Replace L4 shack:

The working conditions in this building are abysmal, and contrary to page 6 of the 2013 – 2017 Strategic Plan continuous maintenance has not been done with the exception of the replacement of the heater (which still does not work very well). Upgrading the interior of the L4 shack should be prioritized for this summer before it becomes an issue with WorkSafeBC.

7. Water system upgrade:

Questions:

- *Is the volume of the existing system adequate to meet present demand, including the new staff housing?*
- *If additional cabins are added, will this tax the existing system to a point where water restrictions will need to be put in place?*

It would be prudent to update the cost of a drilled groundwater well to provide information for any additional accommodation.

8. Develop cross country trail plan:

I strongly support this initiative as a way to attract additional skiers. A Director should be assigned to spearhead this initiative with consultation from the cabin owners, other members of the Mt Cain community and the Namgis First Nation. It is imperative that we consider the long-term impacts of climate change when developing this plan.

9. Occupational Health & Safety document:

I've offered to take on the preparation of this document. Zito Kare, Industry Health & Safety Specialist of go2HR has offered to assist with their many free resources. (*Refer to my CWSAA fall conference notes for a summary of this*). If preparation of this document has already been initiated by Aaron Frost, I'm happy to build on whatever he has produced.

Respectfully Submitted,



Janet Rygnestad
Patrol Director