

**Meeting Minutes
Overlander Ski Club**

Date: Monday, September 12th, 2022
Time: 7:00PM
Location: Virtual (Zoom)



Board members present: Joan Bernard, Chelsea Francis, Klaus Mey, Brad Smith, Jen Stuart, Kailee Mortimer, Dave Hallinan, Luc Guilherme

Regrets: Charlene Eden, Dana Manhard, Maureen Light

Meeting started at 7:04 PM

1.1 President's Report

Discussion:

2022-2023 Events

- Need to put out call for volunteers for events – specifically Special Olympics and Ski for Light and what types of volunteers are needed.
 - Ski for Light might be fairly self-sufficient. Correct grooming will likely be the biggest thing.
 - Taking on Special Olympics will be big role – could target a specific individual for this position.
- Many people have put their names in registration to volunteer for events.

Kal Tire Roller Ski Funding

- Dana has spoken with Kal Tire regarding roller ski funding and what the uses of the funding will be. We plan to submit an application for the funding.

Report:

2022/2023 Events

November 6 – Officials Course

January 15 – Teck Okanagan Cup

February 4-5 – Special Olympics

February 8-12 – Ski for Light

We will need to put out a call for volunteers to support these events. We can work with both the Special Olympics Team and the Ski for Light Team to identify roles that need to be filled. We will also need to put out a call for a volunteer to lead the organization of the Special Olympics event. This would be a good addition to the newsletter.

Kal Tire Roller Ski Funding

Kal Tire is looking to provide funding for roller skis to support clubs. Depending on how many clubs apply for the funding, they are looking to give between \$500 and \$2000 for this initiative.

September 20th is the deadline to submit the application.

6.2 Action List / New Agenda Items

Action	Responsibility
Vacant Board positions that need to be filled <ul style="list-style-type: none"> - Grants - Communications director - Ski league representative 	All
Governance Committee priorities <ul style="list-style-type: none"> - What does the Board want to see the Governance Committee focusing on? <ul style="list-style-type: none"> o Bylaws o Policy manuals for staff 	All
Newsletter	All
Volunteers <ul style="list-style-type: none"> - Fall trail cleanup - Special Olympics lead - Teck Okanagan Cup - Ski for Light - Other? 	All
Social media pages <ul style="list-style-type: none"> - Overlander vs. Overlander Insider Facebook pages and the website 	All

Motion by Jen to approve meeting minutes for June. Seconded by Dave. Motion passed.

Vacant Board Positions:

- Couple of key positions that are vacant – we can band aid these along for a bit but should likely put a call out for more Board members.
- Few people who have said that they would participate in the Board – perhaps we could reach out to them.
 - o Can work to identify their skillsets and see which types of positions they would be suitable for / interested in.
- Could put posting on the website for Board positions that we’re looking to fill. Can include a brief description of what the position entails and what will be expected of individuals.
 - o Can ask for expressions of interest from those interested.
- Jen will put together a write up of this ask. Can include something in the newsletter. Chelsea has been putting together some text that we can review and post on the website.
 - o Grants, communications, ski league are key positions we’re looking for.
 - o Will likely look for ski league coordinator (paid position) for this year as well.
- Chelsea does not have one point of contact – would generally report to the Board.
- Lee played a key role on the Governance Committee – was a point of contact for many positions.
- Governance Committee needs some point of contact from the Board, or someone similar to Lee.
- Some type of document created by Chelsea and Lee which shows the organizational structure and roles.
 - o Important to sort out organization structure and roles throughout the club.

Governance Committee:

- What will be prioritized by this Committee, with direction from the Board?
 - o Bylaws
 - Critical to update the bylaws. This should be the highest priority.
 - Governance Committee may not have the capacity to take much else on if updating the bylaws is a priority.
 - o Policy manual
 - Always needs updating, things are always changing.
 - Chelsea to send out to Board to review.
 - Bylaws may be more of a priority than the policy manual.
 - Need to understand who owns the policies – e.g., Trails Committee should own policies related to operations side of things. Jen will bring this up at the Trails Committee meeting.

Trails Manager Position Title:

- Could this be changed to operations manager? Chelsea’s role isn’t necessarily specific to trails.
- Would like to change name from trails manager to operations manager.
 - o General manager may be another option.

Motion by Jen to change Trails Manager position name to General Manager. Seconded by Luc. Discussion below. Motion passed.

Discussion:

- Job description should be written down and responsibilities described. Should include what Chelsea is responsible for – she can allocate these duties as desired and determine / describe what employees should do.
 - o Process of writing detailed job descriptions will help inform exactly what positions will look like. Will be helpful to better understand the efficiencies of the operation.
- Chelsea should be able to define the structure, shape, size of team working with her. Can present this to the Board for approval. Should be in position to set herself up for success.
- The Manager Role is too large to be taken on by one person. Supervisor role was going to be incorporated into positions this year.
 - o If moving in this direction, job roles would need to be redefined.

Newsletter:

- Jen can take on putting together the September newsletter but would like feedback from the Board.
 - o Could include “Meet the Board” section in the newsletter – maybe 2 Board members per newsletter.
 - o Could include section where kids write about their experiences with summer ski camps.
 - o Section on President position and how things have been going.
 - o Talking about volunteers and Board positions.
 - o Would like to include link to Chelsea’s Indeed posting in the newsletter.
- Could put out monthly newsletter. This could help increasing communication to the Club.
 - o Monthly grooming updates and opening date information could be included.
 - o Communication will be very important this year – the more updates the better.
 - o Keep in mind that we should drive traffic to the website or one communal place (e.g., Facebook page).
 - If driving traffic to the website, it may be helpful to have others who have access to the site for more regular updates.
- Will move forward with monthly newsletter. Jen to put together rough outline for feedback – Board member of the month, job posting, trails work that’s occurring on the weekends, etc.

Trail Clearing Update:

- Most trail cleanup volunteer spots are filled. Planning to divide up trail clearing work between people who have done this before vs. those who are new.
- Need to determine which of the groomers are certified to operate chainsaws – in case trees are fallen when they’re grooming.
- Off-piste trails add 15km of clearing, snowshoe trails add 15km of clearing too. Klaus is assembling a bigger crew for this work.

Social Media Pages:

- Overlander Ski Club = Overarching news on job postings, Board positions, etc. Overlander Insider = Daily updates for throughout the ski season.
- Overlander Insider may be a better place for “conditions of the day” updates.
 - o Chelsea was planning to post the most important daily updates on webpage.
- Nordic Pulse was initially determined to be one year trial. Board needs to decide if we will continue using this tool in the future and make a longer-term decision.
- This year could potentially be a “soft switch” to the website as the primary source for information.
 - o Not optimal, confusing if there are multiple sources of information.
 - o Should be pushing a majority of traffic to the website.
- Website doesn’t have a question section where people can ask general questions and inquiries.
 - o 2-way communication isn’t available on the website.
 - o Website doesn’t necessarily include community-feel/environment that a social media page can offer.
- If we’re moving toward using the website only, it needs to be regularly updated and improved from what is has been in the past.
- Nordic Pulse should include information on what the trail has been groomed for.
- Eventually, we will have to bite the bullet and get rid of one of the social media pages – should have one reliable source of information on grooming, conditions, etc.

- Ensure that we're pointing people to the most up to date, accurate information.
- Trails Committee and General Manager can further discuss where the grooming information will be posted.
- Will vote on what we plan to do with social media and Nordic Pulse at the next Board Meeting.

Motion by Jen to close the September meeting.

Meeting ended at 8:35PM.