**Board members**

Present: Ben Forsyth, Barb Guillon, Anne Harfenist, Ali Howard, Kevin Kriese, Steve Osborn, Stephen Wickham

Unable to Attend: Jill Krause, Irene Ronalds

Meeting started at 18:30

Note: The focus of this meeting was covid-related safety planning for the upcoming ski season. All other potential topics (AGM, approval of previous minutes, recorded vote on Steve’s motion to restrict funds for garage, locker allotment which was tabled until next spring) were tabled until the September board meeting.

1. **Registration:**

* Some BC clubs have opened registration already; some have split registration for membership & passes and programs
* Need to alert potential registrants that our trails will be open, some programs are likely to undergo shifts in timing; the lodge will be operated differently than in previous years; plans may change prior to or mid-season; encourage feedback (we appreciate your cooperation, appreciate your patience as we adapt procedures to meet health guidelines, please bring concerns to us, can only do good job with input from you)
* Email to last year’s members
* Introductory page to registration form
* Direct people to information on website
* The waiver form is set by CCBC so no changes to specifically mention exemptions to our privacy policy in cases of insurance claims or covid contact tracing
* Refund policy: membership non-refundable; season’s pass – no refund; if program is 30% completed then no refund; refund = prorated $ less incurred costs; refund in $$ not credit for future years because difficult to do latter in Zone4
* Changes to registration should be submitted to registrar by mid-September however program registration can be delayed

Action Item: Irene to let registrar know if there are any changes to bunnies or rabbits (or other programs) that should be noted on registration form.

1. **Covid Safety Plan development**

* General Safety Plan & additional specific plans for lodge, programs, events, workbees, grooming, construction (see Steve O.’s August 24 email)
* Specific plans to be prepared by groups including at least one board member and submitted to board to comment/approval (oversight but no need to vote
* All Safety Plans should be:
* Simple to read and follow
* Consistent with provincial guidelines
* practical
* CCBC should have new information available this week

Action Item: Steve O. and Anne to prepare draft general plan and distribute to board within 2 weeks

* Steve O. to lead lodge, workbees (to go out with invitation to workbee), grooming, construction
* Irene to lead programs
* Ali to lead events

Action Item: Groups to prepare draft specific plans and distribute to board by October 19 (one week before October board meeting); note any potential budget increases required to follow plans.

**3) Lodge:**

* RSTBC acknowledges that the lodge is owned by BVCCSC and that the Club believes that the lodge is not a subject to RSTBC’s policy on facilities. RSTBC is get back to us on if/how their recreation facility policies apply. Trails are clearly subject to RSTBC COVID policies. We promised to share our proposed plan with them for input.
* Occupancy limit(s) must be posted for all buildings – calculate based on 5 m2 of space required per person. Therefore upstairs at lodge has occupancy limit of 25 people.
* Bathrooms open
* Cleaning – still need to figure out; caretakers mix solution when start wood stove
* Need to identify high use surfaces
* Remove toys
* Wide enough counter @ ticket booth so not need plexiglass (see discussion about day passes in #4 below)
* Require masks in lodge
* Not require masks while eating in designated lunch areas
* Clean before and after use table
* Adjust how wax hut is used – coordinate with NSDP and lodge

Discussion about whether access to kitchen be open to all - unresolved

**4) Trails:**

* Need to communicate new trail etiquette – passing safely
* Encourage people to ski – message is trails will be open
* Need to encourage and be sensitive to feedback
* Decided no need to prepare contingency plans now; will consider changes based on feedback
* Will need signs

5) **Contact Tracing:**

* Must have plan
* Environmental Health Officer suggested a sign up sheet at the lodge door
* Hard to get compliance
* Need anti-bacterial wipe for pencil/pen
* Decided to put idea of releasing alert by email to all users in case of infection into Safety Plan and getting feedback from skiers, public health and others
* For day pass skiers:
* Kitimat/Terrace & Houston require name and date on envelope containing fee
* We are required to collect name & date for insurance
* Sovereign L. moved to on-line day pass sales
* Move to self-serve model rather than ticket booth
* Question raised – do programs depend on ticket booth?
* Guests & visitors will need to be traceable as well

The question of whether to move to on-line day pass sales was left unresolved – my notes say “finish discussion later”

Meeting adjourned 20:20

Next meeting: September 28