



Directors Meeting

Date:	Monday, February 6, 2017
Time:	7:00 pm
Place:	Sports Council Board Room

Directors:

Scott Decker, Vesta Giles, John Grover, Luc Guilherme, David Hallinan, Dana Manhard, Raegan Markel, Rich McCleary, Alan Vyse

Regrets: Joan Bernard, Maureen Light, Leslie Tucker

Meeting was called to order at 7:03pm.

Membership: Refund requests: 1. Injured skier 2. Person hasn't used pass yet due to hardship. We will refund the season pass cost minus the membership and processing cost. Joan will fill out the form. May need to look into what other organizations do, draft a written policy with cutoff dates. Loppet and other events have a cancellation clause already.

Publicity: No report.

Volunteers: Leslie will continue to do volunteer coordination with help from Natalie. We almost have a full slate of volunteers for the Loppet and BC Championships.

Strategy:

Ways and Means: Maureen will do more when back from Cambodia - approximately mid-march. Dave sent a summary letter to TNRD about the Federal Gas Tax Community Works Project (lights).

Strategic Planning Session: Need to redo the strategic plan to tie back clear strategies rather than a to-do list e.g. strategy to grow membership, address facilities, etc. Dave will think more about how to do that, will pick a later date (springtime?). People outside the board could make a contribution.

Lights: No update. Could do almost 2km lights more at some point, from stadium south. Lights have grown the night ski population. Any opposition? Astronomical society is concerned about mine but not our lights – we do dark nights occasionally.

Water: No update.

Operations: The Snowcat is critical equipment, especially as we are hosting 2018 BC Games. Cracked frame, worn out tracks, gear box issues. About \$20k in repairs over the last two years; would cost \$250-500k to replace. Dave will work with Maureen to look into options. Could be idle equipment in Alberta due to downturn. Could sell old machine to recoup money, or keep as backup/use parts. Old cat was ~\$113k. Latest replacements will be ~\$7k.

Financial: Labour is the biggest chunk right now. Not much snow removal so far. No gaming grant this year but had Sports Legacy (Blazers) and gas grant.

Motion - allocation of \$10k to restricted funds for machine replacement 2016-2017 season. Dave moved, Alan seconded. Passed.

Trails: In attached report.

Ski League: Everything is going great!

Ski S'kool: No change since AGM. Daniel and Julia are working out really well. We've had complimentary notes from teachers. Julia is probably going to school in September and won't be available.

Not many kids go from Ski S'Kool to Ski League. For recruiting, need to recruit the whole family rather than use ski school (which was never intended as recruiting). We do not charge for the Ski S'Kool, shows as goodwill on grant applications. For other places it is their biggest money maker. Lee could send survey to teachers asking if a fee would deter them. Could

possibly charge \$5 next year and we will cover the cost for low income kids – no kid turned away. We don't hand out anything to encourage them to come back – need pamphlets or coupon (Action item: Dana). Alan will get Lee to check what others charge.

City Ski: A few cold nights that turned people away. Had full classes except one February session that was then cancelled. Lisa was dealing with city contract, police checks and our reward was advertisement in the brochure. Lessons are critical, dealing with the city may not be. We could be more organized and make sure teachers know their dates. The city didn't want skate skiing, only classic. Finding instructors was a problem. Revisit next year. Are more instructors/coaches being trained? No inquiries yet. Lisa and Julia did CANSI course at Sun Peaks. Not ICC yet.

Race team: BC Cup in PG was icy but went fine. We bought tables and chairs for BC Championships. Uniform order is in, should come in three weeks. Might not have in time for Midgets. Perianne Jones came out last weekend and skied with the kids. We should allow her for free (missed the motion last time) - Dana will give a 6 day punch pass. She will help with BC Championships. Get her out Thursday possibly?

Board Business:

Motion to accept January 9th meeting minutes. Alan moved, Scott seconded. Passed.

Motion to accept AGM minutes. John moved, Dave seconded. Passed.

Action Items Update: list was updated, see below.

Other/New Business:

McGowan Park Elementary: asked for a 6 day pass as auction prize. Approved to take a pass for this year or get a letter for redemption next year. One was given at Mountain Film Fest and was popular (oohs and aahs).

Family Day: Waxing seminar will happen. Dana can bring a portable stand if needed - let him know when. Possibly two sessions, 10am and 1pm. Glide wax or grip wax? Dave will confirm with Spoke. Staff need cardboard boxes for the food donations.

Social Events: Evening social stuff? Leslie not here. Full moon on 12th.

Insurance Incident: Response letter has been sent from our lawyer.

Permits: Fire permit, occupancy permit for day lodge? Raegan will check (action item).

Waxing Facility: Discussion of proposal. There are heavy tables in the machine shed, could replace the rickety one. Kimberley ski club has a talented welder who has made waxing forms - Rich knows him, can get quote from him. Little metal pieces could go missing – would need to order extra hardware. Scott is in charge of creating the waxing facility. Irons should be for staff only because they get smashed. Metal roofing is in place under the deck to prevent snowfall on the waxing area. A separate building is in the future plan.

Motion to approve finances of up to \$1000 for waxing forms and equipment. Moved by Luc, seconded by Alan. Passed.

In Camera Discussion: staff bonuses.

Motion to approve bonuses as outlined in Dave's report. Moved by Dave, seconded by John. Passed.

Meeting was adjourned at 8:44pm. In camera until 8:54pm.
Minutes recorded by Raegan Markel.

Action List

Constitution and bylaws	John
Board governance	David
Policies	David
Job descriptions	David
Point of Sale system	Luc
Washroom water	Luc
Promotions – Ski S'Kool brochures, rack cards	Vesta
Georeferenced map	Raegan
Snowcat replacement	Dave, Maureen

Waxing facility	Scott
Check fire permit, lodge occupancy documents	Raegan

Next Scheduled Director's Meetings:

Monday, March 6
Monday, April 3
Monday May 1
Monday, June 5

Upcoming Events:

Overlander Loppet – February 12, 2017
Teck BC Championships – February 17-19, 2017

Reports:

Financial Summary – February 2017

2016 – 2017 Season

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.

Revenues reported are up to date to the end of the year. Trail revenues are strong and have surpassed the current budget. All other operational revenues are progressing very well and the club should exceed operational revenues. Normal daily sales are being seen as we move past the holiday vacation time.

Zone 4 revenues are still trickling in; however the bulk of the sales are occurring at the hut each day.

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.

Overall club revenues had a substantial hit due to the lack of a gaming grant application. In December the club was notified that we would be in receipt of the TNRD Gas Tax grant, provided via UMBC amounting to \$18,000 for the expansion of the lights projects related to 2015-16 and 2016-17 installations. At time of this report, the application is being completed and should be available for the president signature and submission with the funds to be received at a later date. Additionally, the submission to the Blazers Foundation for the potable water project has been completed and the funds (\$10,051) received by the club.

The other significant variance is related to Race Revenues, at this time it is a timing difference as the Loppet and the Tek Cup have yet to occur and revenues generated from these activities will be reported on the February statement.

Recording of these funds will complete the other income aspect of the club revenues other than revenue generated from upcoming loppets.

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.

Trails expenses are progressing as anticipated. This area contains a number of large cost expenditures and a number occur early in the ski season, for example insurance, and pre-season equipment maintenance and off season trail maintenance. A number of upcoming costs related to the operations will be incurred in the upcoming months, wages and withholding, hydro, track setter's travel, snow removal and fuel for example. After 10 weeks of operation costs are tracking accordingly. Many of the variances remaining are due to the time in which we are in the season and are expected to fill out as we progress towards the end of the season. Of note, depreciation has been restated based on the financial statements prepared for tax purposes and reflect a truer impact on the operations.

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.

Club expenses are about 50% spent, which is normal as many of the cost are in place to support club sponsored activities, training of coaches and some costs associated with events and programs. Many costs are front loaded, the cost is incurred and the program is delivered afterwards. Many of the remaining costs are incurred towards the end of the season or are incurred as part of the preparation for the next ski season.

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	\$115,782
BMO - Gaming Grant	\$1,475
Reserved Funds – Machine	\$68,000

Cash position is before spend of the approved ski suit motion previously approved (\$21,000)

Further investigation is required on the BMO account; it appears that there are some outstanding cheques that have not been cashed.

Motion – It moved that the OSC board approve the addition of \$10,000 to the restricted funds – Machine Replacement fund for the 2016-17 season.

In camera Motion – staff bonuses

This ends my report.

Attached – Excel financial Statement.

Trails Report for February 6th 2017 Executive meeting

1. Again, despite the periods of cold weather in the last month, attendance at the trails has been remarkable. After 5 full weeks we are just short of 10,000 skiers and 1,200 snowshoers. We will not get close to last year's total but we should have our second or third best year. Revenues at the trailhead are substantial! We have taken in over \$73,000 so far, with another 10-20K expected. No more \$3000 days as we saw at Christmas, but the till shows >\$2000 on most Saturdays and Sundays. Night skiing numbers are down but this is likely due to the cold. We are running at about 13% of the day time numbers compared to last year's 16%. I'm almost certain that we won't pass last year's attendance totals but we won't be far short of the revenue total and well above our budgeted amount.
2. The tracksetters have been doing a great job in difficult conditions ... ie the hard old snow.
3. The staff are working well.
4. The Ski S'Kool program is working well. Lee has already received several notes praising the efforts of Daniel and Julia.
5. The new entrance sign is in the day lodge still waiting for someone to put it up. We also have new logo stickers for the signs but they won't stick in cold weather
6. The City Ski program is continuing and doing well from what I have heard.
7. The track belts on the big machine are showing wear and we may need to replace them soon. Price will be about \$5,000 which is about \$2,000 more than we have left in our machine repair budget. More details to come from Chris and Klaus

Alan Vyse

Email Motions

1. Motion to donate a 6-day pass as a prize for the Polarthon on January 21. Moved by Vesta, seconded by Joan. Passed.
2. Motion to amend the ski apparel budget from \$17,000 to \$21,000, with an itemized list to be sent to Dave. Moved by Vesta, seconded by Dave. Passed.

Waxing Facility Proposal

February 6, 2017.

Proposal : Equipment and Supplies purchase to improve ski waxing facilities at Stake Lake Lodge

Proposed by: Scott Decker (OSC board member)

Current situation for wax facilities at Stake Lake Lodge

Waxing facility is currently located outdoors, under the front deck of the lodge (with metal roofing above to keep out the snow), on a concrete sill with power outlets available. Equipment currently available consists of one wobbly table with broken legs on which 2 waxing forms are mounted. The forms are made of wood (homemade), are not adjustable for ski length (basically not useable for junior skis), and have homemade clamping devices that are difficult to use. No waxing irons or other tools are provided. The forms are currently used by members for both kick waxing (classic skis) and glide waxing (classic and skate skis). There is currently no waxing policy for this facility. Many members are either unaware of the facility, or do not use it, given the inadequacies listed above.

Stake Lake staff are expected to regularly glide wax the rental fleet of skis whenever their schedule allows. The majority of the rental skis that require waxing are junior skis. I recently spoke with a staff member (Dan) about what equipment staff are currently using to wax rental skis. He responded that he uses the existing table (propped up against a wall) and wooden waxing forms (not suitable for junior skis), his own personal waxing iron, and his own (modified) snowboard scraper. Having worked previously at a ski shop providing ski service, Dan did not feel the Stake Lake facilities were enabling him to work efficiently or to do satisfactory work.

Proposed improvements

OSC Ski League currently has a club purchase arrangement with Diamond Head Sports (DHS), the Canadian distributor for Vauhti, one of the major international wax product companies (from Finland). There is an opportunity for OSC to purchase waxing equipment through DHS at a discount rate of approximately 50% retail. The equipment/supplies purchase that I am proposing can be divided into two categories: 1) waxing forms and table that would be **available for use by all members of the public skiing at Stake Lake**; 2) glide waxing equipment and bulk wax **to be used exclusively by OSC staff to maintain the rental fleet**.

Category 1: Waxing forms available to public

- Two Vauhti universal (i.e., fully adjustable for all ski lengths and types) waxing forms with binding attachment point for securing the ski. Cost \$270 (\$185 each) + shipping and 12% tax. Total \$325. Equivalent Swix model is \$330 per unit retail.
- Hardware for mounting (bolting) wax forms to a bench or table. Estimated cost \$20.
- One table. Options are: A) use (modify) one of the 3 existing plastic Costco tables downstairs (a little rickety, but ok), B) construct a simple table/bench from plywood and lumber (est. cost \$100), C) identify a club member willing to donate a solid, portable table for free. Estimated cost \$0-100.

Estimated total cost: \$345 (\$445 if we buy materials and build a bench/table)

Category 2: Glide waxing equipment (to be used exclusively by OSC staff to maintain rental fleet)

- One Vauhti waxing iron. Cost \$105
- Plastic flat and groove scrapers. Cost \$17
- Brass/nylon brush. Cost \$33
- Bulk, non-fluro service wax (1kg of warm and 1kg of cold). Cost \$88 (this is equivalent to \$7.50 for a 180 g block)

Estimated total cost (including shipping and 12% tax): \$295