



Mount Cain Alpine Park Society Meeting Minutes 2022-11-01

Mount Cain is located in the territory of the 'Namgis 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.

Attendance:

Name	Director	Executive Role	In Attendance
Erin Pickering	Hospitality	Chair	absent
Eric Sprenger	Tech Support	Treasurer	present
Dean Hunchuk	Buildings and Construction	Vice Chair	present
Greg Muirhead	Patrol		absent
Christian Tuters	Ski Shop and Snow School		present
David Mazzucchi	Grant Applications		present
Darren Anonson	Operations- Snow Machines		present
Mike Green	Operations- Road/Generators		present
Dave Steele	Operations- Lifts		present
Lynette Tanaka	Human Resources		present
Drew Nagainis	Occupational Health and Safety		present
Alec McBeath	Administration		present
Jen Lash	Communications	Secretary	present
Max Oudendag	RV Park		absent

Meeting called to order at 7:03

1. Review and adoption of Previous Minutes
 - [Planning Meeting Minutes](#)

Motion: Christian Seconded: David M
In favour: 9
Opposed: 0
Abstain: 2

- [August 23 2022 Meeting Minutes](#)

Motion: Eric Second: Darren
Opposed: 0

- [October Minutes](#)
-

Delayed approving the minutes until next meeting – Dave Steele needs to make some edits

Motion:
Second

AGM Minutes – can we post them earlier? Yes but they need to be reviewed by the Board before posted

2. Review and adoption of the Agenda

Motion: David M
Second: Lynette
In favour: 11
Opposed: 0

3. presentation by bookkeeper Jacklyn Emery

- Bills paid on Fridays
- Form to send to new vendors – in the bookkeeping folder in SharePoint
- Please submit invoices on time – in the past season they came in late
- New system for ensuring funds are deposited on Tuesday
- When submitting an invoice, tell bookkeeper what it is for

4. Old items

- Temporary bathrooms - Dean
 - Construction beginning Nov. 5 in the Coyne Building. 3 stalls – women's only – open through the day only – will be signage about the times

- Ticket Booth - tracking complimentary passes/accommodation - Erin
 - < *Action- Erin to connect with David M to set up the spreadsheet for 2022-23 and will liaise with Ticket booth on training day weekend*> - in progress
- New parking lot map – Mike
 - Well set up – can now park all the way to Cabin 1
 - Room for 3 rows
 - Bulge for camping
 - No changes to parking arrangements, we can just fit in more cars
 - completed
- New chair of Parking Lot Committee – Greg
 - Postpone till next meeting
- Provide notice to RV residents regarding spring move out and reapplication – Max
 - Postponed till next meeting
- Approve RV tenant agreement and application for returning tenant. Max/Board
 - Postponed till next meeting
 - Action Item: Board review by November 6th
 - Email motion next week
- Mike and David M to connect about road grants - in progress
- Review Staff Manual Language - Lynette -
 - asked for edits but did not get very much feedback. Will go ahead with the current version. Will update the formatting and share with everyone.
 - Dave M will get a site map to Lynette
 - Will send out Wednesday

5. Standing Items

- Review Financials / Budget
 - Review budget
 - Includes increased prices – accommodations and ticket
 - Eric update budget to include summer revenue/expenses
 - Share at next Board Meeting for approval

- New Building Subcommittee
 - Structural drawings almost complete (next week)
 - Architects (Scott & Scott) have agreed to help us get the new building to code and see the project through to completion. They may need us to sign a contract.
 - Call between Engineer, Arch's, Dean, and Stuart next week. Planning with Stuart Abernethy to begin after this call. Will look to start ordering materials very soon after planning session.
 - Darren and David M will reach out to funder to explain delay

- Trailer Park Subcommittee
 - Chair resigned: Erin suggesting that committee be disbanded, and any further discussion had as a board – unless another chair can be found.
 - Trailer Park relocation agreed at the Planning Meeting
 - Trailers do not have black water – Eric investigating what is needed for grey water
 - Relocation areas is complete and now in the base area – as required

- Donation/Volunteer Subcommittee - put aside this committee till needed

- Parking Lot / Camping Subcommittee - Greg not here - postponed till next meeting
 - Darren will see if Jeff Gaetz will do it next year

6. New Items

- Training Weekend Plan
 - WHOLE TEAM – everyone to meet in the lodge at 8am for land acknowledgment; group review of employee policy and handbook; introduction of directors and their roles; each director to review a section of the handbook; Q&A time; COFFEE & MUFFINS will be provided. <Erin>
 - Lynette & Sue to host a separate meeting with ALL STAFF staying in staff accommodations – adult and youth End of day Saturday regarding accommodations rules/expectations. - Lynette to arrange – suggesting 5pm?

- Hybrid Board Meetings:
 - Eric is looking into being able to do video conferencing at Cain
 - Will purchase equipment when it comes available

- Cost of high5 pass - Erin and June need to decide
- Mountain Ops Meeting Sunday December 4th – what time works – suggesting noon in front of the lodge
- Corporate Sponsor complimentary passes from last season – yes can use them this year
- Budget for BBQ at café - spend no more than \$2000
 Motion: Dave M
 Seconded: Dean
 In favour: 9
 Opposed: 2
- L1 Project – could impact training weekend
- Snow blower – requesting \$2500 for snowblower for skating. Dave S willing to organize
 Motion: Jen
 Seconded: Darren
 In favour: 11
 Opposed: 0
- School group rates – keep it the same

7. Director's Updates:

Erin Pickering Director of Hospitality, President

(absent, report submitted, Dean Hunchuk has details)

Update:

- Ticket booth needs one employee; June will not be available for the training weekend, but I will work with Mackenzie and staff to ensure they are ready to go.
- In need of cleaning staff – primarily on Mondays for accommodation check out; but could also be given hours within the weekend for cleaning and restocking of supplies. 1 or 2 people are needed.
- Requesting a budget of \$2500 to buy a BBQ for use by the Café.
- Discussion – Beer Gardens will only occur during special events – confirm or extend into spring break/spring weekends?
- *Café operator will be looking after the beer garden*

- *Cafe operator is the vendor selling the beer – they make all the profit*
- *Extra fee on Jamie's contract for each beer garden?*
- *Needs a shut down time – should not go till 11:00*

David Mazzucchi – Director of Grant Applications

- I connected with Darryn McConkey regarding Lodge Grant extension. We plan to reach out to Monica Hull – submit a scope change form - in progress.
- Will apply for a MEC Grant to have an AST 1 course on snowshoes; application deadline of Nov. 6, 2022.

Lynette Tanaka, Human Resources

Hiring:

- Ski Shop, staffing complete.
- Ski School, pending.
- Ticket Booth, require one more staff member.
- Lift Attendants, have 4 returning youth - require at least 10 more staff.
- Accommodations, Monday Check-out cleaner still required.
- Caretaker, complete.

Currently there are ads posted on North Island local job/community boards, North island schools, mid-island circulation (Thanks Erin), and our social media platforms. I have reached out to both north island local newspapers, and it was informed it would be a paid ad only (\$119 plus gst), how do we feel about paid advertising in the newspapers? In addition, Jenna Cramb and Kim Kufaas are helping to recruit staff.

Headhunting/recruiting/advertising - open to suggestions and help here.

Training Weekend:

- Can the board help me identify what this looks like? -description, wages, accommodations etc.

Wages:

- Monday Check-Out cleaner was \$18/hour, with an increase to Sally to start this season (\$20/hour). Will the board agree to \$20/hr for the cleaning wage?

Employee Handbook:

<https://indd.adobe.com/view/743f6b7d-2e0f-4d57-a17d-2e13321007cd>

- Again, the format is very rough. Could we please review as a board, and I will finalize the format for final proof to send to the board and provide printed copies for training weekend. I will also send the digital link to department managers to send to their staff.

Staff Accommodation:

- youth staff (18 and under), custodial consent required for youth staff to stay elsewhere, outside of staff accommodations. How does the board feel about this policy? Note, it is mentioned in the draft employee handbook.
- should adults staying in staff accommodation require a criminal record check?

Max Oudendag, RV Park Supervisor (absent, covid related illness)

1. Review the 22-23 trailer park rental agreement and moveout exemption (returning tenant application) forms, and have ratified by the board. (located in SharePoint Directors Site, RV Park 22-23 folder)
2. Willing to take on role of Chair of RV Park Sub Committee from Erik Sprenger as he has stepped back. As long as board agrees.
3. working on outstanding action item of drafting and sending a letter to RV tenants stating mandatory moveout in spring and re-application (possible shifting within current space, move to new trailer park area, or move off Mt Cain property).

Mike Green, Operations, Roads and Generators

Roads:

- 2022 road and parking lot work is completed. Still trying to get a compactor before snow falls.

Equipment:

- 14 G is fixed and operational.
- D8 is fixed and will need to be lowbedded to mountain soon.
- Thanks to Randy Engel and Kevin Moore

Planning Meeting Agenda Item: 5-year plan review

Discussion Item: School Groups – can we accommodate them, so they come to Cain

Christian Tuters Ski shop and Ski school:

Might be more questions than discussion items but just trying to get up to speed.

- School group rates
 - What were they last year?

- Can they stay the same?
 - If not, what is the new rate that can be communicated to the schools
- Ski school manager (20 hours a week, \$19.80hr)
 - Do we need one?
 - Been in discussion with Chelsea (Brandon the caretaker's partner) but she declined the job.
 - Could Jenna take on this role?
 - In the capacity of scheduling the instructors, Coordinating
 - Instructors Course Jan 14-16 @cain (Thanks to Chrystal for setting that up)
 - Alister Prat, Ali, Sid, Cleo and possibly Darren McConkey already signed up Kelly from ski patrol possibly as well
 - If they instruct X # of days this year, can they have the course costs reimbursed at the end of the season
 - Instructors that are interested in working at Cain this year that are already certified
 - Anna Page
 - Owen Barlak
 - Rowen Berkey
 - Connor Green (Aka Superior Connor)
- Credit Card looking into getting a card to use for ski shop inventory
 - Understanding from previous years is that a \$20K limit is needed?
- Training weekend
 - What is normally done for ski shop / ski school
- Kindred rental boards is there anything that needs to be done here on this front?
- Is there a list of costs of things Lesson hour rates, Wolf pack pricing (can wolf pack pricing be lower?)
- Better promoting of the fact we offer lessons from certified instructors

Dean Hunchuk – Buildings, Construction and Maintenance

Hiring:

- Caretaker, Brandon Reid (Jean-Luc replacement – just waiting for the paperwork back).

Update:

1. Fire Extinguishers done and to be back in service this coming weekend – new provider Lock2Fit. Been great to deal with. Gave us discount (\$150).
2. New furnishings for Kapitany purchased. Should be good for next 5-8 years.
3. Still looking to purchase a new BBQ for third deck of Kapitany.
4. Have a question regarding pets in Cain buildings – our policy says buildings are to be pet free? Animals in old lodge building last year? - no pets allowed
5. Jean-Luc and Sally did a bunch of work mid-October – Blueberry and Cypress eaves and painting. Prepped the new bathroom site.

Darren Anonson – Ops Snow Machines.

Update:

- Aluminum tracks for Red Cat are now on the mountain and will be installed soon. Big thanks to Dave Howich for bringing them back to the island and Apex for being great to deal with.
- Welding mostly complete on Black Cat, big thanks to Royce for coming up and doing that for us as well as Wester Forest Products Port McNeill for donating the welding truck.
- Davis Griggs is going to be managing our snowmobiles and making sure they are in good working order this season.

Events

- Keiren will be helping organize beer gardens for special events. She would like to apply for the special events liquor license as well as a raffle license for special events. The cost seems minimal, wondering if there is any input on how that has happened in the past?
- Keiren would like to do a “True Singles Line” for valentine's day, like a mini event that she will manage. I think it sounds like a cool idea
- Can we get the event schedule put on the website - done

Dave Steele – Ops Lifts

- L1 anti roll back bearing going in, final design just completed, bearing delivery early Nov
- Exhaust components for L3 need to be installed
- T's need to go on and spring boxes set – if anyone is looking for a fun weekend

- 2 New and 3.5 returning liftees

Motion to adjourn:

Motion: Dave Steet

Seconded: Eric

In favour: 11

Opposed: 0