

**2019/2020 Season  
MINUTES FOR THE MOUNT CAIN ALPINE PARK SOCIETY BOARD MEETING  
November 2nd 2019**

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

**Location: Mt. Cain Lodge**

**Agenda:**

1. Welcome & Check in
2. Directors Updates and Reports.
3. Letter from Member ( appendix A)

<b>Call to Order at: 4:14</b>	
<b>Meeting Chaired by : David Mazzucchi</b>	
Adoption of the Agenda as Circulated. M: Eric Sprenger / S: Erin Pickering Vote: 12-0 in favour	<b>Motion: PASSED</b>
Reivew and Adoption of the 2019-20 Planning Meeting Minutes - Delayed and Directors are asked to review for their department. These minutes can be found in the Directors Teams site.	<b>Motion: POSTPONED</b>
Adoption of September 20 <sup>th</sup> Board Meeting Minutes M: Eric Sprengers / S: Darryn McConkey Vote: 11:1 PASSED	<b>Motion: PASSED</b>

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

**Director Updates and Reports:**

<p><b>Director of Technical Issues &amp; Treasurer Eric Sprenger</b></p>	<p>Update:</p> <ol style="list-style-type: none"> <li>1. Financial Report</li> </ol> <p>Budget presentation and update provided. New format created to help all directors understand the budget.</p> <p>Expenses have been increasing year over year, so we are actively working towards lowering our costs.</p> <p>Planning meeting will focus on how we can decrease costs and increase revenue.</p>	<p><b>Action:</b> Eric is to bring information for in camera session at December meeting.</p> <p><b>Action:</b> All directors are asked to review the updated budget that Eric will send. Budget approval at December Meeting.</p>
<p><b>Director of Administration: Alec McBeath</b></p>	<p>Update:</p> <ol style="list-style-type: none"> <li>1. Reciprocals - status</li> <li>2. Liquor tax owed from previous years – two years ago. Reminder to ensure café contract includes clear outlines regarding liquor tax.</li> <li>4. Society Registration             <ol style="list-style-type: none"> <li>a. updated list of directors information and registration done</li> <li>b. Liquour license renewal -sent</li> <li>c. Director info is in waiting on criminal record checks and personal history forms coming out.</li> </ol> </li> <li>5. Insurance Renewal Terms and Tourism questions for season extension.</li> </ol> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. Rules for conducting email voting will be reviewed at the planning meeting. For the time being the following protocols will apply:</li> </ol> <ul style="list-style-type: none"> <li>- Discussion thread must be started first. Motion should be sent separately, after discussion.</li> <li>- Motion must be written in subject line of discussion and motion email</li> <li>- First vote will be counted as Seconder if one has not been stated.</li> </ul>	<p><b>Action:</b> Alec will send personal history form to new directors.</p> <p>Directors are asked to review the bylaws regarding email vote.</p>

	<ul style="list-style-type: none"> <li>- Quorum is 8</li> <li>- Timeline for responses is one week for discussion and one week for vote.</li> <li>- No in camera motions will be made through email. If necessary a special meeting may be called.</li> </ul>	
<p><b>Director of RV Park &amp; Secretary: Erin Pickering</b></p>	<p>Secretary Update:</p> <ol style="list-style-type: none"> <li>1. Good Communication - Thank you for your timely reports.</li> </ol> <p>Moving forward, Director reports and agenda items should be sent to secretary by the friday of the week before the meeting.</p> <p>The agenda will be set and sent out by the thursday before the meeting. middle of that week. Meeting minutes will be sent out within the week leading up to the meeting.</p> <p>Directors are asked to print their own agendas or to request one. as a paper saving method.</p> <p><b>For Discussion:</b></p> <ol style="list-style-type: none"> <li>1. RV Fee</li> </ol> <p><b>Motion: To increase the RV rental fee \$630 for all tennant M: Kathryn Wykes/ S:Erin Pickering Vote: 8-4 in favour Motion Passed</b></p> <ol style="list-style-type: none"> <li>2. Draft RV Park agreement; presented and comments taken.</li> </ol> <p>Goal: work to have all members signed before ski season official begins</p> <ol style="list-style-type: none"> <li>3. Outhouse Ventelation – to be completed.</li> </ol>	<p><b>Action:</b> Erin will see that the Outhouse is vented and a Large ABC fire extinguisher is added. Budget \$150 for both.</p> <p><b>Action:</b> Erin will work to secure Tennant signatures for this season.</p> <p><b>MOTION: PASSED</b></p>
<p><b>Director of Hospitality: Rob Webb</b></p>	<p><b>Question from AGM</b> <i>about what happens when people don't stay Sunday night – can those renters transfer their "title" for the night? – to be further discussed at next board meeting.</i></p> <p><b>Answer:</b> The booking system does not allow for this. Accomodation agreement does not currently allow for subletting. Whomever has paid is responsible for the whole weekend.</p> <ol style="list-style-type: none"> <li>1. Accomdation update: Aysha likes the online booking system it has been helpful. Accomodations are approximately 80% booked for the season.</li> <li>2. Ticket Booth: Should we keep the high 5 ticket? Yes, with increase marketing.</li> </ol>	<p><b>Action:</b> Rob will ensure Café contract is signed before season opening.</p> <p><b>Action:</b> Rob will work with Ticket booth and promotions to improve marketing on the</p>

		<p>High 5 ticket package.</p> <p><b>Action:</b> Neil to provide ticket booth with Gift Certificates for beginning of the season.</p>
<p><b>Director of Events: Matiss Valdmanis</b></p>	<p><u>Update:</u> -I am excited to be taking on the role and to bring some stoke to the mountain!. I'm looking forward to learning about the role. I have contacted Dave M, Sarah, Jaclyn and Jeff G about getting more information for this.</p> <p><u>Discussion:</u> 1. Could we have a schedule of events printed out with a volunteer sign-up sheet posted in the ticketing area, as well as at the entrance of the lodge(s)? YES. 2. On the Events page on <a href="http://www.mountcain.com/">http://www.mountcain.com/</a> could we have a section that says something like "Want to help make events at Mount Cain AWESOME?! Contact <a href="mailto:info@mountcain.com">info@mountcain.com</a>"?</p>	<p><b>Action:</b> Mattis to access the Directors Teams site for previous year's meeting minutes, and David M will pass on the appropriate contact informaiton.</p> <p><b>Action:</b> Matiss to print a list of events with space for volunteer sign up in the places suggsted in discussion 1.</p>
<p><b>Director of Lift Operations: Dave Steele</b></p>	<p><u>Update</u></p> <ol style="list-style-type: none"> <li>1. Andrew Lee has been hired as a millwright. Andrew is moving to Courtenay/Comox in November from Revelstoke and has been working at RMR and guiding as of late.</li> <li>2. Tees inspected and hung on lower lift Sept 21/22, Thank you Dean Hunchuck, Andrew Lee, James Dean, Ryan and others at the work party.</li> <li>3. \$3500 in spare parts ordered and received (rope, spare springs, liners)</li> <li>4. Injectors are currently out of the L3 power plant, being serviced</li> </ol> <p>Pre inspection checklists will be prepared shortly and sent to Technical Safety BC prior to lift inspections which will occur when we have enough snow to sled to top Dean will introduce me to inspector and help me through the 2019 pre-startup inspection.</p> <p><u>Discussion</u></p>	<p><b>Action:</b> Dave S to Review any paperwork on the lifts in terms of safe work procedures, operating manuals, shop manuals, maintenance logs etc.</p> <p><b>Action:</b> Eric to send out links to DOD calendar</p>

	<p>When will DOD days be planned? It is up on the website to sign up. Sign up for 5 days.</p>	<p><b>Action:</b>Directors to sign up for DOD shifts</p>
<p><b>Director of Human Resources: Ken Griffiths</b></p>	<p><u>Update:</u>  Many returning members and we are well on our way to a full team on all teams.  <b>Looking for a snowboard instructor.</b></p> <p><u>Discussion:</u></p> <ol style="list-style-type: none"> <li>1. Den Mother position and remuneration improvements. There were no staff issues last year because of this role.</li> <li>2. Training Course for Lift Supervisor  I would like to discuss getting Lift Supervisor to take the trainer course for training the liftees.</li> <li>3. Staff Accomodations on Training Day – will be open on Friday night and Saturday night.</li> </ol>	<p><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></p> <p><b>Action:</b> Ken to approach Ryan about taking the lift training course.</p> <p><b>Action:</b> Ken and Rob to work to ensure Employee handout is on Shared portal.</p>
<p><b>Director of Groomer Operations Kathryn Wykes</b></p>	<p>UPDATE:</p> <ol style="list-style-type: none"> <li>1. Toured Shop with Dave Howich, running the generators, storage of parts, fuel process, Service Manuals, paperwork, etc.</li> <li>2. Crew from last season will be returning; Avery, Mason (main operators), Megan (as required), one new operator hired (main operator).</li> <li>3. Snow Machines are on schedule. Pick up end of October, exact date still to be determined. Deposit (\$50,000) given to Prinoth to start. Will need either another deposit, or the remainder of payment upon completion. <ol style="list-style-type: none"> <li>a. Prinoth is prioritizing remaining matenence to fit within the provided budget.</li> <li>b. Quotes coming – will forward to the board.</li> <li>c. Kathryn will travel to Prinoth to ensure the safe loading of the Cats and follow up with work.</li> </ol> </li> <li>4. Snowmobiles – upkeep and maintainence <ol style="list-style-type: none"> <li>a. Jeff Gaetz has agreed to help maintain the snowmobile.</li> </ol> </li> </ol> <p>DISCUSSION:</p>	<p><b>Action:</b>Kathryn to forward quotes from Prinoth for further discussion.</p> <p><b>Action:</b> Kathryn and Dave Steele to connect about a Crane truck for off loading Cats upon return.  <b>THIS IS COMPLETE, HIAB SECURED</b></p> <p><b>Action:</b> Kathryn will connect Jeff Gaetz regarding snowmobiles.</p>

	<ol style="list-style-type: none"> <li>1. List of people who have access to shop? (Combination Lock) - Discussion item missed – will be addressed at next meeting</li> <li>2. Accommodations for Operators - Same set up as last year.</li> <li>3. Paid Training for staff?</li> </ol>	<p><b>Action:</b> Discussion 1 for November 30<sup>th</sup> meeting</p>
<p><b>Director of Roads Operations</b> <b>Mike Green</b></p>	<p><b>Roads:</b> We will be doing some final work and preparation for winter on the road at the beginning of November. Some brushing done on access roads to the East and West bowl to help with any access required for an emergency.</p> <p><b>Bus:</b> A new rack is being built, which will keep more gear outside and allow for more riders and greater comfort. <b>There is an opening for bus drivers, please let Mike Green know if you are interested. We are quite flexible.</b></p> <p><b>Grader and Bulldozer:</b> Some preventative maintenance on the grader should be an important priority next off season if there are funds available. Grader has been inspected and will be ready to go with some minor repairs still required.</p> <p><b>Discussion Items:</b></p> <ol style="list-style-type: none"> <li>1. Financial statements at the Annual General Meeting. – they were missing this year and that will be retified for the next AGM.</li> <li>2. Letter to the board from Mount Cain member. Letter was read and recommendations will be adopted as necessary/appropriate.</li> <li>3. Discussion of emergency water supply.</li> <li>4. Kwak’wala place name for website.</li> </ol>	<p><b>Action:</b> Mike to forward email with Kwak’wala language for webiste.</p> <p><b>Action:</b> Neil to have the regional territory name in Kwak’wala language added to the website.</p>
<p><b>Director of Ski Shop &amp; Snow School</b> <b>David Mazzuchi</b> <b>Chairperson</b></p>	<p><b>Ski Shop and Snow School update:</b></p> <ol style="list-style-type: none"> <li>1. <b>Snow School needs Snow Board instructors. One ideally two</b></li> <li>2. Waiting on indemnification lists to assess if any of our rental bindings have expired. 20 sets have expired. Dave is working on replacing.</li> <li>3. Merchandise brands have been contacted but not all orders have been placed.</li> <li>4. New art designs are underway for merchandise.</li> <li>5. Equipment rental and lesson prices increased by about 5%.</li> </ol> <p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Excessive use of Directors@ email <ul style="list-style-type: none"> <li>• Please be selective about who you are including in your conversation – to minimize traffic.</li> </ul> </li> </ol>	<p><b>Action:</b> David to bring three day pass pricing options to next meeting.</p>

	<ul style="list-style-type: none"> <li>• Please CC David Mazzucchi on all emails and he as Chair can forward those that all people need to see.</li> <li>• David is asking for Director’s to check their email everyday when the season is started.</li> </ul> <p>2. Space Wars - who stays in what accommodation?</p> <ul style="list-style-type: none"> <li>• Accomodations will continue as it did last year.</li> </ul> <p>3. Three day lift tickets.</p> <ul style="list-style-type: none"> <li>• Full Saturday and Sunday and half day Monday)</li> </ul> <p>4. Labour dispute neutrality.</p> <p>5. Justin Miller Air B&amp;B in Woss wants to be listed on our webpage. Does this fall under the realm of the company ski pass? <b>YES</b></p> <p>6. Erin’s title - Director of Trailer Park is not a primary Director role. Secretary Director? With the assumption that the Secretary director takes of Executive the role of Secretary?  <b>DISCUSSION POSTPONED UNTIL next meeting to allow Alec to review Societies Act.</b></p> <p>7. 5-10 year plan. <b>POSTPONED until next meeting</b></p> <p>8. Two day training weekend, need DOD and Sue in Staff</p> <p>9. December meeting date – Move the December Board meeting up one week as all Directors will on the hill for the training weekend.</p> <p><b>Motion: To move the December 7<sup>th</sup> meeting to November 30 at 4pm.</b></p> <p style="text-align: center;">ii S: Neil Vote: 12:0 Motion PASSED</p> <div style="display: flex; justify-content: center; align-items: center;">   </div> <p>or both?</p> <ul style="list-style-type: none"> <li>• <b>Both are our official logos, please use the one that is best suited to your need.</b></li> </ul>	<p><b>Action:</b> Alec to review Society’s act for executive roles – can we have a secretary directorialship?</p> <p><b>ACTION:</b> Directors are asked to review the 5 -10 year plan.</p> <p style="text-align: center;"><b>MOTION PASSED</b></p>
<p><b>Director of Promotions</b>  <b>Neil Borecky</b></p>	<p>Promotions Update:  Putting an advert in CV Collective and will be getting word out on training weekend.</p> <p>Water Update: A full report will be completed soon, directors were given an opportunity to review a draft copy.</p> <ul style="list-style-type: none"> <li>• <b>COMPLETE under buget and on time!</b></li> </ul> <p>1. The well is done. I'll draw up a larger release soon but basically to charge up the system, you close the valves in ski patrol and in the floor of the lodge (and kapitany) Remember that all the filters will have to be hooked up. If we are to put in water to the ski patrol, building manager or ski patrol will HAVE to source a uv lamp and filters system similar to what we have.</p>	<p><b>Action:</b> Neil will show how to use the water at DOD training but it is mostly for our Caretaker staff.</p>

	<p>2. The pump starts up by flicking the switch on the lower left side of the panel in the shop. It is marked "water" and is the one breaker 37,39,41 . <b>I will be giving a full instructional on Training weekend.</b></p> <p>3. Credits on file, and tracking</p> <ul style="list-style-type: none"> <li>• We have to instate a system and have a book of credits in the ticket booth. I'm not sure how we currently track credits.</li> </ul> <p>4. The following people worked up on the well in no particular order:</p> <p>Stuart Abernethy (actually he's the first particular order).  Trevor Hatelt (electrical)  Logan Kotilla (plumbing)  Dave Warkentin  Alex Nicholl  Pete Davidson  Jeff Gaetz  Roderick Lane  Andrew Gower/Wedler  Sandy Pridmore/Wedler  John Rainbow gets an honourable mention for helping me struggle to get the pipe into the pit in July for an hour.</p> <p>Can't overstate how much help that Stuart, Trevor and Logan were in the final button up of this project. I'd also like to give Pete a big nod for hauling all that pipe over and helping weld in the initial stages. Also thanks to the volunteers who pulled cable through on volunteer weekend.</p>	<p><b>Action:</b> Neil to contact Jaclyn and Kaitlyn regarding credits on file: esp for S. A.</p> <p><b>Action:</b> Neil will put a binder around the water procedues in the office.</p>
<p><b>Director of Occupational Health and Safety</b>  <b>Sarah Poole</b></p>	<p>Absent, report submitted by email  <u>Update:</u>  I am working on a OHS training plan for the December training weekend.</p>	
<p><b>Director of Grants</b>  <b>Darryn McConkey</b></p>	<p><u>Update:</u></p> <ol style="list-style-type: none"> <li>1. RDMW grant in aid</li> <li>2. Tourism grant application – draft report coming soon. Darryn will invite them to a board meeting for a presentation.</li> </ol> <p><u>Discussion:</u></p> <ol style="list-style-type: none"> <li>1. What are this year’s priorities for grants? ( what projects are on the go?</li> <li>2. Corporate Advertising Documents  In Kind sponsorship will also need to be considered and a sign for them as well. A “legacy” sign – To all those who have helped Moun Cain get to today. – <b>to be revisited</b></li> </ol>	<p><b>Action:</b> Darryn to send most recent version of feasibilty study to all directors and upload to team site.</p>

	<p><b>Motion: Initiate the Corporate advertising program approve the corporate advertisting letter for distrubution.</b></p> <p><b>M: Darryn McConkey S: Eric Sprenger Vote: 9:3 in favour</b></p> <p><b>Motion: Passed</b></p>	<p><b>MOTION PASSED</b></p>
<p><b>Director of Building &amp; Construction Dean</b></p>	<p>Update</p> <ol style="list-style-type: none"> <li>1. Propane repairs completed in Blueberry and Cypress buildings.</li> <li>2. On-demand propane water heater installed in Ski Patrol shack – Oct. 28 &amp; 29.</li> <li>3. Priorities going forward o Repairs to L4 Ski Patrol shack – railings and support posts/beams – safety concern – needs to be completed before season starts – work party will be organized for when materials and people can be shuttled up via snowcat (winter 2019). – <b>hoping for training weekend</b>. Is an entirely new building required or can we renovate the old building?</li> <li>4. Repairs to lodge basement/ski shop – water damage needs to be repaired and new deck surfacing needs to be installed. New lighting in ski shop to be installed after repairs completed – will be organized for fall 2020 start-up work party.</li> <li>5. Painting of L1 lift building and Coyne (staff) building (color Avacado) – will be organized for fall 2020 start-up work party.</li> <li>6. Emergency lighting replacements in main lodge entrance and above the stairs leading to the hostel. <b>Should be completed by December training weekend.</b></li> <li>7. Plumbing in Ski Patrol shack still needs to be completed. <b>Postponed until proper water treatment system is installed.</b></li> <li>8. Any missing priorities? Please bring them forward.</li> </ol>	<p><b>Action:</b> Dean to connect with Pete Davidson; David M to provide contact information.</p> <p><b>Action:</b> Dean to connect with Dave S regarding supplies for L4</p> <p><b>Action:</b> Neil and Dean to connect regarding water treatment system for Patrol</p>

Next Meeting: Training Day Weekend November 30<sup>th</sup> 4pm

Adjourned at: 8:35pm

Appendix A Letter from Member

October 15, 2019

Mount Cain Directors,

First off, thanks to all of you, new and old for being on the Board.

I would like to comment on a few observations from this past AGM on September 21, 2019.

I felt uncomfortable with people still eating at 6:00 pm when the meeting was about to start, with dirty dishes on tables. It felt very rushed. I would like to suggest that the potluck dinner start earlier (4:00 pm), or perhaps later (7:00 pm)? Another suggestion would be to go back to the volunteer lunch and hold the meeting in the evening?

I feel memberships should be available at the AGM. I understand that memberships were available for a few hours during the day, however, not everyone knew this. Had the information been included in the AGM/workparty notices we would all have been better informed.

I feel it is important that everyone have a paper copy of the year-end financials. It is my understanding that as MCAPPS members we are entitled to receive current year-end financials to review, so we could pass on a motion to accept. I believe it is common practice that financials be available at any AGM? Perhaps even required by law? It was mentioned at the AGM that the financials were posted on Mount Cains' website, but as of October 15, 2019 I could not find them.

I look forward to helping any of you wherever I can this coming season.

Thank you for your time,



Linda Sjöberg

Thanks Niel for getting the  
Financials, and forwarding them  
on to me. Much appreciated !!  
😊