



Directors Meeting

Date:	Monday, January 9, 2017
Time:	7:00 pm
Place:	Sports Council Board Room

Directors:

Scott Decker, Vesta Giles, John Grover, Luc Guilherme, Dana Manhard, Raegan Markel, Rich McCleary, Bruce Tucker, Leslie Tucker

Regrets: Joan Bernard, Neil Steinke, Alan Vyse

Meeting was called to order at 7:03pm.

Business Arising from the Minutes:

Discussion of upcoming AGM and minutes on website.

1. Adoption of the December minutes
 - Minutes from December 5th were adopted with correction for 2018 BC Winter Games (not 2017). **Motioned by Bruce, seconded by Dave. Passed.**
2. Motions put forward after December 5th meeting and voted on through email:
 - Motion - 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. **Motioned by Dave, seconded by Alan. Passed.**
 - Motion - The Annual budget be amended to support the purchase of the additional shed equipment amounting to \$1,500 and the addition of the Blazers grant of \$12,000 to be added to the projected revenue, and the revenue reduction of \$12,500 to remove the anticipated gaming grant revenue that was not applied for. **Motioned by Dave, seconded by Leslie. Passed.**
 - Motion - The board of Overlander Ski Club support the appointment of Natalie Manhard as Sport Chair - Cross Country Skiing for the 2018 BC Winter Games hosted in Kamloops with the power to fill her team as need be. **Motioned by Dave, seconded by Alan. Passed.**

Business Arising from the Reports:

1. Employment - Christmas bonuses/mileage, staff scheduling
 - Offers of Employment letters are not specific as to terms and conditions. A template is needed for clarity and to avoid perceived and actual inequities. Job descriptions, mileage compensation, bonuses, rental maintenance, scheduling need to be addressed by a committee, then have a lawyer check over - there are monies in the budget for professional fees.
2. Georeferencing
 - Luc and Alan have been working on having georeferenced maps available on the website. Raegan can help with map creation and georeferencing.
3. AGM – who is running, recruiting more, space (power, projector?), prizes (membership?)
 - Discussion on AGM logistics – key, prizes, election. After discussion was decided not to require a specific time period for AGM announcement in the bylaws.
4. Family Day idea (stuffie trail, hot dogs, tour the cat, little races? Etc.)
 - Family day is February 13th this year. May be too late to start organizing things like races, scavenger hunt or torch light event but can think about for next year.
 - Will continue with free entry (with food bank donation) on the day.
 - Dave will contact Spoke about a demo, if not Family Day perhaps another day. This could overlap with other events.
 - A snow cat tour could be done with minimal effort – start small and build. Could have a draw box on a far away trail. Or a Twitter draw using the hashtag #skistake.
5. End of year reports – need them for AGM

- Each director needs to submit a report for the AGM
6. Volunteer recognition – Klaus and others
 - Substantial effort has been put in by volunteers. A write-up could be put in the lodge, washroom, news area of website and in the newsletter. This will also show the public how the OSC is run. A picture of Chris and Klaus with the cat is needed.
 7. Memorials
 - There has been no formal request yet but it is coming and we would support it.
 - Dana will talk to Noelle about rights to put things on the trail. Ownership pieces around the lodge are different from on the trails. Could also be put on balcony at lodge or in a spot for snowshoers to gear up. More than one plaque on a bench is another possibility.
 - We need to consider maintenance costs as well as initial cost. Dave will ask the City about designs for benches they have made.
 8. Loppet, AGM, BC Cup prizes
 - Goblets have been ordered for Loppet prizes. A few sunglasses will be given out as well.
 - AGM prizes will be a 2017/2018 membership plus one or two other prizes
 - Loppet and BC Cup prizes should go to volunteers
 9. Member discounts
 - The Rossignol rep has our contact info for future purchases
 - Spoke gives a 10% discount to members, but this is not well known
 - Look into other membership discounts for next year
 10. Rentals
 - A Ski League family is renting this year, but there is no formal discount. Another family couldn't afford both skate and classic rentals
 - Take-home rentals would lead to shortages. Busy days are Saturday, Tuesday, Thursday
 - Dave needs a proposal with amount. \$5 per rental?
 - There is no documentation of discounts for the Kamloops Canoe and Kayak Club.
 - The rental equipment needs to be maintained. Staff do this when not busy but would be a good volunteer position.
 11. Nature's fare receipts
 - Brings in about \$200 per year.
 - Is the box for receipts still in the lodge?
 - A parent could be responsible for submittal. To be put in the newsletter asking for a volunteer and they will contact Rich.
 12. Stuffie Program
 - Motion - \$1000 be allocated to the Stuffie Program for passbook and prizes. **Moved by Bruce, seconded by Leslie and Dana. Passed.**
 - Zone West will make badges, approx. 200 required. We also have leftover CCBC badges if needed.
 - Program will launch in February. Publicize on Facebook, newsletter, handouts to kids when they come in. One for snowshoe and one for skiing. Will also try to get in Kamloops This Week. This is a pilot, perhaps next year can look into a sponsor.
 13. Board Role and Responsibilities – Dave
 - Dave will put forward a motion at the February meeting after everyone reads his proposed roles and responsibilities.
 - A Director's Manual will be made to hand out to new board members
 - One-year terms? If two-year could try to stagger half and half of the board?
 - Need backup people to assume responsibility e.g. Ways and Means position
 - A calendar of what needs to be done each month would be helpful, and contact info.
 14. Proposed agenda format changes – Dave
 - Proposed changes will be tried out for the February meeting.
 15. Races
 - Race trail signs are up around the stadium.
 16. Louis Garneau ski suits – Dana
 - There is a bulk discount per piece if we order more ski suits, pants, jackets (discount every 50 items). Discussion of whether surplus items should be ordered, what selling price.
 - Extras will need to be properly stored away from mice, pets.

- Pants that kids have will be replaced at club cost
- Motion - \$17,000 be allocated for club uniforms, race suits and jackets. **Moved by Dana, seconded by Leslie. Passed.**
- Motion – cost of jackets will determine selling price. **Moved by Dave, seconded by Bruce. Passed.**

REPORTS

President – Vesta

Food Truck / Caterers

Cookshack Cravings is coming up for the BC Championships and I have approached her to see if she's interested in coming up on other busy Saturdays and Sundays. I'll let you know. If she comes we will need to promote it heavily and support her so it's worth her while.

Another idea we could pursue for food on weekends is to let a different caterer each week set up in the lodge with things that are easy to manage and require no cooking. Caledonia does this with their Sunday Café.

2018 BC Games

We are definitely hosting the 2018 BC Games cross country ski events. Natalie will be Chief of the Competition and Tammy McDonald will be sport Chair

Club programs and Activities

We've had request for lessons, waxing clinics and social events so we need to get on those much earlier so they can be properly organized and promoted. Note for next year: I'm suggesting a calendar of To Do's so we aren't behind on things like lessons when the season starts.

Federal Gas Tax Grant

Our application for a Gas Tax grant to cover the cost of the new lights was approved by the TNRD Board in mid December. Paperwork has been sent to Dave and the amount is \$18,000.

CCBC Membership Contest

We were the winners in our division of the CCBC Membership contest and we chose to be entered into an additional draw for a substantial ski package and we won that as well. Good job on the membership recruitment!

Vice President – Neil No report

Treasurer – Dave

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 look to surpass budget before the end of January. 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.

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. Trending at this time is difficult as minimal costs have been incurred.

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.

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	\$82,040
BMO - Gaming Grant	\$1,475
Reserved Funds - Machine	\$68,000

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

2015-16 Financial Statements are currently being reviewed by the accounting firm of Stone, Hazell and Company Chartered Professional accountant. The statements will be presented at the AGM for approval.

This ends my report.

Attached – Excel financial Statement.

Volunteer Coordinator – Leslie

To date there has not been a great response to my request for volunteers to staff the 3 day BC Championships Feb 17,18,19. I am making out a poster to put in the day lodge. We will need about at least 20 people per day to fill the various positions plus a few for the evening of the 16th.

I am also looking for volunteers for the Loppet, Feb 12. For the after race food we will need at least 6 people to serve the food and 3-4 to prepare the food previous to event day. I'm hoping the staff for the race itself, controllers, stadium etc. are already in place.

Social Coordinator – Leslie

I was not able to attend the New Years ski and potluck dinner at the cabin but I hear it was a success.

There is an evening ski planned for this coming Wednesday to take advantage of the full moon which is due to rise at 4:03pm and be overhead around 7:00pm. However it is also expected to be very cold so this may be cancelled. I would advise -12 to be the coldest one should attempt a night ski.

Ways and Means - Maureen No report

Trails – Alan

1. Despite the cold weather, attendance at the trails has been remarkable. After 5 full weeks we are just short of 5000 skiers and 600 snowshoers. Revenues at the trailhead are substantial! We have taken in over \$44,600 and we have

had 5 days where revenues exceeded \$3000. This of course does not include the season's pass revenues. Night skiing numbers are down but this is likely due to the cold. 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 tracks have been fantastic since the last snowfall ... a little slow for the skaters but perfect for classic skiers. Yay classic! Why anyone bothers to skate at -15 is beyond me.
3. We are seeing lots of new skiers on the trails.
4. We have great staff again this year. Matt and Lee were scurrying between the ticket booth and the rental counter for 6 solid hours on Saturday. Daniel and Julia did a great job filling in over Xmas, and Paul, our night man, is working out well.
5. The new entrance sign is in the day lodge and 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 started on Saturday and Lisa had 10 students. There are full week night and week end classes through the month of January. There has been quite a lot of bureaucratic tangles with the City and we are wondering if the arrangement is worthwhile.
7. The Ski S'kool program has started with Daniel and Julia instructing. Their first day was last Friday, with 57 students, and all went well.
8. The equipment is working well but we did have a problem with the hydraulic system for the track pans. This was solved as a result of considerable effort on the part of Klaus Voss, Chris and Luc.
9. Luc has a number of items that he will report on separately.

Lighting – Luc

1. The Caledonia Nordic Ski Club (PG) has made a formal request for some V-boards. They had ordered a couple of hundred for the North American Biathlon Championship in March and the shipment got damaged. So they would like up to 150. We have 100 of the same colour as them and would like to offer them up for the event. Caledonia has always been good to us, I usually borrow start wands and spare timers for our events at no charge and I think this is a good way to return the favors.
2. Water filtration system is going in now. I am not sure of the status right now but we had to relocate the hot water tank because the filtration system was so large. it should be complete soon and then we need to have an operating permit and process approved by IHA.
3. I have seen an email / request that the Hunter family is working on to present to the club. This is for some kind of memorial for Elizabeth Hunter. I think they are thinking of a picnic table or something like that for people to use. I will share this when I get it.
4. I know we have talked about recognizing volunteers many times and it is difficult to recognize them all but I did spend time with Klaus Voss the other day when the hydraulics on the track pans were having trouble. He and Chris worked all day to understand how they worked. We found out that there are very few people who actually know how they work. They contacted a couple of service people and no luck so they took things apart to see how it worked. Then when they found the problem (defective pressure regulator) Klaus went up a couple more times to see if he could bypass it in some way because the part was going to take 4 - 6 weeks to get. I helped him with this. We were not successful but it wasn't for the lack of effort. We were able to get Yellowstone tracksetting to source one from back east and expedite it to a location just across the border. Klaus was down in the area and made a special trip across the border to get the part. I think it was 4 days in total compared to 4 weeks. I am not sure if we have recognize him in some way.

Publicity – Vesta

Website

We've fine tuned the website as requests have come in, the grooming table has been added and the blog resurrected. Still more information to add but it seems to be functioning well.

Toques:

According to staff the toques have been really popular. Merchandise (the higher end toques, water bottles, etc.), jackets, shirts are something we should pursue further for next year.

Facebook:

There has been lots of attention on the facebook pages. I will be starting an Instagram promotion soon as well using the hashtags #skistake and #snowshoestake

Stuffie Trail:

We are having stuffies placed on some of the snowshoe trails similar to the ski trails. The program we want to do will have kids 12 and under find all of the stuffies for either skiing or snowshoeing. When they do this they will be come an Overlander Stuffle Explorer and will get a pin or a crest. Shelley McKerracher, a ski club member and great illustrator, will be designing the pin / crest and the passport that will go with it. The kids will colour each stuffle they find (they will be on the passports) and when they find them all they will get their award.

The purpose of this is to get families out on multiple trails and give the little kids some incentive to push themselves a little further, explore more, and be excited about being out on the trails.

Cost for this will be approximately \$3 per award and Lee is suggesting starting with 150. By not dating them we can roll them into next year as well. There will also be a cost for printing the passports.

Motion: to allow for up to \$1,000 for the stuffle trail program

Media mentions:

We were given a positive review in Senior Living Magazine and a mention and quote in an article on snowshoeing in the area by Doug Smith for Tourism Kamloops

Newsletter:

The December newsletter did not happen and one will happen in January. Please give me info.

Registrar - Joan

689 Individuals

Gender: 358 F
331 M

689

I want to register for: 511 Individual Season pass (incl ski/snowshoe trail pass & membership)
35 Parent Pass (I have a child in the Ski Development Program)
21 Membership only (no trail pass)
13 Snowshoe ONLY season pass (trail pass & membership)
109 I am included in the family pass (no individual membership needed)

689

Trail Pass/Membership Type: 24 Family - I chose the Family price option on the first page.
100 Senior Season Pass
327 Adult Season Pass
26 Student Season Pass
9 Junior Season Pass
19 Child Season Pass (memb. fee only; no fee for trails)

505

Membership ONLY type: 1 Senior Membership ONLY
5 Adult Membership ONLY
0 Student Membership ONLY
2 Junior Membership ONLY
12 Child Membership ONLY

20

Parent Season Trail Pass (incl Membership) 35

Snowshoe Season Trail Passes: 2 Senior Individual
9 Adult Individual
2 Student Individual
0 Junior Individual
0 Child Individual

13

Ski Development: 16 Level 1 (age 4-5)
8 Level 2 (age 6)
4 Level 3 (age 7)
10 Level 4 (age 8)
17 Track Attack (age 9-12)
3 Junior Development
3 Youth Recreation (age 12 & up)

61

Junior Development – Dana

We are ready to make next steps with Louis Garneau. The number of jackets the club would like to order above the ski league numbers is still up for discussion.

The skis from Rossignol are better than could have been asked and we have 10 pairs of skate skis with good poles and boots and Alpina bindings. I waxed them and delivered them to the lodge. We need a plan to store them effectively still, but we will come up with something.

As an additional item we have an Olympian guest in town for the next bit and will be coming out to ski practices to help out and has agreed to help in some fashion for the BC Cup. Perianne Jones is our guest and I would like to ask for her to have a guest pass for her assistance with us while she is doing her practicum here.

Ski League- Rich

- o Total 64 athletes registered in the program
- o Cold weather has been a problem for some classes, especially for younger skiers. Regardless, all coaches have held at least one official practice (except Special Olympians class is still waiting to first practice).
- o We have chart in lodge to count number of ski days. It is looking impressively full with lots of skiing over the Christmas break.
- o We have 8 teams running
- o Had 10 Ski League athletes participate in BC Cup #1 at Larch Hills
- o Lots of good feedback from parents, lots of smiles from kids
- o Parents appreciate improved communication through TeamSnap

Meeting was adjourned at 9:17pm.

Minutes recorded by Raegan Markel.

Next Director's Meeting

Date:	Monday, January 23rd, 2017 – Annual General Meeting
Time:	7 pm
Place:	Kamloops Youth Soccer Association, 1550 Island Parkway Drive

AGM January 23rd at KYSA Building on McArthur Island

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