

**2019/2020 Season**  
**MINUTES FOR THE MOUNT CAIN ALPINE PARK SOCIETY BOARD MEETING**  
**January 4, 2020**

The Mount Cain Alpine Society acknowledges this meeting is taking place on the traditional territory of the 'Namgis First Nations.

Agenda:

1. Old Business: Action Items
2. New Business: Directors Reports
3. Additions to the Agenda

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| <b>Call to Order at:</b><br><b>Meeting Chaired by</b>              |                |
| Adoption of the November 30 <sup>th</sup> Agenda.<br>M: / S: Vote: | <b>Motion:</b> |
| Review and Adoption of the 2019-20 Planning Meeting Minutes<br>M:  | <b>Motion:</b> |

| Directors            | Director                         | Executive Role | In Attendance |
|----------------------|----------------------------------|----------------|---------------|
| 1. David Mazzucchi   | Snow School & Ski Shop           | Chair          | No            |
| 2. Neil Borecky      | Promotions                       |                |               |
| 3. Eric Sprenger     | Tech Support                     | Treasurer      | No            |
| 4. Greg Muirhead     | Patrol                           |                |               |
| 5. Dean Hunchuk      | Buildings & Construction         |                |               |
| 6. Kathryn Wykes     | Operations- Groomers             |                |               |
| 7. Ken Griffiths     | Human Resources                  |                | No            |
| 8. Mike Green        | Operations- Road/Generators/ Bus |                |               |
| 9. Dave Steele       | Operations- Lifts                |                |               |
| 10. Erin Pickering   | RV Park                          | Secretary      | NO            |
| 11. Darryn McConkey  | Grant Applications               | Vice Chair     |               |
| 12. Rob Burgess      | Hospitality                      |                |               |
| 13. Sarah Poole      | Occupational Health and Safety   |                | No            |
| 14. Matiss Valdmanis | Special Events                   |                | No            |
| 15. Alec McBeath     | Administration                   |                | No            |

1. Old Business

Action Items:

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| <b>Action:</b> Erin will see that the outhouse is vented,                   | In progress |
| <b>Action:</b> Purchase Large ABC fire extinguisher.                        | Complete    |
| <b>Action:</b> Erin will work to secure Tennant signatures for this season. | In progress |

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| <b>Action:</b> All Directors are asked to review the bylaws regarding email vote. (Alec)   |  |
| <b>Action</b> Rob will work with Ticket booth and promotions to improve marketing on the High 5 ticket package.  |  |
| <b>Action:</b> All Directors to sign up for DOD shifts - Need Dec 31 <sup>st</sup> coming up.  | Complete<br>Mondays need coverage              |
| <b>Action:</b> Ken and Sue to track monies spent on special events and Saturday night dinners. <b>Revisit Den Mother funds in January.</b><br><br><b>Action:</b> Ken to approach Ryan about taking the lift training course.<br><br><b>Action:</b> Ken and Rob to work to ensure Employee handout is on Shared porthole. | Complete<br><br>In progress<br><br>In progress |
| <b>Action:</b> Alec to review Society’s act for executive roles – can we have a secretary directorial ship?<br><br><b>ACTION:</b> Directors are asked to review the 5 -10-year plan.   |  |
| <b>Action:</b> Neil to contact Jaclyn and Kaitlyn regarding credits on file.   |  |
| <b>Action:</b> Darryn to send most recent version of feasibility study to all directors and upload to team site.   | Complete                                       |
| <b>Action:</b> All Directors to forward Corporate Sponsorship information to 10 businesses.  | In Progress                                    |
| <b>ACTION ITEM:</b> Kathryn and Greg will continue to discuss the needs of Mount Cain regarding emergency response.  |  |
| <b>Action:</b> Kathryn to connect with Dean Hunchuk regarding access to the shop. Creation of a master list of those with access<br><br><b>Action:</b> Directors wishing for access to shop are to speak with Dean H.  |  |
| <b>Action:</b> Matiss upload events document to SharePoint.  |  |
| <b>Action:</b> Matiss to connect with Neil regarding website.  |  |
| <b>Action:</b> Ken to coordinate deduction through pay roll  |  |
| <b>Action:</b> Neil and Gary to create a weekly water sample schedule.   |  |
| <b>Action:</b> Rob BW will pick up the skis from Mount Washington.   |  |
| <b>Action:</b> David M to review email from Mike   |  |

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| <ul style="list-style-type: none"> <li>- North Coast Collision</li> <li>- Rock Pro</li> </ul> <p><b>Action:</b> Directors to send “in kind” names to David M – names only.</p> <p><b>Action:</b> David M to have 10 keys made.</p> |  |
| <p><b>Action:</b> Dean and Darryn to work on a budget for the creation of flush toilets.</p> <p><b>Action:</b> Dean to connect with Tyler Bellows regarding L4 work.</p> <p><b>Action:</b> Dean to resolve Propane issues.</p>     |  |
| <p><b>Action:</b> Darryn with confirm with Mike and Kathryn regarding attendance at meeting December 17<sup>th</sup>.</p>  |  |
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2. Submitted Reports:

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| <p>Director of Administration,<br/>Alec McBeath</p> | <p><b>Action:</b></p> <p><b>Motion:</b></p> | <p><b>Update:</b></p> <p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Reciprocal letter - I think the process should be that the letter that Cain people require to ski on an agreement at another ski hill should include an explanation. Each staff member is required to show a letter and instead of a Cain pass the letter should explain that and staff will need the letter and photo id matching the name on the letter</li> </ol> <p><b>Motion</b><br/><b>M: S:</b><br/><b>Motion</b></p>   |
| <p>Director of Lift Operations – Dave Steele</p>    |   | <p><b>Update:</b></p> <ol style="list-style-type: none"> <li>1. Lift maintenance and installation information: <ul style="list-style-type: none"> <li>- Pre-Inspection declarations sent to David Looney</li> <li>- Polished up injectors re-installed in L3.</li> <li>- Lower and upper lifts have been run up and T's on. There was a spacing issue on the lower lift, will get adjusted</li> <li>- All maintenance records converted to digital file, new maintenance book in workshop</li> <li>- Report of a tree impacting upper lift, everything looked to be ok as of Dec 21 in terms of the wire rope.</li> <li>- Have contact information for Mr. Coyne, will be working on the budget/logistic details of switching L1 to electric for planning meeting.</li> </ul> </li> <li>2. Upcoming maintenance work:</li> </ol> |

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|  |   | <ul style="list-style-type: none"> <li>- Fix fault lights in L1 and L3</li> <li>- Locate a new, remote control at L1</li> <li>- Exhaust leak during cold start/warm up at L3</li> </ul>  |
| Director of Events                                       | <p>Action: -Update</p> <p>Motion: Some activities have been offered for guests who booked accommodation while the resort was not in operation, including snow-shoe baseball, bonfires, board-game nights, and a snow fort building contest. However, I have only been at the resort from the end of the day on the 29th.</p> <p>Discussion:</p> <p>-On the Events page on Cain's website, could we have a section that says something like "Want to help make events at Mount Cain AWESOME?! Contact events@mountcain.com (or mvaldmanis@mountcain.com)"?</p> <p>-I would like to reach out to the Namgis First Nation who use their lodge up at Mt Cain and organize some kind of get together to include their members more involved at the resort. I am open to suggestions.</p> |  |
| Director of Grants,<br>Vice Chair – Darryn McConkey      |   | <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. Summer Operations Feasibility study final Draft</li> <li>2. RDMW Tourism Grant for website upgrade <ol style="list-style-type: none"> <li>a. Discussion and work plan</li> <li>b. Motion to accept</li> </ol> </li> <li>3. Corporate sponsorship program <ol style="list-style-type: none"> <li>a. getting the word out</li> <li>b. website advertising</li> <li>c. events calendar</li> </ol> </li> <li>4. Upcoming Grant opportunities</li> </ol> |
| Director of Human Resources – Ken Griffith               |   | <p>Absent – report submitted by email.</p> <p>Update:<br/>Sue has the signup sheet for the staff events fund and staff are being signed up.</p>  |
| Director of Occupational Health and Safety – Sarah Poole |   | <p>Absent – report submitted by email.</p> <p>My apologies, but I won't be able to attend the meeting.</p> <p>There is now a Mount Cain "toolbox meeting" template on the Mount Cain Team site for directors/managers to access. There is an accompanying list of possible safety meeting topics and</p>   |

WorkSafeBC resources to discuss. Please let your managers know this is available. All work areas were advised on the training weekend that one safety meeting per month is expected. Each area provided some topics they were interested in, some topics were available on the WCB site, many of them we will have to create as we go. As the teams have their meetings, I will turn their notes into resources for future years.

A reminder for any employee worksite accidents...

In the case of an injury/event that we are aware of,

1. Inform the patrollers or more likely the patroller will know first and inform the DOD.
2. Paid patrollers are to submit Form 7
  - Greg and the paid patrollers all have login-in access to submit a form 7.
  - We are aiming to submit this form on the **same day**.
  - Worksafe BC requires that we submit a claim in a timely manner and suggest 3 days but will be understanding if more time is needed (e.g. if our internet is down and we can't submit until we are off the mountain).
3. Email the name, phone number, and birthdate of the employee to the Director of OHS (me), so that I can follow up appropriately.
  - A form can take a few days to show up and this information is required to search for it.
4. Inform the employee that they will need to submit a form 6, even if they don't require any time off.
  - Many of our employees are youth and may not be aware of this process.
5. Going forward, it is helpful for employees to keep us informed but not necessary.

In the case of an event that we are unaware of at the time, (e.g. someone doesn't say anything but then goes to the doctor the next week),

1. Contact me with the employee name and phone number.
2. I will submit the form 7 as soon as possible after hearing about the event.

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|   |  | All people with online access to submit form 7  |
| Director of Ski Shop, Chairperson – David Mazzucchi |  | <p><b>Update:</b></p> <ul style="list-style-type: none"> <li>- Preopening sales sold over \$2200 in merchandise, about \$1500 profit. Kudos to Kim Kufass and Jenna Cramb who pulled this off entirely on their own; my only effort was giving them the go ahead to try.</li> <li>- Mt Washington donated the rental gear we needed to replace - Thank you Mike Manara</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>- Cain sponsorship / advertising successful launched. Feedback was in favour of a lower buy in option for advertising only (no passes). Marginal effort from Directors emailing businesses. Perhaps we should pay Jacklyn to reach out to island companies?</li> <li>- Webcam status?</li> <li>- THANK YOU to Matisss who stepped up to be the DOD on New Year’s Eve.</li> <li>- DOD needed Monday Jan 6, 13, and 27th. Are Monday’s going to be a problem this season?</li> </ul>                     |
| Director of Operations: Roads – Mike Green          |  | <p><b>Update:</b></p> <p><u>Roads:</u><br/>New signs installed near junction of Schoen Lake Road advising chains are mandatory from October to April and to expect two way traffic.</p> <p><u>Bus:</u><br/>A discussion needs to occur at planning meeting on importance of bus and the costs associated.</p> <p><u>Grader and Bulldozer:</u><br/>New shaft for grader blade rotate bought and installed. Thanks to many volunteers for help.</p> <p><u>Generators:</u><br/>23 kw is showing some issues and will likely need maintenance in off season, along with 35 kw which will require a rebuild if we continue to use it. Long term power needs should be an important discussion for planning meeting. We currently own two 110 kw generators that we are not using. Need a small committee to work on issues and make recommendations.</p> <p><b>Discussion Items:</b></p> <p>Daily operating costs to help determine marginal opening days.</p> |
| Director of Technology /                            |  | <p><b>Absent, report submitted by email.</b></p> <p><b>Update:</b></p>  |

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| Treasurer – Eric Sprenger       |  | <p>While our cash position is still healthy, our revenue numbers are very concerning. I would strongly urge directors &amp; staff to limit non-essential expenses until we see some more revenue.</p> <p>Financial documents sent to all directors via email Friday Jan. 3. 2020.</p> |
| Director of RV Park / Secretary |  | <p><b>Absent, report submitted by email.</b></p> <p><b>Update:</b><br/> Fire Extinguisher has been purchased and placed in outhouse. Venting work has yet to be completed.<br/> Collection of signatures and rent continues.</p>  |

#### Appendix A: Emailed Motions

##### December 18<sup>th</sup> Motion:

For the period of Thursday Dec 26 to Sunday January 5th, in the event that the lifts are not able to run, Mt Cain will have:

Accommodations open with the option of canceling with full refund.

Cafe open at the rate of \$52 + tax per day.

Ski Shop open with a maximum of two employees. Free snowshoe rentals for guests staying at the hill.

Pay Gary his full day rate. Pay one First Aid Attendant.

Motion: David Mazzucchi, Seconded: Dean H Vote: 11 in favour 4 abstention

**Motion PASSED.**