



Overlander Ski Club Directors Meeting

Date:	Monday, April 11, 2016
Time:	7:00 pm
Place:	Kamloops Sports Council Offices, 262 Lorne Street

Directors:

Dana Manhard, Joan Bernard, Luc Guilherme, Vesta Giles, Bruce Tucker, Sandy Eastwood, Alan Vyse, Dave Hallinan, John Grover, Scott Decker, Krista Dick, Rich McLeary

Regrets: Neil Steinke, Leslie Tucker

Discussion re Krista representing the snow shoe community who is not a member but can serve on the Board as a lay member.

Motion: that Krista Dick is appointed as a member at large on the OSC Board of Directors. Moved by Alan second by Bruce. Carried

Business arising from the minutes

1. Adoption of Minutes

Minutes from March 7 be were adopted as circulated. Moved by Bruce. Second Luc. Carried. Dates of special events and meetings will be included in minutes.

2. Housekeeping

- A reminder that everyone is to track and record their volunteer hours for any time spent on club business. This is to keep an accurate account which is used in a revenue statement when applying for grants.
- Reports need to be submitted and circulated by noon on the Sunday prior to a meeting so that everyone has time to review them.

3. Action Items from minutes

- Constitution and bylaws John and Alan Nothing to report
- Strategic plan update Sandy Date set for Monday April 25 in the Board Room. David will facilitate. Alan to contact Lee, Matt and Lisa about attending. Dana to ask the coaches.
- Membership and Rates Trails Committee, Luc, Alan, Dave, Dana, Joan Nothing to report.
- Club Funding Survey Alan Alan submitted the survey on our behalf
- Food trucks Vesta Will continue to ask other food trucks. We are interested in providing a premium-parking site. We need them to try a couple of Saturdays to assess whether it is worth it. Risk to us can be managed weather permitting, etc.
- Bike Riders Proposal Alan Letter sent to Recreation and Sites. We have no objection to construction of trails with a single-track link to Vista trail. Snowshoe trails would have to be changed to accommodate mountain bikes. Concern is our club doesn't have the resources to build more trails. Limited approval given. Haven't heard back at this time. Maintenance of trails the issue not building them. Need a partnership to develop a plan. Need signage.
- Windup Party Dana Great turnout. Lot's of door prizes.
- BC Championships Natalie Nothing at this time
- Loppett Alan, Luc, Scott, John Committee met and determined Loppett to be held February 12, 2017. Focus on a long skating event -50 km. Recreation class open technique and distance not established yet. Needs to be presented as fun event and more participation. Discussion about incorporating a snowshoe event. Dirty Feet and Polarthon already established. Volunteers a challenge, possible burnout.. More to come. Need to work on publicity and informing skiers that an event is happening. Consider sponsors- Spoke, NL, CFJC?

Business arising from Reports

1. **Hand Driers** It was recommended by Trails Committee that we need to buy 3 that are fast drying. Paper towels will continue to be used.
Motion: that we purchase 3 hand driers up to a maximum of \$1500.00. Moved by Luc. Second by Alan. Carried
2. **Ski Proposal with city**
There were concerns from the Board as to who will do the instructing. Concern that someone on the Board should be negotiating with the city and not Lisa as a potential for conflict of interest. Must be a breakeven program with an all-inclusive cost. Revenue split of 65/35 can be negotiated. Alan and Dana to talk to Lisa and the City contact and report back to the Board.

New Business

1. **Club Funding Best Practice** Lee would like us to have goals for fundraising grants. We need to get harder on what we are doing as we are spread thin on multiple items.
2. **City of Kamloops Volunteer Appreciation** Friday April 15 at the Sandman Centre
3. **Tourism Summit** –Benefits include an opportunity for more profile and may get us into service provider hotels. Vesta will go.
4. **Develop Strategy and Plan to grow Ski League.** Need to retain members. What programs do we offer? Coach Development. Confused parents need education of the ski club. Need to develop a plan as to what we provide the kids. There is a broad range of ideas and no structure. Need an organizational chart. Need to develop an adult program that is not Masters as Masters is associated with racing. Cansi is a different way of training. Ski night for groups with similar abilities, informal social.
5. **Club History.** Alan is going through boxes that contain minutes from 1986 to 2008. He is sorting out what we need to keep and what we should throw out. He would like to document a timeline from inception to now and digitize including a list of Officers since 1981, annual accounts and dates of significant capital purchase. Vesta will contact museum archives and the Library for a History collection.
6. **Driveway** needs to be graded. Alan to send note to Noelle in Recreation and Sites
7. **Succession Planning** for track setters and machine maintenance. A couple of younger people are interested and available. Having a backup plan when equipment needs servicing. Important to keep a good relationship with volunteers but if needed we may have to pay someone. We are good for track setters for the next 3-5 years. A suggestion is to build relationship with TRU. Students could learn about cat? Show chart indicating volunteer jobs.

REPORTS

President- Vesta

I'm still figuring out the job and Alan is very helpful by sending me the emails he's still getting and explaining them. It's a work in progress.

First off... Thanks!

To the creators of the award case... great job!

To Dana, Natalie and their crew... Brilliant job on the potluck. I think it was excellent!

Food trucks – Cat and Joe's Pig Rig is out of business for at least this year. I have seen some other smaller operations around and will contact them.

Club fundraising best practices – this survey is going around to all the clubs and we are getting interesting results as they come in. I have forwarded the ones we have received from CCBC to Lee as they have some interesting sources of fundraising that we may not have thought of. While the MEC grant is new to us it seems like old news to most clubs who have been taking advantage of it for awhile. We need to come up with a wish list that Lee can work on – I expect this will come out of the Strategic Planning Session.

Treasurer- David

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 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.

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. Memberships were down slightly by less than \$1,000.

The \$5,000 Pacific Sport Coaching grant has been reported as has the \$12,250 gaming grant. Of note the budget identified the traditional gaming grant requests of \$12,000 for youth programs and \$6,000 for adult

competitive programs. During the application process the volunteers submitting the gaming grant decided not to pursue the adult portion as it is challenging to meet the required criteria, adult competitive not mixed. Also it was anticipated that the \$10,000 capital grant for the potable water will be received, this is not reported as this project is not completed.

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.

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 \$17,000 variance (over spent against budget), however the over spend is justified and offset by the increase in trails revenue.

Club Expenses:

Club expenses are the costs related to the delivery of the clubs programs and services beyond the operation of the trails. 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.

This area is currently 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.

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	\$73,000
BMO - Gaming Grant	\$9,000

Other:

Given the year we have had related to the repairs of the sno-cat and that the equipment related to the delivery of the trails network over the year is a critical component of our ability to operate. Continuing to add monies to the reserve account for the future replacement of equipment remains one of the key items identified in the Strategic Plan, therefore:

Motion - The OSC Executive approve the transfer from the operating account to the machine fund of \$10,000 to continue to set aside funds for the future replacement for the grooming equipment.

Expenditures from this fund also must be approved by the executive in advance of spending the monies. Moved by Dave. Second by Sandy. Carried

Registrar- Joan – No Report

Volunteer Coordinator – Leslie

The 2015/16 season was not a difficult one regarding volunteer recruitment. We only had one major event; the BC Cup race in February. All the volunteers for this came from the current club membership and a few past members. Networking was done with emails, phone and posters. Next year will be more of a challenge if we host a loppet as well as the BC Championships. However, I do not anticipate a shortage of volunteers or much difficulty in recruitment. We rarely have to look beyond the club for finding experienced and willing help for our events and general facility maintenance. Finding members to take on a board position is an ongoing task. I appreciate all ideas and suggestions in that area.

Trails –Luc

- Water filtration system permit has not been submitted to IHA yet. I pushed the issue again with BC Ground Water and IHA and now I need to submit a permit. I will work with BC Ground Water to do this.
- Now that I have purchased equipment to send a Wifi signal to the machine shed and it has been tested. I would like another \$750 - \$1000 to buy a 3 outdoor security cameras. These will be tied into the computer in the daylodge and will be able to record events and will be viewable from Kamloops.

Motion: that we spend \$1500.00 on security equipment to monitor the machine shed, day lodge and washrooms. Moved by Luc. Second by Alan. Carried

- Debit machine will be sent back this week.

Alan

- Trail attendance was 18,803 and 1784 snowshoe visits with total of 20,587. We were open for 122 days, one short of the record. Last day was March 21st.

- Thanks to Paul Clarke we have a new awards shelf in the day lodge. Ski S'kool dealt with 1482 students
- Pole saw should be added to insurance list
- David Tracksetter's "Picnic" on April 14th at Boston Pizza.
- Contacted by Harper Mountain to discuss trails and trail building. Looking at outdoor grating systems to reduce ice problem on paths leading to washrooms and day lodge and indoor flooring for washrooms.--Security system call list has been revised. Luc and Lee are primary contacts

Publicity- Vesta

Website – we have finally sent in a bunch of really great pictures so it is underway. They asked me about a map for where things would be located on the site. This is a flexible thing so I will show you once we have something to actually look at. Waiting for a proof to show the board.

Logo – Dave and I met with the designer at the Pulse Group offices on March 11th. He wanted more direction from us and based on some really great suggestions from the last meeting we realized we could keep the logo itself simple and then use imagery in other ways. Luc's suggestion of putting the logo (small) on the front of uniforms and then a graphic image on the back was really great – I think it frees us up and we won't get bogged down in small details anymore. We decided to encourage him to stick with a word-based logo that could be used successfully in a variety of situations. We haven't heard yet ... still waiting.

NL – Now that the season is over I'm planning to meet with NL about promotions for next season.

Tourism Summit – (sent out to Board members). This looks somewhat interesting but seems expensive. It makes me think I should pursue other things like this but better targeted.

Email / newsletter – I sent out another newsletter and again, I am frustrated. I can only send to the list that CCBC has of people who have agreed to receive emails. Most of the board isn't on this list and I think there are only a little over 200 people on it. We can't add to it so I will need to go through Mail Chimp and import that list as well as adding to it for future lists. The website will have a place where you can request to be on the email list but for now that is the only option we have.

Vice President-Neil Not Available

Membership Registration-Joan Not Applicable

Junior Development- Dana

-Investigating prices for ski suits. Kraft will also help design suits.

-Coaches meeting. Need to identify coaches. Suggest toques a different colour from members.

-Bunny skis. Difficult to find kids equipment. A constraint for parents. Need quality rentals for bunnies.

-Snowshoes need kids snowshoes to accommodate families. Ask Lee to look into.

Miscellaneous

Rich suggested the idea of putting up pictures and job descriptions for board members, coaches, track setters and perhaps paid staff. This would give members and day pass skiers a chance to see how the club runs and who is involved if we can find the wall space.

Letter and photo from Christine Mader in the Kamloops This week read to the group.

Letter from Hanley Layman was read to the group.

Ski Lessons 2015-16 Final Report –Lisa

The 2015-16 ski season was excellent with stellar snow conditions throughout the year. Only one class was rescheduled due to poor snow conditions (very icy) and would not have been good to run with beginner skiers

Girls Go Nordic Programs – GO grant from viaSport received to run assist running these programs.

Adult programs: 23 women

Teen Program: 5 teens

Reporting has been completed and sent into viaSport regarding the GO grant. Expenses/Revenues have been submitted to Dave, this was also used in grant reporting.

Skool Ski Numbers: 1482

Pro- D Day Camps/Youth Groups: 66

Programs ran well with 2 staff working ski & snowshoe programs. Both were well received by teachers and students.

'Free' Lessons from OSC: 30 out of 50 names drawn took lessons

goNordic Ski Lessons – all who took lessons from goNordic Skiing paid trail fees or had season passes.

1 skate lesson – 7 people

15 private lessons

4 small group lessons (3 – 6pp)

1 family lesson

Meeting adjourned at 9:30 PM

Next Directors Meeting

Date:	Monday, May 2, 2015
Time:	7 pm
Place:	Kamloops Sports Council Offices, 262 Lorne Street

Action List

Constitution and bylaws	John and Alan
Ski proposal with City	Alan and Dana
Membership and Rates	Trails Committee, Luc, Alan, Dave, Dana, Joan
Museum archives and Library	Vesta
Food trucks	Vesta
Investigate kids snow shoes	Lee
Pole saw to insurance list	David
BC Championships	Natalie
Loppett	Alan, Luc, Scott, John
Ski suits pricing	Dana
Grading driveway contact Noelle	Alan
Strategy and plan to grow ski league	Dana, Rich, Scott and John
contact Lee, Matt and Lisa about attending Strategic Plan meeting.	Alan
Ask coaches about attending Strategic Plan meeting.	Dana

Recorded by Sandy Eastwood