

## **LARCH HILLS NORDIC SOCIETY**

Executive Meeting Tuesday, Jan 5, 2020 at 7:30pm ZOOM

Attendees: Suzy Beckner, Don Miller, Brad Calkins, Karen Tanchak, Abbi May, Craig McBride, Pauline Waelti, Jonathon Bakker, Laura Hepburn, Rob van Varseveld.

### **1. Adopt Agenda – Additions**

Jonathon motioned to adopt, and Pauline 2<sup>nd</sup>.

### **2. Minutes of last executive meeting – Dec 1**

Brad Motion to adopt. Pauline 2<sup>nd</sup>.

### **3. Business arising/outstanding issues:**

### **4. Treasurer Report – Don *Memo from Don Miller***

***Date: January 5, 2021***

***To: The Executive - Larch Hills Nordic Society Cc: Report file - January meeting***

***RE: Treasurer's Report - January 5, 2021***

- Bank Balances: (estimated to December 31, 2020)
  - o Operating funds (unrestricted)
  - o Lighting project (restricted) – No change in Dec '20
- Significant expenses to pay:
  - o Mav-Jack – residual invoice from 2020 trail maintenance
  - o Fee collected for Race group
  - o Track-setter fund donations
  - o December fuel
  - o Okanagan College fees – Safety course
- Receipts summary – attached
  - o Memberships for prior year to date
  - o Trail fees for prior year to date
  - o Note: Over \$ 3,100 in cash trail fees in first three days of 2021
    - No transactions in the lighting account in the period
    - GST

\$ 184,475 \$ 141,000

\$ 10,594 13,458 2,536 2,931 1,200

\$ 30,719

\$ 87,848 9,030

o Filed GST report for fiscal year ended September 30, 2020. Liability of \$ 1,066 paid on December 31, 2020

o CRA has changed filing status from "Annual" to "Quarterly" requiring a submission for the period ended December 31, 2020 on or before January 31, 2021. Because of our cash flows I suspect we will be a moderate liability on filing the first quarter report but we should realize refunds for each of the remaining three quarterly filings.

- Donation

- o During December an amount of \$ 2,000 was donated from Mr. William Laird.

## 5. Manager Report – Karen

### **Admin Assistant/Manager Report**

- December was a busy month.
  - o Over Christmas break we were clearing the sign in sheet at least once sometimes twice a day.
  - o E-transfer for day fees have been 3-4 a week. We confused two folks who tried to purchase membership with the day fee account. Sorted that out quickly by re-wording the information posted at the kiosk.
  - o Parking lot has been full everyday from Dec 24-Dec 31. Busy still for Jan 1-3
- Port-a-Potties are working well. They arrived December 9 and first pump out was December 31. Little confusion with parking lot clearing. Was told it would be cleared evening of Dec 30. The top 2 double rows and close to the chalet were not cleared. One phone call to George he arranged to have Jay come and clear for me. Once okay for septic truck, called Backus to arrive and pump toilets. Going forward, will talk with Jay and Backus Septic to coordinate a more routine process.
- Ski hosts worked from Dec 20 – Jan 01.
  - o Dec 22 and 25 were only days that were not covered.
  - o Dec 30 had both morning and afternoon shifts
  - o All other days had one shift per day
  - o Many folks declined due to COVID safety and are willing to return next year
- Updated the Incident Report and working on streamlining the Emergency Action Plan. The information on the website seems to be scattered on the Safety on the Trails, and the Volunteer Safety Host pages.
  - o There was an incident Dec 22 that I have pieced together the event, but still waiting for a formal incident report.
  - o Rumors of another incident on Jan 1 where someone was brought down in the toboggan. Have not found out who it was or what the issue was. Keith checked on the toboggans hanging and all seem to be rehung correctly. How do we ensure data is recorded?

- Worked on the editing the 2020-21 Operating Plan. Thanks to George J and Craig for information on some of the questions RS&T had. Final version sent to RS&T.
- Working on the Engagement Summary identifying the # of volunteers for RS&T. Creating a volunteer Work-Bee report that might make this process a little easier moving forward. RS&T needs to know who is working and what equipment they are using for insurance purposes.
- Picked up additional signs for 3 metre distancing and adjusted signage with new regulations. Kari Wilkinson also produced some bright yellow signs and put them at some of the intersections.
- Picked up more Trail maps from CSRD, most of these were gone over the holiday. Will pick up more now that the contact will be back from her holiday break.
- Ordered additional Snowshoe Trail maps on waterproof paper as well as Kiosk Sign in sheets from Wickets
- Couple more incidents in the parking lot, looking for 'Video Surveillance' signs.
- Delivered our first water sample in December and now back to routinely submitting at least once a month. We no longer need to submit in the off season.
- 6 Hand held Radios are in the office. Bill expects to have the base units soon. Using Channel 11 as per Bill Prytula's suggestion and communication has improved somewhat. We do hear other unrelated conversations periodically. We are continuing to test when the Safety Hosts are out and creating a list of where the dead spots are. This will help Bill decide where the antenna needs to be and facing in what direction.
- Liaison with the Safety Host Committee.
  - Assisted George Zorn in updating some of the documentation
  - 8 folks completed the First Aid Training and have had many contributing to the process while on the hill.
  - Transportation Endorsement Certification will be held January 28.
  - Keith is setting up a group of 3 for hands on training for the new hosts. He did a one on one introduction to the equipment this month.
- Communication from a member: Suggested that we send out a groomer to clean up the skate lanes mid day. She mentioned that her family are not morning folks and by the time they get up to enjoy the hills, the conditions have deteriorated. She didn't think it fair that only the early birds got the best conditions.
- Karen will add up day use numbers

- **Karen is working on adding up hours for volunteer work.** Currently she is working on the hours for the partnership with rec sites and trails. Firework hours are done. She is also working on calculating hours for other events. Craig would like better tracking of hours for volunteers for trail work, lighting committee etc. He suggested a more organized procedure for this. Karen has drafted a work bee report to use for tracking volunteer hours.
- **Jonathon will add the ski team schedule to the website so that other skiers will expect crowds.**

## **6. Land Use and Trail Planning Committee Report - Craig**

They have a meeting next week. Plans are to work on connecting trail sky trail and LH road. Also, they are continuing to work on planning for the dog trail extension. Trail Alliance would like to be informed when grooming extends to South Canoe.

- Questions – Hiking and snowshoeing on groomed trails (Clint), fat bikes, snowshoe trail maintenance, dog trail. There have been hikers and walkers on groomed ski trails. **Karen and Suzy will work on some information signs.**
- There are no signs left warning skiers that they are heading down to South Canoe. There is no longer a prohibiting motorized vehicles coming up from South Canoe.
- **Fat biking** on the Larch Hills ski trails is not covered by insurance. Trails cannot be shared between skiers and bikers according to CCBC.

## **7. Lighting Committee Report – Rob**

Section 57 approval for the first 2 sections is complete. We did not receive the gaming grant that was requested. The committee is looking at applying for another grant. They need about \$200,000 to fund phase 1. They have raised about \$150,000 and would like to start working this spring/summer.

Rob is researching lighting around the parking area to deter motorized vehicles. He has been working with Dan Smith from Dancore electric. A light could be added to the pole near the outhouses. This would require limbing the trees to add a light to shine on the start of LH road to deter motorized vehicles.

Otherwise, a temporary light could be added to a tree. We also discussed a gate at the parking lot to deter nighttime activity.

## **8. Covid-19 – Suzy- adults can now ski in groups of up to 4 at 3m apart. Masters will be starting and will follow the guidelines.**

- Jackrabbits and ski team will be staggering their practice times on Saturdays to reduce crowds. School groups will be starting but will not be permitted in the chalet.

### **Additions**

1. Security Camera and Lighting. -See above.

2. **Chalet maintenance:** There is some drywalling getting done in the chalet. Matthew Peterson will donate some time to help with mudding. Rob mentioned concern about lack of vapor barrier in the roof of the chalet. Chris Elliot is involved.

Next Executive Meeting – Tues, Feb 2<sup>nd</sup>, 7:30pm ZOOM

Next General Meeting – Tues, Feb 9<sup>th</sup>, 7:30pm ZOOM

**Meeting adjourned** 8:52 Pauline.