



Mount Cain Alpine Park Society
 P.O. Box 1225
 Port McNeill, BC
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**2015/2016 Season
 MINUTES OF GENERAL MEETING
 November 28, 2015
 (Meeting #3)**

Directors		Present	Not Present
1. Neil Borecky	President – Promotions	Y	
2. Robert Burgess-Webb	Vice President – HR	Y	
3. Jeffrey Jones	Secretary - Legal Liaison	Y	
4. Eric Sprenger	Treasurer	Y	
5. Janet Rygnestad	Patrol Director	Y	
6. Lance Karsten	Buildings & Construction	Y	
7. James Thomas	Operations - lifts	Y	
8. Peter Davidson	Operations – roads/generators	Y	
9. David Howich	Operations – groomers	Y	
10. Kristi Walker	Ticket Booth/recycling		N
11. Wendy Ravai	Administration	Y	
12. David Mazzucchi	Ski School	Y	
13. Sarah Poole	Events	Y	
14. Jason Stevens	TBA	Y	
15. Trevor Hatelt	RV Park and electrical	Y	

The meeting was called to order at 4:05 pm. The meeting was chaired by the President, Neil Borecky. Mt. Cain held its training day and it was very successful.

Minutes of the November 7, 2015 Meeting	
MOTION: That the Minutes of the November 7, 2015 be adopted as circulated. M/Neill; S/James; Carried	MOTION CARRIED

OLD BUSINESS

<p>Peter Davidson- Roads/Generators Discussion ensued regarding the option of purchasing a used genset. Pete explained further detail about used 100 kw diesel generator for sale in Victoria for \$2,500. The unit has very low hours (82), is about 15 years old, and in excellent condition. It was agreed that Pete would purchase the unit if available. Mt. Cain will pay up to \$2,500 plus request the RDMW to issue a tax receipt to the seller. An written estimate from a knowledgeable business of the estimated fair market value will need to be provided to the RD.</p>	<p>ACTION ITEM Pete is authorized to pursue purchasing the generator.</p>
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DIRECTOR REPORTS

<p>Neil Borecky, President Neil provided an update regarding the Sewage Pump out which was completed on September 21, 2015. The pumpout contractor from Port Hardy had untrained staff who improperly emptied the trucks at the Regional District Woss sewage plant. This violates the agreement between the Cabin Committee, MCAPS and the Regional District. One option is hire a new contractor in Campbell River next year. Neil will contact Boris to advise of Mt. Cain's concern about the actions of his staff.</p> <p>The Port McNeill highschool NISS and teacher Greg Muirhead wanted to rent the Kaitany Lodge for an outward bound type program for Dec. 15, 16 and 17. The basic cost to open Mt. Cain for group lodging is \$700 per night. This was beyond the budget of NISS and the booking has been declined.</p>	<p>ACTION ITEM Neill will liase with the Cabin Committee regarding steps to ensure this won't occur again and respond to the RD.</p>
<p>Robert Burgess-Webb – HR</p> <p>A one hour orientation of Mt. Cain's generators was held earlier in the day, which was guided by Campbell Wilson and Pete Davidson.</p> <p>New staff have been hired as follows: Lift Supervisor – Sebastian Papineau; Snow School Supervisor – Tom Arnold; Cafe – Salinas and Paul Laperierre;</p> <p>Mt. Cain has hired 10 liftees but needs ten more, which will hopefully occur once the hill opens.</p> <p>Rob has been requested by Ken to purchase some additional helmets: Small, Medium, Large, plus one for Sebastian Papineau</p> <p>Ken Griffiths would like to speak at the next Board meeting.</p>	<p>ACTION ITEM A one-hour Director Orientation of Mt. Cain's mechanical and operating machinery will be held on training day, Saturday, Nov. 28 at 10:00 am.</p> <p>ACTION ITEM: James will order the helmets.</p> <p>ACTION ITEM Ken Griffiths will speak to the Board regarding liftee training.</p>
<p>Jeffrey Jones – Secretary & Legal Liaison No legal issues to report.</p>	
<p>Eric Sprenger – Treasurer Eric reported that we have \$59,000 in the general account and \$87,000 in the GIC. It was previously agreed that he would transfer \$13,000 to the GIC to bring it up to \$100,000, however Wendy K. noted it might unduly reduce our operating account which is used to pay all invoices.</p> <p>MOTION: That the direction to transfer \$13,000 into the GIC be rescinded, and that the issue be revisited in the new year</p>	<p>MOTION CARRIED</p>

<p>Eric also noted that the draft budget is currently \$44,000 over budget, leaving a significant shortfall. Discussion was had regarding ways to decrease costs. Discussion was had regarding possible options to increase revenues (accommodation rate increases?). It was agreed that each Director who has a budget would review their department and see where reductions can be found.</p>	<p>ACTION ITEM: Directors will review their departments and respond to Eric Sprenger with any suggested budget reductions.</p>
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<p>Janet Rygnestad – Patrol Director Janet advised she had an excellent turnout for training day. She has 4 teams of 8 people each, most of whom hold an OFA3 or higher (OEC, EMR, PCP-IV). This season there is an ER doctor with first aid room experience at Mount Washington and Whistler, as well as a nurse with emergency trauma care credentials. She noted that when an emergency occurs during operating hours, the ski patrol will call for radio silence on Channel 1 to permit the ski patrol to communicate. Channel 2 will still be available for other uses.</p> <p>Janet wishes to launch a crowd-funding campaign to purchase first aid equipment called an AED. She would like to raise enough funds to cover a professional AED model for patrol use (\$2500), as well as a public access one for the lodge (\$1500). Approximate cost at \$4,000. Janet was directed to proceed. Neil said the Waverly pub night raised \$300 which will be donated to Ski Patrol.</p> <p>Janet agreed that additional signage should be posted on the East Bowl entrance.</p> <p>Janet noted that a grant of \$12,000 was received by the Vancouver Island Avalanche Bulletin from MEC. This will allow for the construction of a new weather station placed in Mt Cain's tenure, and will include an educational component from a professor at UVic.</p>	<p>ACTION ITEM: Janet will launch a crowd funding program for medical equipment.</p>
<p>MOTION: That the following policy be adopted for the 2015 – 2016 operating season for Ski Patrol volunteers:</p> <ul style="list-style-type: none"> 1.0 Regarding seasons pass discounts; 1.1 All active members of Patrol receive a seasons pass for \$75 each contingent on providing ten (10) full patrol service days during the season; 1.2 The Patrol Director and four (4) Team Leaders receive seasons passes for their family members, up to a maximum of two adults and three children, for \$75 per person; 1.3 Patrol members who joined during the 2012 – 2013 season or earlier, who met their minimum commitment receive seasons passes for their family members, up to a maximum of two adults and three children, for \$75 per person; and 1.4 Patrol members who joined during the 2013 – 2014 or 2014 	

<p>receive a discount on seasons passes for their family.</p> <p>2.0 The Patrol Director will track patrol members' service days on a monthly basis. A written report will be submitted to the Board at the May 2016 Board meeting that summarizes patrol service days by member and provides recommendations for future seasons.</p> <p>M/Janet; S/Neil; Carried</p>	
<p>Lance Karsten – Buildings and Construction</p> <p>Lance noted that with more accomodation buildings, cleaning has become an issue. He requested that staff be offered additional hours to clean each accomodation building prior to opening (8 hours per weekend).</p>	<p>ACTION ITEM: Extra hours for cleaning will be offered to Annie (Ticket Booth Manager) and her staff.</p>
<p>James Thomas – Operations – Lifts</p> <p>James noted he has four new volunteers willing to work on rotating operation days. Need new signage for L1 and L3 (\$70 each); suggests offering a tax reciept to Dave Bandy for his work on the Bullwheels;</p> <p>James discussed the bull wheel replacement project. The original application for partial funding from CST was written by previous Director Don Mancell and sent in April, 2014. The budget was stated to be \$31,000, with \$22,000 from Mt. Cain and \$9,000 from CST. There was no furthe breakdown of the budget. The application was approved by CST and MCAPS received \$4,500 in April, 2014. The balance has not been paid, pending completion of the project, which was supposed to be in October, 2014. Wendy R. was not provided a copy of the application at the time, but obtained a copy from Eric Sorensen subsequently and MCAPS now has the all relevant documents.</p> <p>The project will not be finalized in 2015. An extension will be needed. James will obtain a quote for the fabrication of the bullwheels. James queried if Mt. Cain can afford to spend \$31,000 on the bull wheels.</p>	<p>ACTION ITEM: Wendy will contact Eric Sorensen and request an extension for the CST bullwheel grant.</p> <p>ACTION ITEM: James will obtain quotes for fabrication of new bullwheels and the issue will be reviewed at the next meeting, or sooner if required.</p>
<p>David Howich – Operations – Groomers</p> <p>Dave advised that he has found several people who will groom this winter. Nahum Gazell will work most night shifts, (10:00 pm to 8:00 am). Ken Griffiths will be trained, and do parking area and cabin area grooming each Friday. Back up groomers include Dean Davidson and possibly Helen and Casey Brown and Jason Abernethy.</p> <p>Dave advised that full time groomer operators are not likely to accept a job at Mt. Cain as the hourly rate of \$25 is too low. The groomers have been serviced and are ready to operate.</p>	

<p>Trevor discussed the status of the smoke alarms in the Mt. Cain buildings. Discussion was had regarding interconnected wiring of the smoke alarms in the new staff building, and how to update smoke alarms in other buildings.</p>	<p>CARRIED: Trevor will interconnect and wire the smoke alarms in the staff building. ACTION ITEM: Trevor will review policy of upgrading other buildings for fire alarms.</p>
<p>Peter Davidson - Roads/Generators Pete advised that we need a bus driver to drive the bus from Woss and back each day. Peter Curtis previously ran the bus, at no charge. Mt. Cain will pay \$30 per day for a bus driver. A recent applicant Martin is interested in the job. Drivers need a class 4 unrestricted licence.</p>	
<p>Sarah Poole – Special Events Sarah noted there are currently no events set for January and will look into a possible event. Discussion about thank you cards to be sent to sponsors/volunteers. Need to locate stop watches for timing races.</p>	
<p>Kristi Walker – Ticket Booth/Recycling Kristi was not present.</p>	
<p>Jason Stevens – Grant Funding Jason requested that people provide sources of potential grant funding.</p>	<p>ACTION ITEM: Wendy will work with Jason regarding sources of potential grant funding.</p>
<p>David Mazzucchi - Ski Shop/Ski School Dave confirmed that parcels will now be mailed to Dave Howich's street address as they can't be delivered to P.O. Boxes. The ski shop cash register needs to be replaced. Dave is authorized to purchase a new register, approx. cost \$400.</p> <p>Dave discussed the ski shop having two Assistant Manager positions vs one, each will receive \$15 per hour. It was agreed to hire two assistant managers.</p> <p>Discussion was had regarding opening all week during spring break or not. It was agreed to defer a policy of opening all week, but the issue can be revisited in the new year, subject to snow conditions. It was agreed that Mt. Cain will be open for extended weekend hours for spring break, at a minimum of: March 18, 19, 20 & 21 and March 25, 26, 27 and 28.</p>	<p>ACTION ITEM: Wendy will provide Dave with CWSAA contact information.</p>
<p>Wendy Ravai Administration – Administration Wendy discussed the current safety procedure policies in Mt. Cain, and suggested purchasing a bound Director's safety book for recording notes during a emergency. Discussion was had about a written protocol for Directors on Duty to follow. Jason agreed to prepare a protocol.</p>	<p>ACTION ITEM: Wendy will purchase a bound, Director on Duty handbook for notetaking. ACTION ITEM: Jason will prepare a draft protocol policy</p>

	for Directors on Duty to follow.
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STAFFING ACCOMODATION

<p>Discussion was had regarding staffing accomodation. Mt. Cain has five separate living quarters in addition to the rooms available at the new Staff Building. These grew over time to accomodate couples or families who worked at Mt. Cain, as follows:</p> <ol style="list-style-type: none"> 1. Bill Coyne quarters (two rooms, cooking facilities) – This is still occupied by Bill Coyne; 2. Ken Griffiths quarters (two rooms, cooking facilities) – Ken will be a groomer trainee and continue to occupy the room; the other room is vacant and currently unoccupied; 3. Grant McCormick quarters (small RV trailer; cooking facilities) – Grant works as the caretake and trailer is occupied; 4. Chalet quarters (small building, no cooking) – this building is currently unoccupied; 5. Cafe Manager quarters (upstairs in lodge) – this room will be occupied by the cafe operators, Salinas and Paul Laperierre. <p>Discussion was had about which staff might stay in the vacant Chalet and room adjacent to Ken’s room.</p>	<p>ACTION ITEM: Rob will speak with staff and determine who will occupy the extra living spaces.</p>
<p>Director on Duty Eric has posted a calander in Office365 which will allow each Director to choose which days they will agree to be Director on Duty. Neil noted that if each Director (except for the Director of Lifts – James Thomas) commits to four days, then all of the normal operating days will be covered (Saturday, Sunday and Monday, plus Spring Break days).</p>	<p>ACTION ITEM: Each Director should choose 5 Director on Duty days on the calander in Office365.</p>
<p>Opening Day Snow is expected in the next week. If enough snow falls, Mt. Cain will try and open on Saturday, December 12, 2015.</p>	<p>ACTION ITEM: Encourage sufficient snow to fall so Mt. Cain can open on December 12.</p>

Adjournment

The meeting was adjourned at 6:10 pm.

Next meeting to be held: **Saturday, January 2, 2016** at 4:00 pm at the Mt. Cain Ticket Booth

Respectfully submitted
Jeff Jones