

Spearhead Huts Society
Board of Directors Meeting
February 21, 2023
Meeting Minutes

Attending: Andre Charland (Chair), Colin Knudson, Jayson Faulkner, Chris Ludwig, Ben Parsons, Paul McBride,

Regrets: Robin O'Neill

Guests: Ian Sherriff-Scott, Pierre Vacheresse, Alan Woodland, David Scanlon

1. Call to Order: 7:05pm. A quorum is present
2. The agenda for the meeting was approved without amendment.
3. The minutes from the previous meeting held January 17, 2023 were approved without amendment.
4. Financial Report (Colin)

The cost of having KPMG prepare a "Notice to Reader" financial statements for the October 31, 2022 year-end was \$5,000. It is believed that another accounting firm could be more economical for the 2023 year-end and conversations are underway with Baker Tilley, D&H Group, and Sprout .

Overall, accounts are healthy with \$360,000 in the operating account and \$90,000 in the capital account.

Expenses of \$13,000 have been incurred for the purchase of mattresses, which are to be flown to the hut in March.

The Provincial Sales Tax has been paid.

For the (whatsitsname) grant, there is an opportunity present the funder with invoices and have these expense paid out. Colin asked if there were any suitable expenses for the Macbeth project that could be applied against this grant funding.

5. Operations Committee (Ian and Pierre)

Propane drops went well in January but were delayed in February owing to weather conditions Toilet #1 is not diverting liquids properly and the bin is collecting urine JS HVAC Specialists made recommendations for fans and airflow.

It was noted that custodian engagement has dropped off considerably. A recruitment and retention plan is needed. It may be necessary to offer paid stipends to custodians, especially on weekends.

There have been issues with bunk allotments. Parties that arrive early often “spread out” leaving not enough space for the later arrivals. A bed sign-in sheet has been introduced to deal with that issue.

Robin (not present) is reported to be working on a project to secure more (insured) parking spaces.

After some discussion about recording propane levels, Iain agreed to set up a Google Form to populate a Google Sheet.

This was completed:

https://docs.google.com/forms/d/1HvAGsbQuQKeRG0xWH625CnmWVYyYINKIA0_nE-gsIY0/viewform?ts=63fd25cd&edit_requested=true

Ben noted that the Macbeth Hut will be more challenging than Kees and Claire in terms of resourcing the facility with custodians. More complex terrain and greater distances will require larger commitments from custodians.

Andre suggested that having a custodian on-site 100% of the time may become necessary.

Ben suggested that raising rates on weekends might be a possible way of funding hut custodian stipends.

Pierre asked for clarification on cancellation policy. If guests leave early because avalanche conditions are expected to deteriorate (forecast is high), are they entitled to a refund?

Pierre noted that delays in the propane flights in February (and communications with guests about the possibility of having no propane fuel) resulted in some cancellations.

Pierre reported an issue with booking confirmation emails not being delivered. The problem was identified in the booking system and has been fixed.

Pierre noted that the “credit system” (for people who have paid, cancelled, and are entitled to re-book without paying the full fee) is a Google Sheet that could be replaced with a “gift card” feature in the booking system.

On the subject of bookings and cancellations, Chris volunteered to lead a policy committee. See Society Matters.

6. Fundraising/Funding

Partnership relationships with ACC National, WB Foundation, Squamish Lillooet Cultural Centre are going well.

A cost of \$10,000 was suggested for putting a donor's name on a bench.

On-site signage for recognizing donors is being finalized.

In the interests of time, the discussion on fundraising was kept short. More time for fundraising on the next agenda.

7. Inclusion and Accessibility

Not discussed, deferred to next meeting.

8. Society Matters

Chris will set up a Google doc and report out at the next meeting.

A date needs to be selected for the Annual General Meeting.

No provision for electronic voting in the Bylaws. It was noted that any changes to the bylaws need to be ratified by both ACC Whistler and ACC Vancouver.

9. Macbeth Hut Update (Paul)

Michael Green Architect (MGA) has is the preferred supplier for the project.

Jayson noted that we need to have a meeting with BC Parks to update them on our progress.

Paul seeking approval to enter into a site design services agreement with MGA subject to the completion of an updated donor Agreement with Hill family.

It was suggested that a construction project manager be contracted at the same time as the architect.