



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
December 1st 2018

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.

Agenda:

1. Guest Presentation: Jen Lash- Website update proposal.
2. Introduction of Den Parent
3. Director Update:
 - a. Directors 5 minute update- round table
4. Old Business:
 - a. Action items update
5. Further Discussion of new action times and motions
 - a. Additions to the Agenda

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| Call to Order at: 4:07 Meeting Chaired by : Eric Sprenger | |
| Motion to Adoption of the Agenda as Circulated. M: David M S: Rob W Motion CARRIED | Motion: CARRIED |
| Motion to adopt the Meeting Minutes from November 3 rd 2018 as circulated M: Rob W S: Sarah P Motion: CARRIED | Motion: CARRIED |

| Directors | Director | Executive Role | In Attendance |
|---------------------|----------------------------------|----------------|---------------|
| 1. Eric Sprenger | Tech Support | Chair | |
| 2. Neil Borecky | Promotions | Vice Chair | |
| 3. David Mazzucchi | Snow School & Ski Shop | | |
| 4. Erin Pickering | BC Society Act | Secretary | |
| 5. Greg Muirhead | Patrol | | ABSENT |
| 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 | | ABSENT |
| 11. Jeff Gaetz | Director At Large - Trailer Park | | |
| 12. Alec McBeath | Administration | | |
| 13. Darryn McConkey | Grant Applications | | |
| 14. Max Oudendug | Hospitality | | |
| 15. Sarah Poole | Occupational Health and Safety | | |

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| 16. Cindy Thorne | Special Events | Treasurer | RESIGNED |
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1. Guest Presentation by Jen Lash:

Website Update Proposal:

Problem: Website design: can't find events; old format; -- so looking for a solution

Suggesting that our website is not as user friendly as it could be.

Salt and Cedar – Brittnay Lowden is willing to do a site with an online accomodation payment option

\$3250 + \$350/year + 35cents a transation + buffer =approx \$5K

Jen would like to volunteer to do the writing for the website. Would be looking for a pass in exchange for work on website.

Provided overview

Website is for information/special events/key information – such as weather conditions

This plan's cost is similar to the amount we are paying now.

Discussion:

Website was not listed as priority for this fiscal year; changes to website would need to be contingent on a December opening.

Questions

about if we can add content ourselves? Could we add booking of additional services down the road – lesson; rentals; season's passes.

Action:

Directors are to think about what our wishes are for the website functionality; Send info to Eric he will forward to Jen.

2. Welcome to Sue Haskins– Den Parent

Round table introduction of directors.

Sue has lots of experience working with children/teens.

We will set up a Mount Cain email.

Welcome to Gary Montgomery - New Care Taker

Round table introduction of directors.

We will set up a Mount Cain email.

3. Director Round table – see each director's name for the update informaiton.

4. Old Business:

a. Items from Previous Meeting:

| Action Item: | Complete? Y/N |
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| ALL DIRECTORS TO THINK ABOUT NEEDS FOR SEASON. | In process |
| ERIC TO DISTRIBUTE AND UPLOAD 2017/18 BUDGET TO SHARE DRIVE. | Distribution Yes Upload No |
| Darryn to notify Tyler F. that Cabin Areas Association, or individual cabin owners?, may have to pursue water licenses. | YES - will not pursue. |
| Darryn & Sarah to work on Environmental I Policy statement. | YES – in progress |
| Darryn to submit application letter. Notify Wendy K, Cindy A. | In progress |
| JeffDistribute rental agreement to RV park residents. | YES |
| Jeff to notify June that her mudroom at risk of being damaged by snow cats. | YES |

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| Dean to email Sarah with Technical BC request form | YES |
| Dean to find out company name for Dave Bandy | YES -- Holden Engineering Associates. |
| Dean D to get programmable lock for the shop that doesn't require batteries. | In progress |
| Pete D to look into switch when running generator to power office. | In progress – needs consultation with Electrician |
| David M to organize on hill instructor training, possibly with Section 8. | YES – see discussion. |
| Erin to connect with Alec re BC Societies Act | YES |
| Signage to be added to High Voltage; Authorized Personell to shop | YES |

New Business:

1. Submitted Director Reports

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| <p>Eric Sprenger Chair/ Tech.</p> <p>For Discussion:</p> <ol style="list-style-type: none"> 1. Recent e-mail behavior <p><u>Discussion:</u></p> <ul style="list-style-type: none"> - Please maintain a professional tone when communicating. Discussion and disagreement is healthy, if conducted in a constructive, respectful, supportive manner. - Eric will draft a communication guideline to the director role and responsibility. - Directors with experience should be supportive and helpful to new board members to ensure they feel comfortable and prepared for their roles. - There has been a loss of communication lately- as there have been a couple of errors/omissions in processes for getting hill set up. - Email is meant for discussions between meetings - To encourage a team atmosphere, please communicate when you will be up on the hill in case you need help, or someone else does. <ol style="list-style-type: none"> 2. Director Positions in need of filling: Require a treasurer – Sarah Poole is happy to take this role. Require a Special Events Director <p>MOTION: Sarah Poole to become Treasurer for the 2018-19 season. M: Rob Webb S: David Mazzucchi MOTION: CARRIED</p> <p>MOTION: Jeff Gaetz to become Special Event Director for the 2018-19. M: Erin Pickering S: Sarah Poole MOTION: CARRIED</p> <ol style="list-style-type: none"> 3. 2018-19 Budget – presented by Sarah Poole A conservative budget based on last year's opening. Round table of director needs and comfort with Budget. <p>MOTION: To accept the 2018-19 Budget as presented.</p> | <p>Action: Eric to draft a communications guidelines to director role and responsibility.</p> <p>Planning Item – outline the agenda/plan for the next season's training day. →Start at 9am gathering for all →DOD orientation →DOD set up in advance.</p> <p>MOTION: CARRIED</p> <p>MOTION: CARRIED</p> <p>Planning Meeting Item: Discussion of contingency fund allocation to various departments / large scale projects</p> |
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| <p>M: Rob Burgess Webb; S: Erin Pickering Motion: CARRIED</p> <p>4. DOD responsibilities and DOD calendar. Training Sunday Dec. 2nd 10am; Calendar will be sent out this week.</p> | <p>MOTION CARRIED</p> <p>Action: Sarah to find budget acutals for Operations departments.</p> <p>Action: Eric to send out DOD calendar and instructions to sign up.</p> |
| <p>Darryn McConkey: Grants Update:</p> <ol style="list-style-type: none"> 1. \$8500 Plan H application on behalf of the Namgis submitted Nov 5. 2. Have not heard back from the Rural Dividend Fund about our Feasibility Study grant. 3. No response/details from the Regional District about Grant-In-Aid application. I've followed up with Greg F. once. <p>For Discussion:</p> <ol style="list-style-type: none"> 1. We need to plan for a delegation from MCAPS to visit the RDMW board for our annual presentation/update. <p>MOTION: Darryn and Mike act as delegation to the RDMW</p> <p>M: Jeff Gaetz S: Alec McBeath Motion: CARRIED</p> <ol style="list-style-type: none"> 2. Based on my DOD experience last year I also edited the DOD sop. We could review and possibly finalize at the meeting. Not sure if we would need a motion to adopt or not. I tried to upload it but was not successful. SEE APPENDIX A <p>MOTION: TO ACCEPT CHANGES/UPDATED TO DOD DUTIES AS IN APPENDIX A</p> <p>M: Darryn McConkey S: Pete Davidson</p> <p>Motion: CARRIED 1 opposed</p> <ol style="list-style-type: none"> 3. Hakai Electrical "In Kind" request: Just spoke with Bill and he said that the Hakai electrical guys don't want/need \$1400 the board agreed to pay in April 2017 to help fund the weather stn. Instead they would like some ski passes 10-15 and accom if possible. Bill said the accom might be an issue. I believe this is a good idea considering the amount we approved. <p>Question: what was the previous agreement? <i>"During the April 2017 Board meeting we agreed to pay Bill Floyd \$1400 to help out with the new weather station project. In exchange Cain would get real time weather data, a webcam for the parking lot, an off grid power source to use when the generator is not running, the option to push higher amounts of data, and Cain's logo on the WX station sign."</i> David Mazzucchi.</p> <p><u>Discussion:</u> New arrangement/deal:</p> <ul style="list-style-type: none"> - Accommodations FULL- will not be able to accommodate <p>Motion: Provide Hakai with 15 day passes for services provided.</p> <p>M: Darryn S: Pete MOTION: CARRIED</p> | <p>Action: Darryn & Mike liais regarding meeting with RDMW</p> <p>MOTION: CARRIED</p> <p>MOTION: CARRIED</p> <p>ACTION: Discuss Criminal Record Checks for Directors at the January Board meeting.</p> <p>MOTION: CARRIED</p> |
| <p>David Mazzucchi - Snow School and Ski Shop Director Report</p> <p>Update:</p> <ol style="list-style-type: none"> 1. Shop Manager – Kelly Browett; New to the hill – she is learning on her feet. | <p>Action:</p> |

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| <p>Please make her feel at home.</p> <ol style="list-style-type: none"> 2. Mount Cain pins – possible year end gift for volunteers and will be sold in shop. 3. Attended memorial for Rod Bain <p>For Discussion:</p> <ol style="list-style-type: none"> 1. Replacing the rental skis with expired bindings - Will be taken out of budget. 2. - Level 1 Instructor's course – see postponed motion <p>Discussion and general agreement happened at last meeting</p> <p>MOTION: Mount Cain will reimburse 50% of the level 1 ski/snowboard course, to be paid at the end of the season. Money will be taken from the training budget. Funds will be made available before the course for employees who cannot afford to pay up front. Snow School Director will assess on a case by case basis.</p> <p>M: David M; S: Jeff G. MOTION: CARRIED</p> <ol style="list-style-type: none"> 3. Nomination of lifetime membership candidates <p>Great idea – please send suggested names to David M.</p> | <p>MOTION: CARRIED</p> <p>ACTION: Discuss lifetime membership process at the January Board meeting.</p> |
| <p>Mike Green: Roads Operations</p> <p>Updates:</p> <p>Roads:</p> <p>We have grader operators lined up for first few weekends, including training day should it be required.</p> <p>Bus:</p> <p>Still looking for another class 4 unrestricted or class one driver to operate bus one day a weekend. We have one potential candidate who would be available every second weekend. Dan Clare has located a potential bus for sale in Port Hardy to possibly consider for purchase. This is a newer bus with a diesel engine.</p> <p>Generators: Nothing to report.</p> <p>Grader and Bulldozer: Nothing to report.</p> <p>For Discussion</p> <ol style="list-style-type: none"> 1. Would be helpful to discuss any policies or insights around hiring for Mount Cain positions, particularly volunteer positions. <ul style="list-style-type: none"> - Need to update/clarify the hiring and training process for Bus Drivers. - Still looking for a second bus driver 2. Possible Purchase of new bus vs repairs to meet safety on old buses. <ul style="list-style-type: none"> - Bus#1 will not pass inspection without \$5K + work. Bus #2 is not ideal; but ready to run. Needs inspection. Bus #3 – is ready to go, but again not ideal. - Possible Purchase: A Pre-2008 diesel bus with Cat engine has been located and could cost \$5-8K - work for certification would need to be confirmed. <p>Recommendation: Bus #2 goes into be certified.; Look at the Pre 2008 bus to investigate more.</p> | <p>Action: Directors please be advised we still require a bus driver.</p> <p>Action: look into signage and labelling for generators – turn on process.</p> <p>Motion:</p> |
| <p>Pete Davidson : Buildings and Construction</p> <p>Update:</p> <p>After a prompt from Dave Mazzucchi regarding our electrical operation permit,</p> | <p>Action: Shop- key pad for lock.</p> |

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| <p>Lance and Wendy confirmed it had been paid. However, our permit is currently suspended for lack of a signature on our FSR. I have signed and returned it.</p> <p>Pete has now signed the permit. Waiting for permit to be send back approved.</p> <p>Discussion: Kapitany security. Pass codes have been updated.</p> | |
| <p>Neil Borecky - Promotions & Vice Chair Update:</p> <ul style="list-style-type: none"> - Promotion going well – recent shout out on CBC. - Water/VIHA is in progress. - | |
| <p>Sarah Poole – Health and Safety Update: Emersing oneself in OHS She has distributed some information to managers – we will be keeping a better record of workplace incidents small or large. Learning to help develop policy</p> | |
| <p>Jeff Gaetz - Trailer Park & Special Events Update: Hard copies have been handed out. Waiting for signed copies and payment from most renters.</p> <p>New task→ Snowmobiles: he will be creating a system for recording action items for the machines. – what is going wrong – write it down.</p> | <p>Action: Max to canvas Cumberland for prizes for Events Erin to Canvas Campbell River & Courtenay</p> |
| <p>Rob Burgess Webb - Human Resources Update: Hiring has been completed recently. We have a great time this year. Gary new caretaker; Sue new den parent. Looking for a second cleaner</p> | |
| <p>Alec McBeath – Administration Update: Working on updating agreements and licenses Liblity Insurance Societies Registration Liquor License. Waiting for a copy of liquor license to be printed.</p> | <p>Action: send Max the liquor license so that it can be passed to Café.</p> |
| <p>Dave Howich – operations groomers Update:</p> <ul style="list-style-type: none"> - Groomers are ready to go. | |
| <p>Max Oudendug: Hospitality Update: Café: J. Turko has been getting things ready; VIHA approval pending – inspector coming→ Dec. 7th weekend. Has not heard from Hood Fan cleaning service – still waiting. Ticket booth: Staffing has been filled. Great team. New season’s pass machine will make work efficient Accomodations: fully booked for the season with only a few rooms on a few dates.</p> | |

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| Informaiton Poster: weather/ avanlanche info/ events/ accomodations to list any openings. Sandwich board coming for Guest Services ATM: looking for a secure location for the ATM – possiblity the lodge. This year is a pilot year, to determine if this is a useful service. | |
| Dean Davidson – Operations: Lifts – Absent. Report submitted by email. We did do the lift inspection today and we are good to go, all the new modifications have been signed off by the engineer and the BC safety Authority. | |

Next Meeting: January 5th at 4pm

Adjourned at: 7:14pm

Appendix A

Mt. Cain Alpine Park Society Standard Operating Procedure Director on Duty (DOD)

- Director on Duty must be available ALL DAY during operating hours to handle all complaints and queries and must follow mountain policies and procedures consistently.
- DOD ensures that dogs are leashed or confined during operating hours as they are not permitted on the ski hill unless they are working search and rescue dogs.
- In case of an emergency DOD should check in with ski patrol and offer assistance. This may be in the form of monitoring the phone, directing others, etc. . . .
- DOD is responsible for contacting emergency services such as police, fire and ambulance and documenting actions taken including times.
- Director of Administration ensures that Directors are assigned to each operating day and information is posted in the Ticket Booth.
- The DOD will check in with the staff accommodations daily for cleanliness and authorized use.

1. *Evening before - 5:00 pm the DOD:*

- Picks up radio evening before – duty is for a 24 hour period and begins at 5:00 pm until 5:00 pm next day
- Connects with previous DOD (Sat and Sun)
- Checks in with who will be looking after lift and road operations for the next day and updates office white board.
- Establishes a chain of command if a problem should arise in the night regarding possible hill closure (i.e. blizzard, breakdowns, rain, etc.) especially on Sunday night if there are school groups the next day.
- If you are head of the chain of command and not operations you should make contact with the groomer operator at 5:00 a.m. if conditions warrant.
- Checks with grader operator as to the road conditions and if conditions warrant send someone to bottom of hill to advise of conditions and insist on chain use.
- If you see campers parking on low side of parking lot ask them to park on the high side so that the grader can clear the parking lot in the morning if necessary.

2. *Evening before – 11:00 pm the DOD:*

- Checks the main lodge, kapitany lodge and staff accommodation for authorized use and to enforce 11pm quiet time.
3. ***In the morning the DOD:***
- Checks in with Ticket Booth to ensure adequate staffing.
 - Checks in with Ski Patrol at 8am for safety meeting to meet Patrol lead and crew.
 - Ensures that the bus parking spot is clear next to the lodge and puts out cones to secure parking spot for bus.
 - Reviews Director's Log kept in office to get a feel of what has been going on.
 - Checks parking and if it is a busy day use spare Liftee to assist in getting vehicles parked close together.
 - Checks phone messages.
 - Notifies Lift Supervisor to open the ski hill to the public after ensuring:
 1. liftees are in place and lifts are operating safely, and
 2. Ski Patrol has completed sweep and boundaries are up.
4. ***End of Duty Day – 5:00 pm the DOD:***
- Completes Director's Log in Director's Log Binder in the office.
 - Connects with next DOD and de-brief.
 - Checks phone messages.
5. ***MONDAYS and Groups: In Addition to the above***
- The DOD and the Patrol Director will greet the bus and the teacher in the morning, identify themselves and explain their responsibilities on the hill. The DOD will ensure that the teacher knows that if an incident occurs the DOD will organize emergency transport, and communication with the parents and school board.
 - If an incident occurs the DOD will gather all paperwork, arrange to get equipment tested and inform the Chair Director.
 - At the end of the day the DOD will ensure all of the students are on the bus before it leaves.