



Mount Cain Alpine Park Society Meeting Minutes

2013/2014 Season

MEETING: 1

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November 3, 2013

PRESENT: *

President – promotions	* Neil Borecky
Vice President – Roads	* Stuart Abernathy
Secretary – Administration	* Wendy Ravai
Risk Manager	Dave Purden
Events and programs	Sarah Schnieder
Events and programs	* Rob Burgress
Human resources	* Eric Sprenger
Ski Patrol	Trish Ward
Buildings	Lance Karsten
Operations – groomer/equip	* Dean Davidson
Operations - lifts	* James Thomas
Ski Shop	* Rob Salsman
Government Liaison and legal	* Don Mancell
Ticket Booth/recycling	* Krisit Walker
RV park and electrical	Trevor Hatlet
Book keeper	Wendy Knudson
Budget – treasurer	Jennifer Lash

Distribution

Regional District	Greg Fletcher
Website	Neil Borecky

Chair: Neil Borecky

Scribe: Wendy Ravai

MEETING AGENDA:

- 1.0 Meeting called to order 10:05am
- 1.1 Motion to accept minutes from April 6, 2013 meeting
Motion: James, 2nd Rob
- 1.2 Motion to accept minutes from May 4, 2013 meeting
Motion: Don, 2nd James
- 2.0 Electronic Motions:
Motion: Wendy, 2nd Don
- 3.0 Old Business
- 4.0 New Business

ACTION BY:

Stuart
Neil
Neil
Neil
Info
Info

EMAIL DECISIONS:

- 2.1 September 7, 2013
Trish Ward made a motion to allow Janet Rygnestad to have her dog on Mount Cain as part of the dog's training as a search and rescue dog.
Of the ten remaining voting directors: 5 voted yes, 1 voted no and 4 did not respond.
Chairman approved the motion based on an acceptable arrangement.

STATUS

More Info

Motion Kristi 2nd Wendy: 9 in favor and 1 against
Janet must have ski patrol jacket on, dog must have a labelled jacket on, must clean up after dog

- 2.2 September 9, 2013 Closed
Andrew Gower sent out the 5 year plan for review. Comments were received and plan updated. It was reviewed at AGM.
- 2.3 September 12, 2013 Closed
Wendy Ravai submitted a motion for the Kapitany at \$800 a night for the jan. 25/26 women's weekend and tickets for two for one or group rate. The two for one was voted down and the group rate was accepted.
Of the 14 remaining voting directors: 5 voted yes, 1 voted no and 4 did not respond. Chairman approved the motion based on an acceptable arrangement.
Motion: Wendy, 2nd Kristi, all in favor
- 2.4 September 16, 2013 Closed
James Thomas made a motion for two single seasons passes or value of a single pass towards a family pass for the training of two lift operations personnel.
Of the 12 voting members: 5 votes yes, no reply from others
Motion: James, 2nd Rob, all in favor
- 2.5 September 30, 2013 Committee
Lance Karsten made a motion to the board of MCAPS :
MCAPS enter into a contract with Britco to supply to Mt Cain with a structure as described in the attachment. The term would be for six months with an option to purchase.
15 voting directors: 6 for and 9 against
Need to develop a building committee with Lance to move the new accommodations/building requirement forward for next year.
- 2.6 October 16, 2013 Closed
Dean made a motion for the purchase of a new snowmobile and a bus
The old snowmobile is broken. Need to replace every 2 years as part of 5 year plan. Is within budget. Total cost 13, 500 James seconded motion. All in favor
Old bus may not meet inspection this year. Need to look at a new bus. Part of summer planning meeting. James seconded motion. 4 in favor, 2 no, 5 no until know if old bus passes inspection, (3 no votes)
- 2.7 October 7, 2013 Closed
Lance expressed a concern regarding the number of directors and the director process. He could not find where the number had increased from 12 to 15. He was also concerned with the terms of office.
Don responded to this: 1. The number of directors increased to 15 in September of 2011 in an email correspondence that was not recorded in the meeting minutes. It is now on file. 2. The terms of directors was voted and accepted in the 1996 agm minutes to stagger the terms so that half were in their first year and half in their second. This was not formerly filed but still valid. Don will update amended constitution to reflect this.

OLD BUSINESS:

- 3.1 Season's Pass Protocol: Needs to be updated. Review old minutes for details.
Kristi, Dean, Stuart to complete with Trish input for ski patrol due nov. 30
- Opened:**
Status:
February 24, 2012 Meeting
Committee: Jessica, Stuart and jane

OLD BUSINESS:	Opened: Status:
3.2 Snowmobile Training. Looked into a trained instructor. He was unreliable and didn't come through. Will work to develop a on hill policy, Rob S. to send Stuart CF training procedures and Wendy to send CWSAA standards	Open March 10, 2012 Stuart Open
3.3 Gas inspections required. Lance got this done then got a report with recommendations. Upgrades are in progress. Status	Sept. 23, 2012 by Lance Open
3.4 3 rd party environmental insurance Partially completed. Revisit if it's required. Don to check with Jodi.	Dec. 6, 2012 by Wendy to be addressed by Andrew Open
3.5 Trailer park Lease agreements were not completed at all last year: Trevor has provided a draft that will be presented. Don to review.	Dec. 6, 2012 by Kristi and Trevor Open
3.6 Road Classification/Maintenance Ongoing, currently WFP road permit, as such can't get funding from government, reclassification to get funding	Feb. 2, 2013 by Don
3.7 Food inspectors report. Kitchen upgrades were recommended and are in progress. 3 sink assembly is on order as old one didn't meet standards, refrigerated prep table repaired and now in use. Dry prep in use.	Opened: April 6, 2013 by Neil to be addressed by Lance Open
3.8 Helicopter Protocol Existing protocol doesn't address Larger helicopter (Cormorant), bc ambulance medivac has tires which can't land on snow, not typical situation? Rob S. to touch base with her.	Opened: April 6, 2013 by song to be addressed by Trish Open
3.9 Shower sign replaced done	Opened: April 6, 2013 by song Closed
3.10 Trevor offered to coordinate Hill Electrical plan and operation permit. Operation permit was obtained Trevor has indicated that this is in progress.	Opened: Dec. 6, 2012 by Trevor Open
3.11 Fridge for patrol. Need to check fridges from kapitany and lodge and new stove to see if we have enough power. Trevor has indicated that there is not enough power. Generator system is not set up to build off each other. Breaker/wiring not enough for ski patrol. Stuart confirmed this.	Opened: April 6, 2013 by Andrew and Trish Open
3.12 Accommodations: Removal of youth from bottom of Kapitany Wendy provided a plan that was generally accepted. Need to discuss situation of adult in Kapitany if Eric and I can't be there. Requirements. Schedule Have a list of reputable adults for kapitany. Must have a criminal record check and	Opened: April 6 2013 – ongoing Wendy/Eric Closed

OLD BUSINESS:**Opened:
Status:**

approved by board. Eric to get a copy of mount Washington employee policy manual.

- 3.13 Put \$35,000 into a heavy machinery reserve fund term deposit so it is removed from the cash flow. This will ensure MCAPs can continue to operate in the face of unforeseen significant expenses. It also allows us the opportunity leverage more funds through matching grants.
 Motion: Neil, 2nd Rob , all in favor
- Opened: March 2, 2013 by Jen Lash
 Closed

NEW BUSINESS:**STATUS ACTION BY:**

- 4.0 Formalize vote for Neil Borecky as Chair for 1 year term
 Motion: Stuart 2nd: Dean, all in favor
 Closed
- 4.1 Formalize/Decide officer/treasurer position
 Vice Chair: stuart
 Secretary: wendy
 Treasurer/officer: Jen Lash
 Motion Don, 2nd neil, all in favor
 Closed
- 4.2 Treasurer: Development of a financial policy that outlines how and when the Board reviews, approves, and follows the annual budget.
 Needs explanation of how budget works. How do you save up for something, track by departments? Everything not spent is going back to reserve fund and is of a concern.
 Carry
- 4.3 Review and finalize annual budget
 Carry over to when Jen can come to explain.
 Carry
- 4.4 Insurance provider strongly recommends criminal background checks for all persons who have direct contact with any vulnerable sectors ie: ski patrol, snow school, day camp personnel and especially overnight supervisors.
 Eric will look into the requirements for volunteers.
 Motion that any persons supervising at kapitany have a criminal record check done.
 Motion: Wendy, 2nd: Dean , all in favor
 Carry
- 4.5 Backcountry Festival Beer Garden-Jerrett Taylor
 VIACS would get liquor licence and certificate insurance/liability (to get licence they would provide minimum fence sizing, cover security plan, as well as cover how and who will be dealing with things like over drinking, underage, etc, etc, and will require appropriate insurance.
 Proposed location next to ski patrol?
 Run through avalanche bulletin. Not for profit organization. Money will go to bulletin. Split profits from beer garden between Avalanche Bulletin and Mt. Cain. Raffle just to bulletin. Donation for camping and make a box somewhere. Backcountry, highest ticket sales last year.
 Approve in principal:
 Motion: Neil, 2nd Eric, all in favor
 More info

- 4.6 Partnership with Lisa Stauffer to offer avalanche training More info
"Anyways, what it boils down to is it costs \$24.25/student for the materials (handbook, evaluator and CAC contribution), \$575 for the AST Providers ins. For one year (I will pay). So if say we had 10 students it would cost \$81.75/student to cover the costs. Obviously the more the cheaper but ten was just an easy number to work with. If we decide on a cost then Mt. Cain would get 50% and I would get 50% (to help cover the ins. Cost) I have no idea what kind of response we will get. If we advertise the courses on the Mt. Cain website to members for this year and during this winter I would approach some of the schools and try to implement the idea with the school boards."
 Her insurance covers.
 Approve in principal:
 Motion: Neil, 2nd Don and all in favor
- 4.7 Jan for AIG has asked for a 2 ride pass for \$20. He has the same deal at mount Washington. He has indicated that right now passes with groups are optional. With the \$20 deal he would make them mandatory. Sarah from ticket booth is concerned that tickets can't be monitored. Cindy has also indicated concerns. Closed
 Motion, Wendy, 2nd Rob. 7/3 motion carried one off.
- 4.8 Rep from rocky mtn. underground skis wants to offer our volunteers a pro deal on skis and come up and do demos days. Closed
 Support, snow days is coming up backcountry
- 4.9 CWSAA family Day 50% of lift ticket promotion for all resorts. Closed
 Motion: Neil, 2nd: Dean, all in favor
- 4.10 Supply support for Grant. Dean did this last year but will be away more this year and would like someone else to take it on. Closed
 Neil will be the point guy.
- 4.11 Email Protocol/Etiquette Open
 Neil will set up goggle group. Subscribe to it. Will be new. Business etiquette.
 Motion/discussion
- 4.12 Motion to get recycle organizer a free seasons pass Closed
 Motion: Kristi, 2nd neil. 7 for and 3 against
- 4.13 Someone wants to buy old dopplemeir boxes. Do we want to sell it? Get \$100 each Closed
 Dean will deal with it
- 4.14 Short of ski instructors: Rob B. will work with him Open
 May wondered what styles she should order: Send dean/Kristi
- 4.15 DIN tester to test bindings. \$560 inc. Taxes with upgrades. Training on use. Closed
 Motion: James, 2nd neil all in favor
- 4.16 Sarah Schnieder has stepped down from the board. She will continue to volunteer as special events co-ordinator. Closed
 Discount pass for Sarah Schnieder for \$75.00 for special events.
 Motion: Wendy, 2nd Rob all in favor
 Meeting adjourned at 1:00
 Next meeting at 4 pm Nov. 30, 2013

INFORMATION

ACTION ACTION BY:

5.0 Use Discussion in email title of if not a motion

FORMAT FOR EMAIL MOTIONS/VOTING

MOTION: name and request (should be subject of email) and only one motion per email please.

SECOND: to be filled in by someone

BACKGROUND INFORMATION: how it relates to budget, 5 year plan, constitution, legal obligations, previous meetings (you can email me first for help with any of these) These should help to clear up a lot of the questions that can asked related to the motion.

VOTING DATE: Needed by

5.1 Chalet - \$14,730 - 53 nights booked
Kapitany - \$19,383 - 177 beds booked
Lodge - \$2025 - 73 beds booked
Memberships - \$1565 - 82 memberships
Lift Tickets - \$100
Ski Shop - \$100

5.2 Staff:
Lifts Ken Griffith
Ski shop May Lortie
Ticket Booth Sarah Karsten
Care taker Grant Bay
General Works Campbell
Kitchen Sharon Shraud
Accommodations: Cindy Adams (Rick Adams in Support)

5.3 James
Operations work party next Saturday nov. 10
Training day 30, lifties must train public on who to ride t-bars properly

5.4 Stuart's comments

Sent by email
Nov. 5, 2013

1. Were there any motions made at the Sept.22nd meeting? If no minutes were kept, is this meeting just to be totally disregarded? Unfortunately I was not able to be present but still have an interest on what went on.
2. How do we number the meetings and the agenda list? This was meeting #15. Also for instance under old business item 3.1, does this have any relevance to anything, at one point i thought we used to track the old business by the date of the meeting it originated at
3. At the December 2011 meeting I asked the board if I could contact the Namgis regarding us working together as neighbours to form a new joint road use policy. The board voted that I was not the right person for the job and elected others to task the job. Please fill me in on what is going to be done!
4. When we are discussing topics by e mail should we try to limit the contacts to directors only, it just gets very difficult to get 18-20 people to agree on a topic. For example Lances buildings motion had 15 directors plus Andrew, Jess, Wendy K, Jen and Cindy also commenting! I understand we need input from others but this could be done more one on one, then bring your opinion back to the board!

5.4

Karsten Construction
Box 35
Sointula, B.C.
Oct. 30, 2013

Lance's Report

Director Report- Buildings
BOD Meeting , Nov. 03, 2013

Agenda Item

3.7 Kitchen-

1. The existing 3 sink assembly has been removed- wrong place & size.
2. New 3 sink assembly on order to be installed in new location.
3. Refrigerated prep table reinstalled.
4. Dry prep table upgraded to meet code.
5. Plumbing and electrical to be redirected as required.

3.11 Fridge for patrol building.

1. No discussion to date.

Gas Appliances

1. New assemblies for 2 approved 3000btu heaters for L2 & L4 ordered and delivered.

Reason- existing unit not approved for indoor use- L2

- L4 DV heater problematic
- new heaters to be removed during off season.

2. Caretaker Abode-

1. RV propane cook range ordered and delivered

Reason- to replace electric hot plate

2. RV propane furnace ordered and delivered.

Reason- to replace electric space heater.

*Both to provide off grid heat and cooking for staff member and family while resort power system not operating.

3. K. Griffith Abode-

1. Electric range to be replaced with propane appliance.

4. Ski Patrol Building-

1. Replace existing propane furnace with new.
Reason- existing unit not operating despite repeated repairs.

New electrical appliance installation

1. Kapitany lodge-

1. New refrigerator supplied and installed to augment existing directed by BOD 2013.

2. Main lodge- Hostel level

1. New refrigerator supplied as suggested by BOD 2013.

Electrical contractor needed for:

1. Caretaker abode-

- Set up power source for furnace fan- off grid style.

2. Main Lodge- Hostel level

- Ensure proper power source for refrigerator.

3. Main Lodge- Kitchen

- Move duplex to opposite wall.

4. Ski Patrol building-

- Ensure proper power supply.

VIHA requirements

Kitchen- In process

- Re positioning of sink, upgrade dry prep table.

Cypress & Blueberry Cabins- completed and passed

- Plumbing, holding tanks, and site plan.

Reservoir- Fencing

- Posts installed. Will install snow fencing on training day.

- Certification pending.