



**Mount Cain Alpine Park Society Meeting Minutes**

**2012/2013 Season**

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March 2, 2013**

**MEETING: #13**

**PRESENT: \***

- President \*
- Treasurer \* Wendy Ravai
- Assistant \*
- Government Liaison and legal \* Don Mancell
- Health and Wellness \*
- Advertising and Promotions \* Neil Borecky
- Roads and Grader \*
- RV park and \*
- Liftee's \*
- Administration \*
- 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. 4:14pm
- 1.1 Motion to accept minutes from February 2 meeting – moved by Don, seconded by Jane. Motion passed.
- 1.2 The board proceeded to review Old Business.

**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>
	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 & 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>	
	<b>Publish new protocol for family passes by March 1, 2013</b>	
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
3.11.12	Carry this item as the subcommittee has not yet been formed or met. Will form and meet before next meeting.	Update in Meeting #12
3.11.13	Update from sub-committee regarding project to define staff and staff-family complimentary season's passes. (Jane, Jessica, Stuart) Have had a meeting, developing policy and will distribute by email once options are written	Jessica
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
5.8.12	Open, still being booked	Update in Meeting #12
5.8.13	Defer, director absent.	Update in Meeting #13
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 to send out by email	Lance
6.5.11	Update: First draft in progress by Lance	Update in Meeting #9
6.5.12	Draft distributed – for board to review and discuss next meeting. Approach is to treat these the same as public roads	Action by board
6.5.13	Lance to resend.	Update in Meeting #13
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. Item carried.	Lance K.
8.1.11	Inspector will be here mid-January. Kapitany connection is being inspected asap as well.	Update in Meeting #9
8.1.12	Next Friday! Gas fitter will fix and inspector will inspect	Update in Meeting #12
8.1.13	Bennet's heating and sheet metal came up to complete on site. Waiting for list of work needed to be done..%5000. No word from inspector	Update in Meeting #13
8.5	A proposed change to the L1 Saturday morning lift start time from 9:30am to 9:00am was tabled to try	Opened in Meeting #8

	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.	
8.5.12	DoD makes call on Friday night – talks to Ken, and patrol leader. Trish to talk to patrol team leaders Note – add to DoD checklist. Wendy has included in DOD day sheet.	Trish
8.5.13	This is in place and can be closed.	Closed in Meeting #13
8.7	The 5 year plan needs to be reviewed by all directors and up dated this season. Dean to get a copy and distribute	Opened in Meeting #8
8.7.9	Wendy to send a copy to the board. Andrew G to lead this initiative. Andrew is preparing a gap analysis for buidlings.	Andrew G.
8.7.12	Open – director responsible not present	Update in Meeting #12
8.7.13	Andrew is preparing a gap analysis.	Update in Meeting #13
9.5	Highlights of insurance policy presented by Wendy R. <ul style="list-style-type: none"> <li>• Liability \$5,000,000 covers staff and 60 volunteers</li> <li>• \$100,000 cyber liability: <ul style="list-style-type: none"> <li>○ Mistake emails or incorrect emails that result in a lawsuit</li> <li>○ Caveat this – does not cover negligence</li> </ul> </li> <li>• 7.5 mill general liability</li> <li>• 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</li> </ul>	Wendy
9.5.11	Update from Wendy: Delegated to Andrew Gower. Will be taking care of next time he's on the hill	Update in Meeting #11
9.5.12	Andrew is working on the insurance forms – Carry. Don to follow-up with Andrew	Update in Meeting #12
9.5.13	Andrew still to complete.	Update in Meeting #13
9.13	Trailer park Kristi and Trevor to follow up on payment <ul style="list-style-type: none"> <li>• Create a new lease</li> <li>• Present to board</li> <li>• Address people with woodstoves</li> </ul> Rates are the same as last year. Staff rate across the board.	Trevor/Kristi
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.	Update in Meeting #11
9.13.12	Kristi will sort out Peter's payback for the staff Kristi is trying to get a copy of the old lease from Trevor	Update in Meeting #12
9.13.13	Director absent. carry	Update in Meeting #13
9.14	Dean to research the forfeited damage fund. This will be presented to the board to determine how to use these funds.	Dean
9.14.11	Dean working on it – will see the size of the fund	Update Meeting #11
9.14.12	Dean presented a spreadsheet with the balance from the RV Park over the past few seasons. He will follow up with the balances owing.	Update in Meeting 12
9.14.13	Dean still working on. carry	Update in Meeting #13
9.19	Jane is working on the Nordic program. Will present to the board in advance of the next meeting for review.	Jane

9.19.11	Jane working on it – yes there is interest	Update in Meeting #11
9.19.12	Plan A: legal licensed trails, massive undertaking. Plan B – informal trails put in by sled. Possibility of a sled by donation. Start small and simple. Will research the costs for track setters, etc. Jane continues to lead, Stuart may assist. Overhead would be maintenance of the snowmobile. Can form a sub-committee – send ideas to Jane.	Update in Meeting #12
9.19.13	Close for director meetings and will continue working on through email and discussion.	Closed in Meeting #13
9.22	Trevor to obtain paperwork for operating permit to present to the board	Trevor
9.22.11	Operating permit is in place. Trevor setting up a log book – if any load is added, it must be inspected and 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.	Update in Meeting #11
9.22.12	Report submitted via Dean – Trevor is absent – carry. This is in progress	Update in Meeting #12
9.22.13	Director absent	Update in Meeting #13
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
11.13.12	Update from Lance – there is a good possibility that they could send an ambulance to be transported to the hwy to get to the BC ambulance. The ambulance from Woss may be up for sale soon as well. Suggestion from Trish to form a list of people who are on staff who are also licensed to drive an ambulance	Update in Meeting #12
11.13.13	Lance hasn't heard back yet from person responsible for that . Add to SUMMER	Closed in Meeting #13
11.14	Provide BCSA with plan to rewire lifts. James to prepare and work via sub-committee	Info
11.14.12	James and Dean are on the committee. Progress is being made.	Update in Meeting #12
11.14.13	Ongoing.	Update in Meeting #13
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
11.16.12	Moving forward.	Update in Meeting #12
11.16.13	Ongoing	Update in Meeting #13
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. Could have run for an hour a day for people to get filtered water or for a fridge to stay cold. Advertising in the North Island Gazette – Neil to follow up Need a larger directional arrow for the T junction. Whiteboard for L1 to be purchased by Dean	Stuart
11.17.12	Neil – haven't made contact with the Gazette, but have exposure on the radio Print advertising in Courtenay and Comox. Directional arrow: Stuart to talk to Campbell to follow up. Campbell was willing to do this. There is a whiteboard available , will be moved to L1	Update in Meeting #12
11.17.13	Awaiting on final information and will advertise in north island gazette. Closed. Arrow in place. Closed. White board still open.	Update in Meeting #13
12.3	Discussion from email – regarding Lisa L's knee blowout. How much of the pass is being refunded? Deduct the days she rode based on full day rate and refund the difference. Jessica to follow up.	Jessica
12.3.13	Complete, this item may be closed	Closed in Meeting #13
12.4	Discussion from email – 8 people coming to Cain next weekend to shoot aboriginal snowboarder movie. Comp passes – 8 weekend passes.	Info

	Neil to follow up. Jessica to ensure ticket booth knows.	
12.4.13	Taken care of, item may be closed	Closed in Meeting #13
12.5	New DOD daily sheets distributed by Wendy – please review and provide feedback before the next meeting.	Info
12.5.13	Done Close	
12.6	Suggestion from Wendy R to start planning our May/June session Carry.	Info
12.6.13	May 4. Mount Cain. 9am till 6pm. Wendy will organize.	
12.7	Trish – how to deal with public that takes MCAPS property after hours? Trish to draft an email and get opinions for a specific incident two weeks ago.	Trish
12.7.13	Director not here. Closed.	Info
12.11	From Rick of Ski Patrol - Need a protocol for buses who can't make it up the hill for Mondays Monday DOD calls Rick to confirm the bus(es) arrived 250.949.8155 x229 M: 250.902.9595 rkolich@sd85.bc.ca Joanne Ranger will be the bus driver for the rest of the year	Info
12.12.13	Wendy to Post. Closed	Closed in Meeting #13
12.12	Stuart – requests about the campers in the parking lot. The signage is not up this year. Dean to follow up with Grant about signage and the sawhorse in front of the ticket booth No parking on the lodge side of the lower cabin road parking lot. Cheryl and Craig can park on the other side – Stuart to follow up with Campbell	Dean
12.12.13	Director absent.	Update in Meeting #13
12.14	The radio in the upper ticket booth office is not functioning. Needs to be wired properly.	Stuart
12.14.13	Director absent	Update in Meeting #13
12.15	Fridge in the lodge is under warranty and is not functioning. Need to find receipt for it	Neil
12.15.13	Stuart took fridge down. Has been repaired to running. Sharon got a prep table built and installed by lance. She now doesn't want fridge back. Not sure repair bill. What to do with it? 4 foot by 2 foot. Lance will make upgrade new unit. Sell it? Lance will deal with it. carry	Update in Meeting #13
12.16	Get liftie to check tickets at L3 – suggestion from Neil. Board discussed and agreed Jessica to talk to ticket booth to make this procedure	Jessica
12.16.13	Jessica has talked to staff and now have a procedure . Closed. Wendy to include in new DOD form.	Closed in Meeting #13
12.18	Lance: Bamboo should be placed to make a more visible line to mark the boundary on the lower ridge run from the weather station down. Ski Patrol will add more signage. Trish and Lance to work on this together.	Trish
12.18.13	Used and worked well and will endorse future use. DOD and Lance to Reinforce with ski patrol and groomers. Wendy to add to DOD list.	Update in Meeting #13
12.19	Don – will be checking in with similar ski hills to see how they are dealing with road maintenance funding	Info
12.19.13	In progress. Mt. purden, shames and mt. timothy. Purden.. road is not to hwy std. Classification of road makes the difference. Don't plow it or MoT. Still open. Cabin owners are now tax payers. Changes situation. Andrew will discuss with Don. Get money for road.	Update in Meeting #13
12.20	Trish – patrol needs new radios, will be fundraising for this. Stuart will see if he can find a bulk discount.	Trish
12.20.13	Director's away	Update in Meeting #13
12.22	Dean has to submit a receipt to get our grant money. Requested capital expenditures be reported.	Info
12.22.13	Director absent	Update in Meeting #13
<b>ID#</b>	<b>New Business</b>	<b>Action</b>
13.1	Report on ski school budget and ski/board instructor work exchange program working	Jane

- through some budget concerns. carry
- 13.2 Follow up on discussion with May (please review email circulated in advance of meeting) Jane  
Closed on email.
- 13.3 Moving to a consent agenda Motion  
send meeting minutes out two weeks before for approval. And discussion if needed. Then agenda items are sent as well. A week before the meeting, old minutes are accepted and new agenda is built. Absence of input is considered consent. You may add late agenda items. Moved by Neil, seconded by James. Motion passed.
- 13.4 Legal review of constitution – to be ready for the summer meeting. Sub-committee is Info  
Wendy/Don/Andrew
- 13.5 Gift certificate budget for review for the purpose of promo and community support. Provide Motion  
budget to Wendy. If more than a two day adult lift ticket (\$100), Wendy can approve. Suggested \$1700 total budget. Wendy will report on the status. Moved by Don, seconded by Jessica. Motion passed.
- 13.6 Keeping the hill open on March 25 (Monday). Info  
Denied.
- 13.7 Organizing a women's backcountry weekend next season. Wendy  
Paid guides, accoms, itinerary. Will complete a proposal. Carried
- 13.8 Finalizing Spring break deals Motion  
We used to do community based North Island deals. Show proof of residency. Wendy to define and send to Neil. Moved by Andrew, seconded by Neil. Motion passed.
- 13.9 Changing 2013 AGM to last weekend in September Wendy  
Not moving meeting, Wendy will delegate tasks.
- 13.10 Schedule the pre-season (August) planning meeting. Wendy  
Add season calendar to agenda of Summer meeting. Propose August 17<sup>th</sup> to board
- 13.11 Budget - what does advertising have to spend Motion  
\$5K in kind and actual budget (excluding website). Neil to research and report on the website support expense. Neil also to gain exposure in Victoria. Moved by Don, seconded by Wendy. Motion passed.
- 13.12 Update for meeting minute documentation purposes regarding budget approved via email James  
for T-bar upgrade.
- 13.13 Update regarding the bus schedule for Spring break Stuart  
Director not present.
- 13.14 Discussion of request from Ken Dean  
*The thing that sparked this thought was that I've been training Jenna in the supervisor duties and she's just about at the point where I could have her do a day as supervisor. She's doing a great job and if possible I'd like to see her get a raise in pay of \$1.00/hr.*  
Motion to give Jenna a raise in pay of \$1.00/hr passed.
- 13.15 Identify a Director or other volunteer to train in to support Sarah in the Ticket Booth Manager Jessica  
role as and if needed. Suggest hiring an assistant manager position for next season. Ali Romanow, Wendy Knudson, Bea. Jessica to follow up with those suggested. Slower days on spring break could sell tickets via ski shop.
- 13.16 Jen Lash came to present Budget. Motion to put 35,000 into a term deposit for equipment Jen Lash - Info

reserve fund suggested. A separate reserve fund was established a few years ago to address equipment emergencies. An email discussion needs to occur to discuss this.

Revenue from lifts at 148,000 and last year at year end it was 194,000

Accommodations down 12,000 from last year end

Ski shop revenue is down 14,000 from last year end

Ski shop has a 14,000 expense that was carried over from last year and was not budgeted for

Special Events Posters done distribute

Jen may not be here for kidsfest so need to make sure that jobs are covered. Don suggested janet rainbow. Registration/timing jen needs suggestions

**Meeting adjourned 5:54pm March 2, 2013**