



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  
 NOVEMBER 3 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. Icebreak/Team builder - see appendix A, facilitated by Rob Webb
2. Old Business
  - a. Review and Adoption of the May 2017 Planning meeting minutes.
  - b. Notice to Patrol about Daylight Savings Time
3. New Business:
  - a. Adoption of Meeting Minutes September 29 2018
  - b. Submitted Director Reports
  - c. Additions to the Agenda

Call to Order at: 4:02pm Meeting Chaired by : Eric Sprenger	
Adoption of the Agenda as Circulated. M: Rob W S: Max O Motion: CARRIED	<b>Motion: CARRIED</b>

Directors	Director	Executive Role	In Attendance
1. David Mazzucchi	Snow School & Ski Shop		NO
2. Neil Borecky	Promotions	Vice Chair	Yes
3. Eric Sprenger	Tech Support	Chair	Yes
4. Greg Muirhead	Patrol		Yes
5. Pete Davidson	Buildings & Construction		Yes
6. Dave Howich	Operations- Groomers		Yes
7. Rob Burgess-Webb	Human Resources		Yes
8. Mike Green	Operations- Road/Generators/ Bus		Yes
9. Dean Davidson	Operations- Lifts		Yes
10. Jeff Gaetz	Director At Large - Trailer Park		Yes
11. Erin Pickering	BC Society Act	Secretary	NO
12. Darryn McConkey	Grant Applications		Yes

<b>13. Max Oudendug</b>	Hospitality		Yes
<b>14. Sarah Poole</b>	Occupational Health and Safety		Yes
<b>15. Cindy Thorne</b>	Special Events	Treasurer	LATE
<b>16. Alec McBeath</b>	Administration		Yes

**Old Business:**

Adoption of May 2017 Planning Meeting minutes. M: Pete D S: Rob W	<b>Motion: CARRIED</b>
<b>Action Item:</b> Ski Patrol Notification -- extended operations of 1hr during daylight savings time; on Saturdays.	<b>Complete? YES</b>

**New Business:**

1.

<b>Motion</b> to adopt the Meeting Minutes from September 29 <sup>th</sup> 2018 as circulated M: Dean S: Neil B Motion: CARRIED	<b>Motion: CARRIED</b>
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2. Submitted Director Reports

<p><b>Eric Sprenger Chair/ Tech.</b></p> <ol style="list-style-type: none"> <li>Meeting Decorum/ Working Norms</li> <li>Chair Update</li> <li>Financial Update, as new treasurer has yet to be briefed.</li> </ol> <p>Dec3rd Meeting will have A budget update.</p> <p><b>4. Staff Accom Matress Covers</b></p> <p><b>Motion:</b> Mt Cain to purchase 40 single sheets, 2 double sheets which will be sold to staff staying in staff accommodation and use is mandatory. M: Eric S, S: Jeff G Motion: CARRIED</p>	<p><b>ACTION: ALL DIRECTORS TO THINK ABOUT NEEDS FOR SEASON.</b></p> <p><b>ACTION: ERIC TO DISTRIBUTE AND UPLOAD 2017/18 BUDGET TO SHARE DRIVE.</b></p>
<p><b>Cindy Thorne – Treasurer &amp; Events - Late to Meeting</b></p> <p><b>No report.</b></p> <ol style="list-style-type: none"> <li>Financial Report.</li> </ol>	<p>Action: Motion:</p>
<p><b>Neil Borecky: Vice Chair/ Promotions &amp; Fun</b></p> <p><b>1. Well Update:</b></p> <p>VIHA got back to me on the evening of October 18th with their assessment of Cain's well and the recommendations they have forwarded to their engineering department as well as the next steps we are to follow. It's a self-assessment of the risks we face and the emergency plans we should have in place. I will forward this to Gower (today the 23rd)....and we can move to the next step of</p>	<p><b>ACTION: Darryn to notify Tyler F. that Cabin Areas Association, or individual cabin owners?, may have to pursue water licenses.</b></p>

<p>submitting our engineering drawings for their review. Also I've managed to get an RD agreement in place with Greg Fletcher, which is a requirement of our water extraction license from the Province.</p> <p>VIHA may want a small operator's license.</p> <p>2. Promotions: Looking into getting a 5 pack of Christmas passes printed. (Or a high 5).</p>	
<p><b>Jeff Gaetz: RV Park</b></p> <p>1. 2018 RV Park rental and deposit fees</p> <ul style="list-style-type: none"> <li>- Trying to get new agreement out to tenants.</li> <li>- June's mudroom is encroaching on the shop.</li> </ul> <p>Motion: To accept the RV park Rental agreement as outlined in Appendix B: M: Jeff G S: Pete D; <b>Motion: CARRIED – 1 opposed.</b></p>	<p>Action: Distribute rental agreement to RV park residents. <b>In process.</b></p> <p>ACTION: Jeff to notify June that her mudroom at risk of being damaged by snow cats.</p> <p><b>Motion: CARRIED</b></p>
<p><b>Max Oudendag – Hospitality</b></p> <p>1. Explore options to streamline accommodation reservation requests</p> <p>2. Midweek accommodation rentals (do we rent when we're not in operation) - Discussion postponed until planning meeting May 2019</p> <ul style="list-style-type: none"> <li>- No to rentals when the hill is not closed.</li> <li>- Campbell River and Comox Search and Rescue would like to rent places up here if we're not open Dec 15/16</li> </ul> <p>Motion: If Mt. Cain is not open the December 15/16 weekend, Cypress, Blueberry and the lodge will be rented out to the 2 SARS groups. M: Neil B. S: Greg <b>Motion: CARRIED</b></p> <p>3. Improve overall hospitality offering by creating cohesion between accom/ticket booth/events/shop and renaming Ticket Booth "Guest Services". Adding Friday night hours in booth, create posters/.pdf's with weekly information about events, snow conditions etc.</p> <ul style="list-style-type: none"> <li>- Ticket booth is currently understaffed.</li> <li>- Guest Services will be open Fridays 7-10pm</li> </ul> <p>4. Cain Café Update: Jamie T. working on getting VIHA approval.</p> <p>5. ATM Discussion</p> <p>Motion: Cashcadia provide the services of an ATM for the ski season with \$1 per transaction going to MCAPS. M: Darryn; S: Neil</p>	<p>Planning meeting 2019 items – Discussion on improving booking system – possibly develop standard form? Discussion of Mid Week Rentals</p> <p><b>Motion: CARRIED</b></p> <p><b>Motion: CARRIED</b></p>

<p><b>Motion: CARRIED 1 obtained.</b></p>	
<p><b>Sarah Poole: Health and Safety</b></p> <ol style="list-style-type: none"> <li>1. Development of an environmental impact policy for Mount Cain.</li> <li>2. Dean D – discussed the possible need for a policy to extract inspector form tower.</li> </ol>	<p>Action: Darryn &amp; Sarah to work on EIP statement.</p> <p>ACTION: Dean to email Sarah with Technical BC request form</p>
<p><b>Mike Green: Roads Operations</b></p> <p><b>1. Roads:</b> Western Forest Products donated \$4000 worth of grading to MCAPS. Was up on Oct 22 to look at work and they did a great job, which should leave the road in good condition for freezing weather to come.</p> <p>An extensive survey of road was completed by T. Craig, C. Wilson, S. Abernethy, and myself this summer. Output map and priority ranking of work required is still outstanding. Thank you to Western Forest Products for mapping resources.</p> <p>Will be attending a winter roads information session on Oct. 23 with the new North Island road contractor Mainroad Contracting. Will report at meeting if any important information is learned.</p> <p><b>2. Bus:</b> T. Craig helping to try to sell small bus. No success yet, but some interest. Still looking for another class 4 or better bus driver to replace S. Bozman.</p> <p><b>3. Generators:</b> Nothing to report.</p> <p><b>4. Grader and Bulldozer:</b> -Have reached out to volunteer operators and have begun to build schedule for winter. Will finalize once season set. -New batteries have been purchased for grader. -Both machines scheduled for service in early December.</p> <p><b>Still an opportunity for trainee on grader.</b></p> <p><b>Motion:</b> Add the following companys to the website as “friends of Mount Cain” Abernathy Contracting, Western Forest Products, ICET, North Island Gazette, Rock Pro Contracting, Karsten Construction, Dave Bandy’s company*, Arcteryx, Wedler Engineering and Black Cat M: Darryn. S: Dean <b>Motion: CARRIED</b></p>	<p>Action: *Dean to find out company name</p> <p><b>Motion:CARRIED</b></p>

<p><b>Alec McBeth: Administration</b></p> <ol style="list-style-type: none"> <li>Update on Licences <ul style="list-style-type: none"> <li>Working on licenses.</li> </ul> </li> <li>Reciprocal: Eagle Crest wants 3 free days for staff.</li> </ol>	
<p><b>Darryn McConkey: Grants</b></p> <ol style="list-style-type: none"> <li>Haven't been notified of feasibility study grant –</li> <li>Rural dividend grant</li> <li>PlanH grant going in on Nov 5 with Randy Bell - \$8500 to help 16-20 youth for 2 trips come up to Mt Cain.</li> <li>New from RDMW – have to apply for grants-in-aid annually. They have policy. I reviewed, shouldn't be a problem for us to meet conditions. Asked Greg F. questions – financial limits and list of recipients and amount.</li> </ol>	<p>Action: Darryn to submit application letter. Notify Wendy K, Cindy A.</p>
<p><b>Dean Davidson: Lifts Operations</b></p> <p>L1 –new bullwheel installed. L2 being installed this weekend. Hangars being repaired, sandblasted and painted Lower lift may not be in operation for training weekend.</p>	
<p><b>Rob Webb: Human Resources</b></p> <p><b>1. Personnell required:</b></p> <p>Rob will pursue new caretaker with relevant experience – Kelsey from cabin 4. Need ticket booth staff, cleaners. Den mother conversation - Parent</p>	
<p><b>Greg Muirhead: Ski Patrol</b></p> <p>Part of hiring paid ski patrollers –nighttime first aid attendant. Could make paid patrollers who stay in staff accommodations the den mother. 3 possible candidates. First Aid coverage on Friday and sat nights until 12am. Storage container is rotting and needs replacing. Could use small SeaCan. For future budget discussion.</p>	<p>Planning Meeting Item: storage replacement for ski patrol.</p>
<p><b>Dave Howich: Groomers:</b></p> <p>Working on groomers – cracks in the black cat frame. Need welder. No gas in the summer. May have been stolen. Needs to be addressed. Keys in office need organizing.</p>	<p>Action: Dean D to get programmable lock for the shop that doesn't require batteries.</p> <p>Action: Pete D to look into switch when running generator to power office.</p>
<p><b>Erin Pickering – Secretary &amp; BC Soc.Act. Rep.</b></p> <p><b>Absent- Report submitted by email.</b></p> <ol style="list-style-type: none"> <li><u>Structures for agenda submission.</u></li> </ol> <p><b>Submit Agenda items, directors reports and motions at least 7 days prior to the monthly meeting.</b></p> <ul style="list-style-type: none"> <li>Please be susinct/concise in your reports – include only the important details, you can elaborate at the meeting.</li> </ul>	<p><b>Action:</b></p> <p>Continue to review BC Societies Act Transition Documents. <u>Before next meeting:</u> Connect</p>

<ul style="list-style-type: none"> <li>- Please prioritize your list of agenda items from most important to least.</li> </ul> <p><b>Agendas will be sent to all directors 4 days in advance of meetings.</b></p> <p>2. <u>Meeting Minutes</u></p> <ul style="list-style-type: none"> <li>- Meeting Minutes can be found on the Mount Cain Team Sharepoint DIRECTORS site in the document folder and most recent minutes will be emailed to directors within 3 days after the meeting.</li> <li>- Directors are expected to review meeting minutes for errors or omissions and to check for action items.</li> <li>- Edits can be sent to secretary, before the next meeting.</li> <li>- Revised minutes will be emailed with the monthly agenda and approved that the next meeting.</li> </ul>	<p>with Alec and share info.</p> <p><b>Motion:</b></p>
<p><b>David Mazzucchi - Snow School and Ski Shop Director Report</b></p> <p><b>Absent – Report submitted by email.</b></p> <p><b>Ski Shop</b> - The Ski Shop does not presently have a Manager. Gina Eleanor McCartney who at the end of last season agreed to be the Ski Shop Manger realized that being away from her farm on Cortez for 12 days during Christmas will be too long. She has agreed to continue looking for shop employees and help train them with their binding certifications. Besides a Manager, we need a few more employees to work in the Ski Shop.</p> <p><b>Snow School</b> - Conner Scott, the Snow School Manager needs more instructors. Six of our instructors from last season are not returning. Returning instructors are Mathew Ravai, Erik Clevering (one weekend a month) and Mia Stanton who plans to work in the Ticket booth and might be available to help Snow School in a pinch. To fill our instructor positions and solve our Ski Shop employee shortage, I propose that we sponsor a few people to get there level 1 ski or snowboard instructors certification who in exchange, will instruct and work in the</p> <p>Ski Shop. Candidates include:</p> <ul style="list-style-type: none"> <li>- Mia McCormick (Grant’s Daughter) - Snowboard.</li> <li>- Lannie Burrows (June’s son) - Snowboard but could also teach skiing if needed.</li> <li>- Ellen Publicover (Lifty) - Ski.</li> </ul> <p>All of which should be available to Mount Cain as instructors for multiple seasons.</p> <p><b>MOTION:</b> Reimburse half of the cost of level 1 instructor courses in early December at Mt Washington for Mia, Lannie and Ellen who have</p>	<p><b>Action:</b></p> <p>Dave M to organize on hill instructor training, possibly with Section 8.</p>

<p>all agreed to work in the Rental shop this season. Total cost for reimbursing ½ the cost for all 3 would be \$653.53 (taxes in). Reimbursement should be contingent upon passing the course.</p> <p><b>Discussion and general agreement to subsidize level 1 instructors course. Will try and offer course up here. Dave M to try and organize – possibly Section 8.</b></p> <p><b>M: S:</b> <b>Motion: POSTPONED UNTIL DEC 3<sup>RD</sup>.</b></p>	<p><b>MOTION: POSTPONED</b></p>
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Next Meeting: December 2<sup>rd</sup> at 4pm

Adjourned at: 6:37pm

**Appendix A – Icebreaker activity instructions:**

1. - Partner Introductions:
  - a. Introduce yourself to the person sitting beside you.
  - b. Take a 2 minutes to learn about each other.
  
2. Be prepared to share out your partner’s name and one fact you have learned about them.

Something you might like to share/learn about

- Your favourite Ski memory,
- your scariest moment in life;
- a time you were most proud of yourself;
- something you are looking forward to;
- if you’re not at Mt.Cain you’re most likely doing...

**Appendix B – RV Park Rental Agreement**

Rental Agreement between RV Park tenants and MCAPS

- 1) Tenants must be in good standing with MCAPS.
  
- 2) Tenants must meaningfully contribute to MCAPS each season as either an employee or volunteer. Renters who do not contribute to the Society may be told to vacate and remove their unit from the park the following summer.

3) Rental fee and deposits must be paid in full, prior to the MCAPS AGM.

4) All units are to be approved by the MCAPS board member in charge of the RV Park, prior to be brought to the site.

5) Units must be roadworthy or towable. No permanent structures are permitted.

6) No construction of any kind is permitted without prior approval by the MCAPS board member in charge of the RV Park. Any attached structures will be limited to one story and no more than 6'x8' in size.

7) All units are the sole responsibility of renters and should have current propane and electrical certification, smoke detectors, carbon monoxide/dioxide detectors and fire extinguishers.

8) All grey water, i.e. dish water, wash water etc is to be captured and deposited into the RV Park outhouse holding tank.

9) Pets must be on a leash at all times and cleaned up after immediately.

10) No fires outside of designated fire pit area.

11) No cutting of trees or vegetation, including firewood is permitted without prior MCAPS board of approval.

12) No snowmobiles in the RV area unless on official MCAPS business.

13) Sites must be maintained in a clean and tidy condition at all times.

14) Vehicles should be parked opposite the maintenance shop in such a way as to allow ample access for snow removal and snow grooming equipment. Vehicles should be movable at any time or the owners should be available to move their vehicles to allow for snow removal.

15) Upon termination of this agreement, as passed by the MCAPS board, renters are responsible for removal of units and any structures, materials and debris of any kind from the site within 30 days or by a pre-arranged date. Failure to comply will result in a fine of \$500.00 plus any costs incurred by MCAPS.

for the removal of units or debris,including but not limited to any towing and storage costs of said unit.

Failure to adhere to any part of this agreement will be grounds for termination without notice by MCAPS.