



Directors Meeting

Date:	Monday, December 5, 2016
Time:	7:00 pm
Place:	Sports Council Board Room

Directors:

Joan Bernard, Scott Decker, Vesta Giles, John Grover, Luc Guilherme, Maureen Light, Dana Manhard, Raegan Markel, Rich McCleary, Bruce Tucker, Leslie Tucker, Alan Vyse

Guests: Barb Coates, Pamela Johnson

Regrets: Dave Hallinan, Neil Steinke

Meeting was called to order at 7:01pm. Introductions were made around the table.

Guest Speaker: Pamela Johnson from Fulton and Co. to talk about the new Societies Act.

- The new Societies Act came into effect on Nov. 28, 2016. Societies have two years to transition.
- Ms. Johnson has looked over our current constitution and bylaws along with John. Her recommendation was that nothing needs changing with the constitution and minor changes should be made in the bylaws.

Raegan will be taking on the Secretary position. Maureen will be taking on the Ways and Means position.

Business Arising from the Minutes:

1. Adoption of the November minutes
 - Minutes from November 7 were adopted as circulated. **Motioned by Alan, seconded by Luc. Passed.**
2. Action List:
 - Constitution and bylaws John
 - John will circulate email with Ms. Johnson's recommendations for changes to the Bylaws, no changes to the Constitution were deemed necessary. We have two years to make the changes so we could wait until next year rather than trying to have things ready for the AGM. Wording will need to be examined carefully e.g. "snow sports" to cover skiing and snowshoeing?
 - Dog snowshoeing trail Krista, Vesta
 - Completed. Good feedback so far. Temporary signs are up. Posts for new signs are at entrance, signs are on order from Funk.
 - Food trucks Vesta
 - No change.
 - Ski suits pricing Dana to find a committee
 - Dana and Coralee are the committee.
 - Review duties of Board Members Everyone
 - No change.
 - Quotes for swag – toques, etc. Vesta
 - 800 blue freebie toques with the new logo are in. A couple of other possibilities for higher end items were passed around for comment. May end up ordering 50 or so. Sport and Overtime Apparel are possible suppliers. Louis Garneau is also a possibility for hats.
 - School waivers David
 - No change. The insurance company may have stock waivers.
 - Ski Program Scott, Alan
 - Three people have been hired, two have started (Daniel and Julia)
 - Loppet Dana, Scott, Luc, John
 - The committee was distracted by the start of the ski season. Will meet soon.
 - Polarthon Alan, John
 - The ice is not in good shape because it snowed before the ice froze. Would have to flood - fire pumps may be needed.

Grant applications

Lee

- Gas tax grant has moved to December. Ronaye Elliot is the director. Could have \$18,000 or the cost of the lights covered retroactively.

Newsletter items

Vesta

- Please send items in by Thursday. Rather than taking photos of employees they could do selfies. Last year there were three newsletters sent out, this year the goal is four, especially one before the AGM. Need emails of the people who opted in.

Board governance

David

- No change. Election procedures for board positions should be re-examined. We will go with our current procedures for the next AGM (separate election for Treasurer and President) and then discuss thoroughly afterward. It is possible we could have too many volunteers; a minimum and maximum should be set. An informal nominating committee of three people is needed for the upcoming AGM to put forward a list of people to fill roles. Currently positions are for a 1-year term, email Vesta if you would like to continue your position or not. A neutral party will be needed to run the election at the AGM.

Policies

David

- No change.

Job descriptions

David

- No change. Dave will describe Member at Large duties.

Volunteers for Junior Nordic Adventure

Ski Program (Girls Go Nordic)

Dana, Rich, Scott, John

- Two individuals have signed up, others are wait-and-see. A note was sent to families that were previously involved. Also a meeting was held at the lodge and five people expressed interest. Crystal is interested in leading. One family has a special needs child who will need one-on-one coaching. Age span for Junior Nordic is 12+. In the long term there is good interest.

Business arising from Reports:

1. Membership drive winners
 - We had the biggest member improvement 111%. Vesta will call about what the prize is.
2. Insurance claim
 - Discussed in camera after meeting
3. Budgetary items and Treasurer questions
 - Expenses vs. income needed clarification. **Motion to approve abandoned.** Vote will be done through email on whether to amend the September 2016 budget.
 - Gaming Grant – did we apply? Check with Lee. We did not get the MEC grant.
 - Parent Passes –31 so far.
4. Trail opening and grooming
 - Trails are open! We are not using the big groomer yet. A link to the snow forecast should be prominently displayed on the website. Reminder that -15°C is the cut-off for lessons, students can still come and ski if they wish.
5. Point of sale system
 - We are working to move away from the painful spreadsheet system. Square is the industry standard but will do credit and not debit so the debit machine would have to be kept. There is also a cost to us when a credit card is used. We will stick with Global Payment for now. Two tablets would be need for the guys to use (\$500-600), also a keyboard would be handy for website updates. These will go under the trails budget.
6. Washroom water
 - Construction has been approved by Interior Health. Installation will be this coming week, then two water samples will be taken. We will pay and then get reimbursed by the Blazers Sport Society. A sulfur smell has been noted, which may have been worsened by the pipes not being flushed prior to start-up. Filtration will be on one wall so a shelf re-design will be needed.
7. Entrance sign
 - Welcome signs have been ordered from Funk and posts were pounded in. The other side might have been better but it's done now. There is snow fencing on Cowpoke; we will see if it is in the right location. There are walkers on the ski trails, signs are needed.
8. Tracksetters meeting
 - The meeting happened and there are five new tracksetters.
9. City ski program
 - The City has advertised the program, we don't know how many people will take lessons. Lisa Palychuk and others will teach. Classic lessons only for now.

10. Ski and snowshoe instructors
 - A plan is needed for training new instructors. The CANSI course is to teach adults and provides insurance. The two-day ICC course is the minimum to teach kids. If our club is satisfied that the coach is competent, our insurance covers them. We could target potential instructors and put them through the course e.g. Julia.
11. Snowcat
 - The machine has a crack in the frame and will not last forever.
12. BC Winter Games Biathlon event
 - Biathlon and cross country events cannot be at the same facility. It is a three-day event with 40 athletes and requires 25 officials. There may be general interest in biathlon in the future, Vesta will send a survey to members. Scouts and Cadets may be interested. **Motion to not bid on the BC Winter Games from Alan, seconded by Bruce. Passed.**
13. Lighting maintenance
 - Over the next 2-3 years \$2,000-\$5,000 will be needed.
14. Press release, snow report
 - A press release was issued and Radio NL is on board. The snow report is currently being taken from Facebook. A date is needed on the Grooming Report and Current Conditions should be at the top. Updates are coming.
15. Promotions – swag, website, Facebook, brochures
 - In progress.
16. Stuffie Trails program
 - In January. In progress.
17. Branding – logos and maps
 - Need stickers on maps. Lee will do so but a blow dryer may be required.
18. Registration
 - Now at 613, which is higher than at this time last year.
19. Ski suits
 - No change.

New Business:

1. Distinguished Volunteer Service Award
 - **A nomination was put forward by Vesta, seconded by Scott. Passed.** Vesta will get the trophy engraved.
2. Coaching Course at Stake Lake Dec. 10-11
 - Two whiteboards needed.
3. Sports Legacy Fund
 - Dana will check if we got it.
4. In memoriam plaques
 - A bench or table might be best. Luc will put something together. Do we need Ministry permission?
5. Fund raising event
 - Possibilities include a silent auction, dinner, Dance Off? A volunteer is needed to move this forward.
6. Gift cards
 - Luc would like to have cards, a few one-day passes, toques to hand out as thanks to the light helpers and possibly others. Stocking stuffer one-day passes would probably sell well. Luc and Joan will discuss, Vesta will promote.
7. Communication between coaches and parents
 - A last name and phone number was accidentally included in a mass email. Rich and Joan will talk offline about possible solutions going forward. TeamSnap software could be used, costs \$100/mo. May be a better program for attendance than for communication. Perhaps a Facebook group or blog could be used, or partial access granted to the website. Coaches will discuss.

In camera discussion of insurance claim: Nancy is waiting for instructions from the insurer.

REPORTS

President – Vesta

Meeting for biathlon: Alan, Rob Kitamura, and I attended the meeting with Biathlon BC. Alan will talk more about it in his report.

Membership drive: It looks like we won the membership drive for our division. I'm not exactly sure what the list of prizes includes but we will need to see how we want to use them once we know.

Insurance Claim: The woman has offered to settle for \$50,000. Nancy is awaiting instructions from the insurer, but has recommended that we continue to do further investigation and not pay this amount to her. She will likely need to get more details from Matt. She will let us know once she hears from the insurer.

Vice President – Neil No report

Treasurer – Dave

2016 – 2017 Season: Note – season is very much in its infancy and therefore most of the revenue is delayed until ongoing operations begin.

Trails Revenue:

Trail revenues are funds generated by the operation of the trails. This includes trail passes for both skiing and snowshoeing and also includes revenues generated by the rental of equipment. Also included is the estimate of volunteer hours to support and maintain the trails system including track setting, maintenance time for the track setting equipment and trails maintenance.

Due to the timing of the report we are very early in the financial cycle. Nov 15 saw the close of the early bird season passes; these revenues are still being distributed by Zone 4.

Club Revenues:

Club revenues include activities that are generated to support the club. These items include memberships, grants, and gross revenues earned by hosting events. Revenue reported in this area also includes the financial impact of our volunteers who support these activities including coaching, executive and work volunteers perform in support of the club. Social activities are not to be reported as part of volunteering time.

Due to the timing of the report we are very early in the financial cycle. Nov 15 saw the close of the early bird memberships and enrollment in club programs, these revenues are still being distributed by Zone 4.

Trails Expenses:

Trail expenses are funds generated by the operation of the trails. This includes the costs associated with the maintaining of the trails, equipment and the facilities. Also included is the estimate of volunteer hours to support and maintain the trails system including track setting, maintenance time for the track setting equipment and trails maintenance.

Expenditures incurred thus far are related to the preliminary set up costs for the ski / snowshoe operations for the start of season.

Club Expenses:

Club expenses are the costs related to the delivery of the clubs programs and services beyond the operation of the trials. These items include CCBC registrations, payment services, and coaching and related lesson program costs. Also reported in this area also includes the financial impact of our volunteers who support these activities including contracted professional services, executive and work volunteers perform in support of the club. Social activities are not to be reported as part of volunteering time.

Expenditures incurred thus far are related to the club operations. Many of these costs are annual in nature and incurred at various times of the year.

Balance Sheet – Cash Position:

The clubs cash position is solid having generated a positive cash flow throughout the current ski season.

Account Description	Balance @ Reporting
HSBC – Operating	\$43,000
BMO - Gaming Grant	\$1,475
Reserved Funds – Machine	\$68,000

2015 - 2016 Season Summary

Trails Revenue:

Due to the extended season and a great turn out of skier, trails revenues and rental revenue are up significantly over last year and well over the budgeted amounts. Total revenues are up by \$50K over budget. Trails closed in March.

Of note the increase in rental equipment was strong as was snowshoe day passes.

Club Revenues:

Membership revenue was lower than expected budget. Club revenues were helped with receipt of two key grants, The Pacific Sport Coaching grant and the Gaming Grant. The grant was budgeted for \$18,000 however at submission it was determined that the adult portion was too specific on adult racing and was not pursued. Also contained in the budget was \$10,000 for capital grants however the Blazers Society had provided their entire committed grant in the previous year.

One other grant was received the VIA Sport grant supporting women's introduction to cross country skiing, this was \$3,000.

Trails Expenses:

The largest variances are related to the repairs made to the sno-cat earlier in the season and the wages of the staff. Staff wages represent the cost of running longer through the season and the longer daily operations to support a longer ski day. Overall operating costs are in a negative \$17,500 variance (over spent against budget), however the over spend is justified and offset by the increase in trails revenue.

The past month increase was minimal. Costs incurred were due to late season invoices for fuel and ongoing costs, telephones, bookkeeping and various equipment for building and equipment.

Club Expenses:

This area is concluded under budget however as the season is still wrapping up there is an expectation that these items will come in at or slightly over budget. Again many of the variances are due to the extended season, additional time and effort delivered from our volunteers.

Overall:

The club incurred a small profit this year of \$13,000. While the revenues were very strong for the year, the costs to repair the sno-cat and the increased labour costs reduces the impact that the increase in revenue could have been.

At this writing the volunteer hours are being reviewed. Not in total however there are some large imbalances in different areas.

Other

2015-16 Financial has been closed, all closing entries have been complete and the package is to go the TAX accountant next week for filing purposes.

Budget Motion:

The budget as approved in September 2016 did not contain the possible funds required to support the delivery of the BC Championships in 2017.

See excel file "Budget 2016 17.xlsx. Note there are TWO worksheets included.

Motion – Per the attached document the 2016-17 Overlander Ski Club Approved Budget will be modified to allow for the budget increase to support the delivery of the BC Championships hosted by Overlander Ski Club in 2017.

Finance Follow Ups:

1. Can I get a copy of the latest Gaming Grant Application in order to follow up? As of this writing we have not received the funds – these funds directly support the junior program.
2. Speaking of Gaming Grants, who will be providing the summery reporting that is due at the end of the year?
3. What other grants have been submitted, there was talk some time ago about the MEC grant but I have not been asked for any financial information to complete the grant application.
4. What has been the uptake on the Parent Pass – how many have been sold thus far?
5. News letter update – to all volunteers All expenses related to 2015-16 are now not accepted and will not be reimburse without the presidents authorization.

Volunteer Coordinator – Leslie

I have been making some calls regarding the upcoming season's events, mainly the three-day BC Championships in February. It will be a challenge to get volunteer positions filled for all three days plus the loppet, but we still have two months.

Ways and Means - No report

Trails – Alan

1. The trails opened on Saturday Dec 3rd. All of the trails have been rolled at least twice thanks to Gary, Keith, Mike, Lee, Matt the Voss Bros and Dana. There were 170+ on Saturday.
2. The trail grooming work has paid off because there really isn't much snow on the ground around the lake Maybe 10 cm max. We will need another substantial snowfall before we can take the snowcat out
3. The snowshoe dog trail has been completed thanks to a large cast of volunteers
4. Luc can update you on progress with a point of sale system and the washroom water issue.
5. Plastic matting for the high traffic areas beside the day lodge and washrooms has arrived.
6. A new entrance sign and the signs with the waiver have been ordered. All signs will be updated with stickers for the new logo.
7. A Tracksetters meeting was held Nov 27th with 18 attendees including two new staff members
8. A City ski program will be advertised with classes in evenings and on Saturdays in January and February
9. Employment contracts have been sent out to new staff and training has started. We have two possible instructors for adult ski lessons and snowshoe lessons: Ellen Huggett and Mikki Nettles. Their employment will depend on the numbers for the City ski program, in Ellen's case, and whether OSC advertises snowshoe programs with Mikki as instructor (we are too late for the City programs).

10. The snowcat has been upgraded over the summer but in the process our crew found a crack in part of the frame. This can be fixed but it is a reminder that the machine is getting old! Too bad we can't just give it a pill.

BC Winter Games Biathlon – Alan

OSC has made a bid to host the cross country skiing competitions and we are waiting to hear if our bid has been accepted. We have also been asked to submit a bid to host the biathlon competitions. Vesta, Rob and I attended a meeting at TCC on November 17th at the invitation of the Winter Games committee to hear more about the competition. Attending the meeting were representatives from the City, the Kamloops Winter Games committee, and representatives from two other prospective bidders. Biathlon BC made a presentation about the competition. Two representatives from the BC Games society made brief comments and answered questions by phone. The other prospective bidders at the meeting were the Heffley Creek Rod and Gun Club and Sun Peaks (the Corporation plus the Sun Peaks Ski Club).

The presentation from the Kamloops committee and the BC Games made it clear that any bidder would be responsible for finding funds to develop a biathlon facility. There is no magic pot of dollars. After listening to the presentation from the Biathlon Coach it became evident that we could not host both cross-country and biathlon competitions under current conditions. Biathlon requires that the competition venue should be available for their athletes for a full day on the first two days of the Games and half day on the last day of the Games. We queried this requirement and asked specifically if a single venue could be used to host both competitions. We were told that a separate venue would be required. Thus we would need to develop a separate stadium area and shooting range with associated parking, and recruit a separate biathlon officiating crew.

We have three options:

1. Do not submit a bid and support whoever does
2. Submit a bid based on developing a separate stadium area, parking, trails and shooting range possibly at the south end of our trail system.
3. Submit a bid based on holding the biathlon competition under lights and developing a hybrid system using our existing stadium area and parking and building a shooting range and the necessary adjacent trails.

Option 1.

No cost to us other than assistance to whoever does host the competition. We would not gain any benefits.

Option 2.

Dana suggests that this development cost would be around \$180,000. I suspect we could do it for less, but in any case, costs would be substantial. There would also be maintenance costs. The benefits would include additional members interested in skiing and shooting but would not be large in my estimation. Given the biathlon requirements for a separate venue, this might be our only option.

Option 3.

My guess is that we could do this for less than \$50,000. We would have to build a shooting range adjacent to the existing stadium (which requires a 6m berm behind the targets) or build the range between the Eldorado and Bronco junctions with Hold Up with a separate stadium area and ancillary trails for penalty loops west of Bronco. There is a marshy area that we might be able to use for a stadium area. The benefits might be greater in this case, because we could use the trails, lights and stadium area in our existing programs. However, it is not clear if Biathlon BC would accept this option.

Recommendation: Option 1.

Lighting - Luc

Lighting - the new Little Joe loop has all the wiring complete but it isn't connected yet. Klaus Voss will be making the connection soon. This week I hope. He will have a small invoice for some cable and possibly a contractor to make the connection.

Water system - Believe it or not but we have the IHA construction approval. It has been a real struggle and have found out why BC Groundwater dropped the project. Anyway, the plumber should be up next week to install the water treatment system. We are also in the process of working through the operating permit. We will have to do more water samples after the system is installed and based on these samples we will get an operating permit.

POS - I have been working with Lee on replacing our old Excel based POS (Point of Sale) system. The Excel files have worked well for many years but they require a lot of work and it is difficult to report daily, weekly and monthly information. We would like to move to a web based software package that will be used to manage most aspects of the ticket booth work. We would like to use Square (www.square.ca) software to record all the money and skier counts but we will still need to use the Global Payment system to take credit and debit cards. We could use Square to take credit cards but have chosen to not use this at this time because the cost for the service is expensive and they don't take debit cards. I am looking for a budget up to \$1000 to purchase a couple of tablets and possibly a cash register.

Publicity – Vesta

Press release: A press release went out for our opening day, not sure if there were articles anywhere yet.

Snow Report: NL says they will report on our snow conditions and look to the website / Facebook page for current information.

Toques: The new freebie ones are in and should be delivered to the booth on Monday. Staff will need to check off on a membership list those who have received them. For the more limited ones we have these options:

Sauce:

We can add your logo to any of our in-stock products. A basic custom order can be a combination of items/colours/patterns. Base price of each item including 1 logo, assuming you make an order of 30-50 pieces all-combined, would be as follows:

Swift Toque - \$24

Chill Toque - \$26

Ventilator Headband - \$20

**Prices in CAD funds. HST & Shipping would be added to the order total.

Full Custom - For a minimum order of 50 identical, fully sublimated items the prices would be as follows:

Swift Toque - \$26

Chill Toque - \$28

Ventilator Headband - \$22

**Prices in CAD funds. HST & Shipping would be added to the order total.

Kristina Benson:

Like we said earlier these aren't really for active sport but she did do a mock up of a design for our consideration. These would be \$29 if we ordered 50



Overtime Apparel:

I will bring 2 samples that Steve from Overtime Apparel has dropped off. These would be \$12 each with a logo on them.

Sporthill:

I have gone through their process for requesting a quote and have yet to hear from them and it's been over a month.

Next: I will be adding more content to the website, creating new Rack Cards and Brochures, setting up Stuffie Trails program for kids, and working on promotions for the Instagram and Facebook accounts. It would be nice to have nicer toques or other merchandise to offer as prizes. Any suggestions?

Branding: We still need logos on the printable maps, plus we need a map of dog snowshoe trails.

Newsletter: I'll put out a newsletter next week. Please submit your items you want to see in it as soon as possible. I'm also going to start a volunteer of the month piece and have asked Leslie if she would be the first one. The next newsletter will also include pieces on our new staff (and continuing staff), the AGM, and the BC Championships.

Registrar - Joan

Numbers as of December 3rd:

Single Passes	452
27 Family Passes	106
Snowshoe	9
Memb No Trail Pass	21
Total	588
Dupl/Errors in registering	9
Total per zone4	597

Ski Development:

- 11 Level 1 (age 4-5)
 - 7 Level 2 (age 6)
 - 4 Level 3 (age 7)
 - 8 Level 4 (age 8)
 - 16 Track Attack (age 9-12)
 - 3 Junior Development
 - 1 Youth Recreation (age 12 & up)
- 50**

Junior Development – Dana

Signage - We need some kind of very visible signage that states no walking and perhaps a penalty warning for unauthorized vehicle access. It took a lot of work to cover the tracks from the lodge to the back of sidewinder. A threat of a penalty if caught might help until we figure out a better access control.

Ski Suits - The suits are making progress. We have come to some basic decisions that we will bring forward soon. We have chosen a blue color that is in the middle range of the light to dark colors and a bolder green color to try to emulate the ones on the logo and web page. We decided no person would wear those colors on any clothing so have taken some liberty to make this something people will want. We have also chosen to keep the design of the warm up pants with the black and the two other colors and modify the coat design a bit. The race suit will have the exact pattern as the warm-up instead of a different design. (In truth we liked the red better and think its a fairly large waste of club money not to change the web colors instead of the other way around, but as long as everyone thinks this is good we will continue)

We have also decided that going back to Louis Garneau is in our best interests. The prices are better and they seem to have improved there fabrics and from the other clubs that have made this decision have been much happier with everything from service to quality. (they get what they ask for). We had surprises with the last one and this appears to be something we will all be happy with. We are having samples sent to us on a couple designs to help us decide which pants etc. will be the best design. We are waiting for some sample material so we can be more sure of colors as the colors on the computer end up being very different when they show up on fabric.

Sorry this isn't faster, but it is moving along. I will send a budget when I have a bit better idea of the design as we will know the prices and the big decision will be the number we order. That part will go quickly when we get the exact color numbers chosen and put our design onto paper.

Ski League- Rich

1. A total of 51 participants have registered.
2. On snow sessions for Track Attack and Older started on Dec. 1.
3. Official kick-off date is Saturday, Dec. 17.
4. We had a successful dryland season with an average of 12 participants each Thursday at Kenna Cartwright Park through to the end of November. All ages were well represented from 6 and up.
5. A total of 7 club members successfully completed Level 1 officials course on Sat. Nov. 26.
6. Preliminary assignments of skiers and coaches have been made.
7. Will be requesting support for Team Snap to facilitate improved communications between coordinator, coaches and participants.
8. Thanks to the volunteers for their work on the trails. Conditions were great on the trails and terrain park tonight.

Meeting was adjourned at 9:24pm.

Minutes recorded by Raegan Markel.

Next Director's Meeting

Date:	Monday, January 9, 2017
Time:	7 pm
Place:	Kamloops Sports Council Offices, 262 Lorne Street

Please note the following dates for upcoming Director's meetings:

Monday, February 6

Monday, March 6

Monday, April 3

Monday May 1

Monday, June 5

AGM January 23rd at KYSA Building on McArthur Island

Action List

Constitution and bylaws	John
Food trucks	Vesta
Ski suits pricing	Dana and Coralee
Review duties of board members	Everyone
Quotes for Swag- toques, etc.	David, Luc, Alan
School waivers	David
Loppet	Dana, Scott, Luc, John
Polarthon	John
Grant applications – Gaming Grant	Wendy and Lee
Board governance	David
Policies	David
Job descriptions	David
Volunteers for Junior Nordic Adventure Ski Program (Girls Go Nordic)	Dana, Rich, Scott and John
Distinguished Volunteer Service Award	Vesta
Sports Legacy Fund	Dana
Gift cards/thank you cards	Luc, Joan
Newsletter	Vesta
AGM – nominating committee, neutral party to run the election	Vesta, everyone
Membership drive winners – prize?	Vesta
Signage	Alan
Point of Sale system	Alan
Washroom water	Alan
Promotions	Vesta
Stuffie Trails	Vesta
Branding – logos and maps	Vesta, Lee
Fundraising	Need volunteer
In Memoriam – plaques, bench, table	Luc