



**Mount Cain Alpine Park Society
2022-08-23 MCAPS Board Meeting Minutes – Draft**

Mount Cain is located in the territory of the 'Nqmgis First Nation. The mountainous area near the Davie River, or Dzudzux'an, is known as Papikalan in Kwak'wala, meaning 'place of marmots. The Mount Cain Alpine Society honours and respects our relationship with this nation and are grateful to be able to recreate on these lands.

Call to Order Note: Meeting schedule to begin 7pm, did not have quorum by 7:15pm so this became an informal meeting of the MCAPS Board and no motions were made. There were late arrivals putting us above quorum for most of the meeting.

Meeting Location: Online

Meeting chaired by Erin Pickering

Recording Secretary: Erin Pickering

Adoption of the MCAPS 2022 Planning Meeting Minutes -- *Delayed will be reviewed at October meeting.*

Directors Attendance:

Name	Director	Executive Role	In Attendance
Erin Pickering	Hospitality	Chair	
Eric Sprenger	Tech Support	Treasurer	
Matiss Valdmanis	Events	Secretary	No
Dean Hunchuk	Buildings and Construction	Vice Chair	
Greg Muirhead	Patrol		
David Mazzucchi	Ski Shop and Snow School		
Darryn McConkey	Grant Applications		
Darren Anonson	Operations- Snow Machines		
Mike Green	Operations- Road/Generators		
Dave Steele	Operations- Lifts		
Lynette Tanaka	Human Resources		No
Pete Davidson	Occupational Health and Safety		No
Alec McBeath	Administration		No
Jen Lash	Communications		
Max Oudendag	RV Park		No

Agenda:

1. Subcommittee update
2. Action items from Planning – updates *Postponed until October meeting.*
3. AGM Agenda and director positions up for renewal
4. Volunteer Lottery for accommodations
5. GM duties;
6. Other - Additional Directors reports/discussions.
 - a. Operational Calendar confirmation

Subcommittee Reports/Updates

- New Lodge Building Subcommittee: Chair - Dean Hunchuk
Update: – Dean and Stuart will be in contact again soon. Road work has begun. Still waiting on engineered drawings, This is causing a significant delay. **Dean will schedule meeting with engineer.**
 - **Action Item**: Create a subcommittee (Erin, Mike, Lynette, others) for communications/working with the N'amgis **IN PROGRESS**
 - **Action Item**: Pending communication with 'Namgis in regard the new building and its name – Mike, Dean and Erin to communicate. **IN PROGRESS**
 - **Action Item**: Mike to get 'Namgis place name map for the Lodge. **COMPLETED**
- Donations/Volunteer Subcommittee: Chair Darryn M - Darryn, Mike, Dave S, Matiss, Alec.
 - Policy drafted, it's on SharePoint
 - **Action Item**: Board to review policy, to ratify at pre-AGM meeting. **Ratification delayed until October board meeting.**
 - **Action Item**: June to keep track of comp pass/ticket holders, the company, and the director involved, on a Sharepoint spreadsheet. **IN PROGRESS/ TRAINING WEEKEND ITEM**
 - **Outstanding items**: royalties for advertising on Crown Land, and the general policy to compensate in-kind donations at approx half their value in lift passes.
 - **Action Item**: Eric to review royalties issue.
- Parking Lot/Camping Subcommittee: Chair - Matiss Valdmanis – **No Update Provided at this time.**
 - **Action Item**: Mountain Host position details. Add Lynette for Mtn Host position committee discussions. It's not a full time job.
- Trailer Park Subcommittee: Chair - Eric Sprenger
 - Update: Site identification and flagging has begun for expansion. Work will begin shortly.
 - Outstanding Actions:
 - **Action**: Max to send documents to RV Park members as soon as possible. - 5 year plan
 - Action – Coordinate date for next subcommittee meeting to delegate tasks.

- Matiss will not be completing his term as Events, this role is not up for re-election until 2023-24 and this portfolio will be handled cooperatively by Grooming and Hospitality for the 2022-23 season.
- David Mazzucchi is interested in the role of Grants, this would mean that we would need to find a Director of Ski Shop/ Ski School for the 2022-23 season.

Saturday September 17th Work Party

Lunch will be provided for all volunteers in the lodge.

Volunteer Lottery Discussion

Passed Motion from Planning meeting: For 2022-23 season approved volunteers will be entered in a lottery for some limited accommodations bookings. Interested volunteers are required to submit their name by September 30th. People can sign up at the AGM and/or their director will send out a form link to register.

Action: Erin will connect with Jenn regarding volunteer communication on this issue. (pending decision)

Action: Erin will ask Megan how many bookings were done via volunteer.

For the 2022-23 year there will be one of each kind of room on each weekend blocked off for volunteer lottery. (1 – 3 bed Kapitany; 1 6 bed Kapitany; Blueberry Cabin; 1 Day Lodge Closet room.)

Discussion of General Manager Duties:

This discussion was broad and it was determined that additional time, and possibly a subcommittee would be needed for honing the skills of a GM position. Review of our operational and management structure of the hill as well as our goals outline within the 5/10 year plan must be considered.

Current considerations:

- Day time position to oversee all staff and to provide assistance to operations in case of problem.
- GM should be able to help with the organization of the operational part (to help with fixing lifts, be responsible for our groomers / road crews)
- GM – level 3 first aid; parking lot attendant.
- - this was a recommendation by the Van. Island tourism assessment. (TVI)
- - Take over the role of the DOD (full time job) - this might not be a good idea. where do we house them?
- might be good for consistency for direction to staff as well as consistency for customers.
- GM would be best for managing the summer operations. (these two positions may overlap)
- GM –day time – many of the DOD roles; DOD takes over in the evening / overnight.
- o **Action:** review the 5 year plan to determine when this fits.
- o **Action:** Create subcommittee to discuss and create a comprehensive list of duties. (fall 2022)

Additional Business:

Action/Discussion – October Board Meeting date

- suggested that the scheduled October 4th online event change to an in person October 1st in person meeting as this will be a secondary work party weekend (and pump out)

Action: A poll will be sent to all current directors regarding online or in person.

5 -10 year plan follow up: - *postponed.*

- **Action:** Review [5-10 year plan](#) at the August 23 meeting (expecting feedback from RDMW before this) - *Have not received any feedback from RDMW –will send follow up email Aug 24th.*

Operational Calendar Confirmation of dates: - Spring Break, Easter, Special events

Appendix A

Draft Mount Cain Operational Schedule 2022-23

Event	Date	Notes
Pre AGM Directors Meeting – Elect Executive. AGM	Wednesday August 23 Saturday September 17 th	Pre-AGM Board Meeting - online 3 rd Saturday in September In person at Mount Cain Work party
MCAPS Directors Meeting	October 4 th OR Saturday October 1 st in person ? TBD	7pm virtual meeting Update on any preseason action items Request for subcommittee to create ALL STAFF training day event workshop/event.
Accommodation booking open online	Monday November 8 th 6pm	*Special interest groups and volunteers will book in October.
Training Weekend MCAPS BOARD MEETING	Saturday December 3 rd December 4 th	All staff should be on site to learn and set up for the season. Electronic “check in” to ensure all terminals are working. Sign Employee Contracts & submit necessary documents. Board MTG: Office 6pm
Tentative Opening weekend	Saturday December 9 th & Sunday December 10 th	Snow permitting (accommodations will be canceled if Mount Cain does not open)
Full Mountain Open	Saturday December 17 Sunday December 18	
Full Mountain Open – Christmas break	Monday December 19 – Friday December 23 Reopen – Tuesday December 27 th	CLOSED 24, 25, 26 no accommodations available these evenings.
Full Mountain Open	Saturday January 7 Sunday January 8	MCAPS Board Meeting 4:30pm
Magic Monday #1*	Monday January 9 th	Lower Mountain Only*
Full Mountain Open	Saturday January 14 Sunday January 15	
Magic Monday #2*	Monday January 16	Lower Mountain only*
Full Mountain Only	Saturday January 21 Sunday January 22	Cain Cup January 21
Magic Monday #3	Monday January 23	Lower Mountain only
Full Mountain Open	Saturday January 28 Sunday January 29	
Magic Monday #4	Monday January 30	Lower Mountain only

Full Mountain Open Magic Monday #5	Saturday February 4 Sunday February 5 Monday February 6	MCAPS Board Meeting 4:30pm Lower Mountain Only
Full Mountain Open Magic Monday #6	Saturday February 11 Sunday February 12 Monday February 13	Back country fest?
Full Mountain Open Full Mountain Monday – Family Day	Saturday February 18 Sunday February 19 Monday February 20	Family Day weekend
Full Mountain Open Magic Monday #7	Saturday February 25 Sunday February 26 Monday February 27	Lower Mountain Open
Full Mountain Open Magic Monday #8	Saturday March 4 Sunday March 5 Monday March 6	MCAPS Mtg 4:30pm
Full Mountain Open Magic Monday #9	Saturday March 11 Sunday March 12 Monday March 13	Viking Fest?
Full Mountain Open Magic Monday #10	Saturday March 18 Sunday March 19 Monday March 20	
Full Mountain Open	Saturday March 25 Sunday March 26 th Monday March 27 th – Friday March 31 st – open for spring break	Kids Fest March 25th
Full Mountain Open Magic Monday #11	Saturday April 1 Sunday April 2 Monday April 3	MCAPS Mtg 4:30pm Saturday April 1st Cypress Cup Saturday April 1st
Full Mountain Open	Friday April 7 Saturday April 8	Good Friday Easter egg hunt Last Day of public operations.
Closed to Public – Lower Mtn Staff Access	Sunday April 9 th Monday April 10 th	Staff Appreciation event Shut Down day.
2023-24 Planning Meeting	Saturday April 29 Sunday April 30	In the Lodge