



## Directors Meeting

Date:	Monday, December 3rd, 2018
Time:	7:00 pm
Place:	Meeting Room B, Tournament Capital Centre

### Directors:

Joan Bernard, Mike Duck, John Grover, Luc Guilherme, Dana Manhard, Raegan Markel, Rich McCleary, Dillon Stuart, Alan Vyse

### Guests:

Brad Heyman from Kamloops Performance Cycling Centre

**Regrets:** Vesta Giles, Maureen Light

Meeting called to order at 7:08pm.

### Guest Presentation: Brad Heyman from Kamloops Performance Cycling Centre

Brad Heyman outlined the history of fat biking at Isobel Lake, which began in 2012-2013. There are now ~25km of trails which are groomed by five volunteers with two pieces of equipment (one heavier and one lighter). There is no membership or trail pass – donation boxes are set up at bike shops but they mostly rely on grants. Skiing and snowshoeing on the trails is encouraged as the compaction makes for better bike riding. General discussion followed on grants, insurance, vehicle closures (Section 52), bike rentals and other possible riding areas (Harper, Pineview).

7:45 board meeting called to order

### Governance

Lodge rental policy – discussion of rental in ski season and in off-season, insurance requirement from users. A volunteer from the board or a paid employee would have to open and close the lodge. A revised version will be brought to the next meeting for voting.

Strategic Planning Session updates - machine fund is on track. No further updates.

### Membership

Registrar - we won the membership drive for the third year in a row! Revelstoke came in second. We have 817 signed up this year, last year we had 754 at this time. Several potential volunteers indicated they can be contacted as board members, social committee, volunteer coordinator. Dana will give the volunteer coordinator names to Coralee. Rich will talk to Lynda about coaching volunteers. Joan will send an email to everyone acknowledging their interest.

Refund requests - our policy is for medical reasons or errors in the registration. A refund request was discussed and it was decided to grant the refund.

**\*\*\*Please send your volunteer hours from October 1, 2017 to September 30, 2018 to Mike as soon as possible.\*\*\***

Chicks on Sticks - overwhelming interest so far on Facebook; more volunteer leaders are needed. The event will run every Tuesday, starting when we open. We should put up posters at the bike shops.

### Operations

Coaching - we have hired a new Ski S'kool coach, Mary Martin, who lives in town.

Sun Peaks may approach us soon about a reciprocal deal. Dana will talk to Phil.

Day lodge basement – the bad boots have been thrown away. The “okay” ones have been kept for this season as backup. We may need more racks for boots, and a better method for holding the snowshoes. The poles that came in were not good and were sent back; we are getting a lower level but nicer replacement. We don't have quite enough poles right now, will need to look into it for next year. Old skis could be sold, except the old yellow skis which are not worth selling. \$25 for old skis may be reasonable, and \$5 for boots. High end classic skis are not there, Dana will order.

Luc is looking into the basement gate.

Mice - Lee and Matt will put out traps and poison.

Trails Manager – Lee will be appointed Trails Manager, with a small increase in pay rate. Discussion of doing event organizing as well - Alan will enquire but it is probably too much to ask of Lee. The Trails Manager position will run year-round and can include painting, maintenance, organizing trail volunteers.

Staff - we will have Chelsea back again, Alyssa doing rentals through the holidays, Paul at night.

Lights – about 25 old bulbs have been replaced with LED now. It is still unclear why the hydro bills have gone up so much in the past few years, this will be looked into. There should be two bills - one for the lodge and one for the machine shed. The heat in the bathrooms and in the day lodge has been noted to be on sometimes in the summer. Discussion of whether stadium lights need to be on every night; it was decided to keep them on.

Annual Trails Report – almost complete; still sorting out some numbers.

Insurance – we decided previously not to insure the lights, but the new equipment needs to be added to the policy. The snowmobile is on there already. Our policy is with Westland Insurance.

Point of Sale System - Shopify has been chosen, we will need to buy an iPad for the booth. The coaching iPad will be borrowed for a couple of weeks.

Water pressure in bathroom – the well pumps but there is not much pressure. Luc and Lee will look at it this week, there may be sand in the pressure tank.

Ski League – the first camps were held at Silver Star and Sun Peaks. Dryland sessions were held at Kenna in November. Lynda was in touch with Stewart Ducheminski, he wants to get involved however he can; possibly he could be an assistant coach.

We won national awards for Most Improved (2<sup>nd</sup> place) and for Growth in Athlete Participation (3<sup>rd</sup> place) for 2017-2018. We received two banners which will be hung up in the lodge. We could also send a picture to Duncan at the Sports Council.

**Motion from Alan to appoint Lee as Trail Manager, seconded by Dana. Passed.**

#### **Board Business**

**Motion from Alan to accept the November minutes, seconded by Joan. Passed.**

Email updates - tent with logos, feather flags. Mike will move forward with it.

CCBC fundraiser – money raised would be matched by a donor. CCBC is a charity, so a tax receipt would be issued. A volunteer coordinator could do it but the board is not interested at this time.

#### **Other/New Business**

Background checks – there is a way to do them online for no fee. Our policy is a new background check every three years.

Lynda is looking for approval for minor expenditures - okay to go ahead for up to \$500 this time.

Meeting adjourned at 9:33pm.

Minutes recorded by Raegan Markel.

#### **Action Items**

Formalize agreement with KCKC	Vesta
Snow cat replacement	(On hold)
Lodge rental policy	Dillon
Strategic Planning Session tasks	Duck, Giles, Guilherme, Light, Manhard, Palechuk, Stuart, Vyse
Feather flags, banner, signs with new logo	Alan, Dana, Mike
Basement gate installation	Alan, Luc
Volunteers insurance	Mike
Add ski equipment to list of assets on insurance	Alan
BMO signatories	Mike, Vesta, Alan

#### **Next Scheduled Meeting Dates:**

**\*\*Note: new location at Tournament Capital Centre, Meeting Room B**

January 7, 2019

February 4, 2019

March 4, 2019

April 1, 2019

May 6, 2019

June 3, 2019

## 2.1 Lodge Rental Policy (Draft)

### Lodge Rental Policy

I've added in the clause around liability insurance (which I think kills the deal for smaller random groups looking to rent the lodge):

- *"Users will provide the OSC with confirmation that they have their own liability insurance including Tenants Legal Liability, and that OSC is shown on the user's insurance as an "additional insured"."*

I would like to discuss if we name one director in charge / as the contact for the program, the rental fee (\$150 whole day, \$100 evening), and renting during the ski season (Y/N).

## Overlander Ski Club Day Lodge Rental Policy

This policy of the Overlander Ski Club (OSC) has been approved by the OSC Board of Directors (Board) on December XX, 2018

### I. Introduction

The Day lodge is used by Club members and day pass holders who are participating in the activities and programs that the Club offers. In addition to providing a place to prepare for skiing, the lodge serves as a wonderful place to relax, warm-up, eat lunch and socialize.

This policy addresses requests to rent the lodge for the purposes of social gatherings, meetings, company parties, etc.

### II. Purpose

The purpose of this policy is to provide guidance for determining when the Day Lodge may be rented to groups in a manner that doesn't unreasonably impact other club users, and to provide direction for appropriate rental fees.

### III. Availability

**Pre-Ski Season:** From September to November work-bees, construction projects and other club activities will be the priority and so the lodge may not be available for rent.

**Ski Season:** (Do we entertain this? Thinking about Teck?) To promote the sport of cross country skiing, the Club may consider renting the lodge to large groups who will use the lodge for a social gathering/potluck in conjunction with skiing. Rental will not preclude other member's use of the lodge during regular hours.

**Off Season:** During this period, the lodge may be available to large groups for appropriate day use or evening social events or special gatherings at the discretion of the Board of Directors (Or we could name a Director responsible). However, lodge/area projects, maintenance and club activities will take priority over rentals.

The Board (or Director responsible for the Nordic Centre, or their designate), may refuse to rent to a group if they are not completely satisfied that the arrangement is in the club's best interest.

### IV. General Rules

- A representative from the OSC will open the lodge if necessary and make sure everything is working as it needs to, or make prior arrangements with the renter.
- Use of washrooms is included in the rental when operational. Washrooms may not be operational during the off season. There are outhouses on site for use in the off season.
- The renters must clean tables and sweep floors of the lodge.
- Bathrooms must be left clean.
- Garbage from the group must be taken away when finished.
- Indoor Fireplace - renters may use the chopped wood available at the day lodge. Keep fireplace door shut at all time when in use. Do not place any item on or against the fireplace. Do not put anything in the fireplace other than wood products. Do not remove the fire extinguisher from the Lodge. Do not fill the fireplace with new wood within 2 hours of your departure.
- During the winter months, all guests are required to have a current OSC membership or an active day pass.

- Users will provide the OSC with confirmation that they have their own liability insurance including Tenants Legal Liability, and that OSC is shown on the user's insurance as an "additional insured".

## V. Lodge Rental Fees

Groups who have been accepted as renters must pay the following fees to the club:

- Single full day use: \$150
- Only evening use: \$100

**Damage Deposit:** A deposit of \$300 is required for all rentals. Money from the deposit may be used to cover the cost of any repairs and/or clean up required as a result of renting group's actions.

## 2.2 Strategic Planning Session Updates

Dillon - Increase enrolment in jr programs by 25%  
 Alan/Lisa - Introduce and sustain an adult lesson program  
 Vesta - survey the membership  
 Dana - Host local, provincial and national level events  
 Alan / Mike - Develop staff on-boarding operation and safety program  
 Vesta - enhance partners in the community  
 Maureen/ Vesta - Enhance relationships with local merchants  
 Luc - Develop a future vision for the day lodge  
 Alan - Develop a grooming equipment strategy  
 Mike - Machine fund to \$140k

## 3.1 Registrar's Report

### Registrar's report Dec 5 2018 meeting:

In spite of no snow by November 15, we now have 817 individuals registered in zone4 as members. Last December we had 754 individuals registered (snow just before the earlybird deadline) compared to approx 608 for 2016/17 and 570 for 2015/16).

As usual the zone4 figure is a bit higher than my current count of 809, due to duplicate registrations, registration errors (unresolved yet), and about a dozen people that I've emailed for more info as their registration is incomplete

The 809 confirmed members consist of:

760 season passes (including members of 36 families and 24 parent passes)  
 14 snowshoe only season passes  
 22 individual memberships (no season trail passes), mainly for ski development lessons  
 2 duplicate registrations (for lessons only in 2<sup>nd</sup> reg)  
11 waiting for info  
 809

Ski Development:

64 now registered:

- 13 level 1 (4-5 yrs old)
- 13 level 2 (6 yrs old)
- 8 level 3 (7 yrs old)
- 3 for level 4 (8 yrs old)
- 19 track attack,
- 8 Junior Dev (age 12 & up))

BC Punch passes: 21 (14 last year)

VOLUNTEERS: We also a number of people who have indicated they are interested in volunteering: (do we want to contact them??) (see the zone4 links (attached) for Volunteers for details)

2 potential Board members (Linda Calibaba, Stewart Ducheminski)

11 indicated interested in Social Committee

6 indicated Volunteer Coordinator

(Stewart Ducheminski checked off all volunteer boxes (likely an error but maybe not??))

See you Monday night!  
Joan

## **ZONE4 REPORTS LIVE LINKS for 2018/19**

If you click on a link you will see the report of the members who have checked these volunteer or ski development categories. The Membership List is all members registered. All reports are live, showing members on the day that you click. If you check back later, you will get the updated number of members as of that date.

After you open the link, you can download the .csv (excel) file or the email address list by clicking on the buttons shown.

### **SKI DEVELOPMENT PARTICIPANTS 2018/19**

<https://zone4.ca/report/9e931322-c737-11e8-94dc-0a3845bee6d8>

### **COACHING 2018/19**

<https://zone4.ca/report/0b92c620-c738-11e8-94dc-0a3845bee6d8>

### **VOLUNTEERS – Events**

No events this year, so no report for 2018/19.

### **VOLUNTEERS – TRAILS, Building Mtce, Professional Expertise**

<https://zone4.ca/report/87ed6b1e-ce43-11e8-8c03-0a1bb7128546>

### **VOLUNTEERS-BOARD/SOCIAL/Volunteer Coord**

<https://zone4.ca/report/d9ce810a-ce40-11e8-8c03-0a1bb7128546>

### **VOLUNTEERS – ALL**

<https://zone4.ca/report/dec18b58-c738-11e8-94dc-0a3845bee6d8>

### **MEMBERSHIP LIST 2018/19**

<https://zone4.ca/report/a0aeedcc-c73a-11e8-94dc-0a3845bee6d8>

## **5.2 Trails Report**

### **Trails Report for December OSC Executive meeting 2018**

#### **1. Equipment**

Our machines have been serviced and are ready to go.

#### **2. Trails**

The Brush cutting crew has been working to a higher standard than the regular volunteers in an effort to control growth of shrubs and seedlings. The logging crew installed additional culverts on Sidewinder to drain wet areas but wet weather prevented clean up. We will post signs on Sidewinder until we have sufficient snow depth to roll and track set. Snowshoe trails have been cleared by Les Laithwaite and his crew.

#### **3. Basement changes**

Basement to be finished in next week.

#### **4. Staff**

We are still looking for a ski instructor. We have one local candidate. Trail staffing is settled. Proposal for Trails Manager position to be discussed.

#### **5. Point of sale system**

Lee and Luc have chosen Shopify.

#### **6. Lights**

The upgrade to LED is underway.

#### **7. Insurance**

Some issues on property insurance to resolve. Need to add new skis and snowshoes. Insurance on the new snowmobile has been paid.

### **Issues for the Agenda:**

- Approval of Trails manager position

We have snow at the trails but not enough to roll yet.

Alan