



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
 March 2, 2019**

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 TLoawitsis, Ma'amgila and Namgis First Nations.

Location: Mount Cain Ticket Booth Office.

Agenda:

1. Caretaker Presentation - Gary
 - a. All concerns that prompted this meeting have been dealt with.
2. Old Business:
 - a. Action items update
3. New Business:
 - a. Directors Reports
 - b. Additions to the Agenda

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| Call to Order at: 4:06pm Meeting Chaired by : Eric Sprenger | |
| Call for Additions to Agenda Motion to Adoption of the Agenda as Circulated. M:Neil Borecky S: Pete Davidson Motion: CARRIED | Motion: CARRIED |
| Motion to adopt the Meeting Minutes from February 2 nd 2019 as circulated M:Maz Oudendug S: Dean Davidson Motion: CARRIED | Motion: CARRIED |

| Directors | Director | Executive Role | In Attendance |
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| 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 | | |
| 6. Pete Davidson | Buildings & Construction | | |
| 7. Dave Howich | Operations- Groomers | | |
| 8. Rob Burgess-Webb | Human Resources | | No |
| 9. Mike Green | Operations- Road/Generators/ Bus | | |
| 10. Dean Davidson | Operations- Lifts | | |
| 11. Jeff Gaetz | Director At Large - Trailer Park | | |
| 12. Alec McBeath | Administration | | |
| 13. Darryn McConkey | Grant Applications | | No |

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| 14. Max Oudendug | Hospitality | | |
| 15. Sarah Poole | Occupational Health and Safety | Treasurer | No |

1. Caretaker Presentation to the Board:

2. Action Items from Previous Meeting:

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| <p>Oldest Action Item: Darryn & Sarah to work on EIP statement. Eric to draft a communications guidelines to director role and responsibility. Mike G look into signage and labelling for generators – turn on process. Find and hire a Bus Driver Erin, Max, Jeff continue to canvas for prizes? Sarah to PDF OHS policies and Directors to review</p> <p>Directors need to get criminal check completed and on file – send to Rob B Have submitted by February 28 2019 Pete to see about paining the bathroom doors in the suite.</p> <p>New for March: Erin to forward links from Darryns update to all for links.</p> <p>Eric to get Laptop for Ski Shop ERIC to check schedule regularly and will send out emails if ther are holes. Eric to Add communication with Transit to DOD daily action items.</p> <p>Key Ring missing from Office - Dean to Fix</p> <p>Neil to investigate and fix snow report email delay Neil to add statement of when members should expect minutes to be posted (they are approved at the following meeting – and will be posted after approved.)</p> <p>Dave H to contact Prenoth representative to come and provide an esitamate of work that should/could be one.</p> <p>Alec to ask Gougéan about director insurance and liquor license</p> <p>Sarah - Develop actuals for departments- in progress</p> <p>Pete to speak with Caretaker regarding overtime workload and needs</p> <p>David M: Volunteers needed for Mondays in Februray and March. – ask people to contact Conner Scott or David Mazzucchi</p> <p>Darryn and Dave H to connect regarding what is needed for groomer machines.</p> <p>Greg and Darryn to connect regarding enviromental benefits of snowshoe and cross country trail upgrade.</p> | <p>Complete? Y/N In progress In progress In Progress COMPLETE COMPLETE In progress</p> <p>In progress In progress</p> <p>Complete</p> <p>In progress Complete</p> <p>In Progress</p> <p>Service provider issue – being fixed. COMPLETE</p> <p>COMPLETE</p> <p>In progress</p> <p>Still needed</p> <p>COMPLETE</p> <p>In progress</p> <p>In progress</p> <p>In progress</p> |
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| Greg to connect with Wendy to ensure fundraising monies are tracked correctly. | In progress |
| Dean to arrange and get estimate for staff appreciation lunch Dean to maintaing and upgrading L3 - long term goal | In progress In Progress |
| DEAN -- Programmable door lock Managers should remind staff to wear helmets while on shift. | In progress Complete |
| Department Heads: Think about what the recurring bills / items are in your area and those lists will be given to Eric and they will be added to the calendar/system so they can be passed on to new directors. | In Progress |

3. New Business:

Submitted Director Reports

3a. operations has some of the missing radios

- **Pete to get lock box for office – ACTION ITEM**

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| <p>Alec McBeath, Administration</p> <p>Update:</p> <ol style="list-style-type: none"> 1. Insurance: all directors have a responsibility to have Criminal Record Check completed <p>Directors will need to update this list as the turn over happens</p> <ol style="list-style-type: none"> 2. Liquor license – 3rd party operation. – listed as additional insured. 3. the Recip agreement and Mt Washington. | <p>Planning meeting : review liquor license – and what “last call mean”s</p> |
| <p>Jeff Gaetz, RV Park</p> <p>Update:</p> <ol style="list-style-type: none"> 1. Trailer Park Update: Some renters have not signed agreement – and have expressed concerns about what is included and what is missing from the agreement. 2. Coastal Sport- recognition for donation is to be added to Cain public spaces. <p>Discussion:</p> <ol style="list-style-type: none"> 1. Kids fest Funding/Budget Face painting for the day. Helicopter rides – pending – refueling needs to be considered. | <p>ACTION Jeff G and Neil B connect regarding rental agreement – get feedback from trailer park</p> <p>ACTION: Trailer park agreement will be revisited.</p> <p>ACTION: Neil & Alec to connect regarding prizes</p> |
| <p>Mike Green, Roads</p> <p>Update 1. Roads:</p> <p>Have received contract from FLNRO for snow removal on Forest Service road. Have reviewed with staff and made edits. This has been forwarded to MCAPS</p> | |

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| <p>executive, but have not received any feedback as of writing. BC would like to execute the agreement ASAP in order to bill by Feb. 28, 2019.</p> <p>Would like to commit to some money being spent on resurfacing portions of road this summer.</p> <ul style="list-style-type: none"> - This deadline was missed. <p>2. Bus: Ridership fluctuates, but steady. A challenge to schedule a certified, qualified driver every operating day. Thanks to our volunteers who do step up.</p> <p>3. Generators: Draft generator procedures has been completed. It has been shared for review/edit.</p> | <p>ACTION: Directors please review procedures and if necessary provide feedback to Mike</p> |
| <p>David Mazzucchi, Ski School and Shop, UPDATE:</p> <ol style="list-style-type: none"> 1.. Looking for North Island artists and silk-screeners for new shop merchandise. 2. email David if you have ideas for Merchandise for next year. 3. There is some equipment coming from Mt. Washington <p>DISCUSSION:</p> <ol style="list-style-type: none"> 1. Lifetime memberships – will be further discussed at planning meeting. 2. Staff accommodation – have managers and staff review expectations and rules regarding quiet time. 3. Washrooms: - current issues <ul style="list-style-type: none"> - Sceptic field issues – bed numbers; tank is oversized. - Flow meter will be added to well. - Composting toilet s don't work here – because of freezing. | <p>ACTION: David M and Max O to connect regarding ski equipment from mount washington.</p> <p>Planning item: staff accomodation - addressing youth and adult rules.</p> <p>Plamning meeting: lifetime memberships.</p> <p>ACTION: David M and Dean D to connect with Andrew Gower reagarding washrooms.</p> |
| <p>Neil Borecky, Promotions; Vice Chair, Update:</p> <p>Promotions: I have tried (unsuccessfully) 3 times to get in an advert for the rest of the season with the north Island Gazette but there's been no response once and an enthusiastic response once and no follow up. I'm hitting the radio stations.</p> | |
| <p>Rob Burgess, Human Resources, report submitted by email.</p> <p>Discussion:</p> <ul style="list-style-type: none"> - Retirement Gift for Wendy K <p>Monies owed to Cain from Cash Machine and Café</p> <ul style="list-style-type: none"> - Complete and paid up | <p>Action item: confirm \$1 per transaction of the Cash Machine goes to Mount Cain.</p> |

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| <p>- Hospitality manager to be liason</p> <p>In camera – 4:45- 4:50pm</p> <p>MOTION: Kindred skiis be commisioned to complete a decorative set of skis for Wendy.</p> <p>Motion: Neil Borecky : S: Greg Muirhead</p> <p>CARRIED</p> | <p>MOTION CARRIED</p> <p>ACTION: Max O to connect with Kindred</p> |
| <p>Sarah Poole, Health and Safety, Treasurer - report submitted by email.</p> <p>Tresurers report:</p> <p>Things are going well for the mountain so far.</p> <p>There was some wage confusion but that has been sorted out by the directors in charge of those areas.</p> <p>Lift tickets are up by almost \$30,000, and operating expenses are on par with last year, however, some of the individual maintenance expenses are much lower this year than last.</p> <p>All this has helped bring our net income to around \$60,000.</p> <p>OHS Update:</p> <ul style="list-style-type: none"> - I have new contact information for Sasha, hopefully I can contact him. - For injuries that require more than onsite first aid, there is a requirement to fill out an Employer Incident Investigation Report. It requires a hill representative (DOD), the attending patroller, and a employee representative are required to fill it out together. | <p>Planning meeting</p> <p>Item: bump shack</p> |

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| <p>Darryn McConkey, Grants – report submitted by email.</p> <p>Update:</p> <p>ICET</p> <ul style="list-style-type: none"> - ICET final reporting and reimbursement request submitted and accepted. Cheque received by MCAPS. <p>Rural Dividend Fund Feasibility Study grant:</p> <ul style="list-style-type: none"> - Project kickoff meeting with Ministry manager Bridget Horel, RDMW (Greg F, Pat E), north Island Tourism (Denice L) occurred end of feb. Group will continue to support project. - 3 consultants recommended. I've contacted them and they're all interested. - Next steps - March: determine successful consultant and outline project description/TOR. Goal to get them up to Mount Cain this season, then again in summer. <p>Co-op Community Spaces</p> <ul style="list-style-type: none"> - thanks to Dave M, Dave H and Sarah P for input. - Letters of support received from Alert Bay Principal, Barb Colbourne - Mount Cain school group coordinator, and Regional District. - \$105,000 total grant to pay for transport of both groomers to Prinoth, in Calgary and conduct repairs, rebuilds and upgrades on machines and tillers and return them. - If successful, MCAPS is contributing \$30,000 to project (to increase odds of getting funded). <p>MEC</p> <ul style="list-style-type: none"> - Next grant for March 28 deadline. Proposed target is Ski Patrol building upgrade/reno. <p>Awarded \$500 to attend Ski Canada Convention</p> <ul style="list-style-type: none"> - Contact David M if you are interested in being a representative at the trade show. - Good place for networking with other small hills - There is a large variety of themes that are discussed at these meetings so it is open to all kinds of directors/staff. | <p>- ACTION ITEM – A MCAPS financial officer must sign and submit the budget document to ICET.</p> <p>ACTION ITEM - Contact Darryn if you want to help with grant administration.</p> <p>- ACTION ITEM - Greg and Pete please engage and respond to emails re: plans and budget.</p> <p>Action: Contact David M if you are interested in learning more about the Ski Canada Conference.</p> |
| <p>Pete Davidson, Director of Buildings and Construction:</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Staff accountability / behaviour infringements: <ul style="list-style-type: none"> - Responsibility of DOD to communicate with managers regarding staff behaviour (out late, safety meetings, expected meetings) - Tracking warnings for staff problems. DOD to email any information regarding infringements to Manager/Director in charge of that staff. | <p>Plannings meeting: accounting of credits due to volunteers - Create outline for how volunteers compensated.</p> |

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| <ul style="list-style-type: none"> - NOTE: - Director of HR Rob B. is the person who is to handle any warnings or termination of staff. - Should make note that email has been sent in the DOD log (details not required due to public nature of Log Binder. <p>2. Recognition of Stewart Abernathy’s volunteer efforts for Mount Cain.</p> <ul style="list-style-type: none"> - He is an invaluable asset to the hill. - The board thanks Stewart for his dedication to Mount Cain. recognizes it will work harder to recognize and list those who have provided in kind assets. | |
| <p>Greg Muirhead Director of Ski Patrol</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. People on the hill – after hours <ul style="list-style-type: none"> – the clubs area – the sweep is done and cats are on the hill. Problematic for safe operation of grooming equipment. Worst Case Scenario – someone runs into a groomer while coming down after hours. <p>Solutions: - educate our visitors that they are expected to be off the hill. Feedback provided to Greg.</p> <ol style="list-style-type: none"> 3. Out of bounds – legally out of our control – need to be a grassroots issue 4. Education – stay east on your way down. 5. Groomers to be aware of high traffic areas/times | <p>Planning meeting : = how to deal with the clubs as an area after hours.</p> <p>Action: send any ideas/ feedback for after hours solutions to Greg M</p> |
| <p>Dave H Director of Operations: Grooming</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Letter of marriage on the hill - Summer use - of all potential accommodations for guests.. Campbell is agreeable to being caretaker of wedding. - fire concerns – smoking in the summer is very lethal. Must build awareness of risk. - signage and planning regarding smoking area. - Caretaker will be needed - Campbell has volunteered – need to confirm he means in a caretaker capacity. - People are already allowed to access this site – it is a regional park. - Insurance: shouldn’t be a problem. – could cover cost of fire infrastructure on the mountain. <p>Bigger Question: Should we be operating during a fire shut down? --- should we be concentrating on fire suppression plan.</p> | <p>ACTION item: Max O to contact wedding party and make arrangements.</p> |

Next Meeting: April 6th at 4pm

Adjourned at: 6:36pm