

**Meeting Minutes
Overlander Ski Club**

Date: Monday, April 4th, 2022
Time: 7:00PM
Location: Virtual (Zoom)



1.1 President's Report

Discussion:

Roles that are empty- Ways and Means, Ski League Coordinator, how to address these gaps? Possibly Foster would be great in this role? Is Chloe the coordinator coming back?

- I have been in contact with Vesta to understand any items that require transitioning from her to myself. I understand there are three items of unfinished business that Vesta will bring forward in her report for discussion at the Board meeting.
- I attended the Track-setters wind up on March 30th to get to know the grooming team.
- I will be attending the next trails committee meeting on April 13th.
- As I work to understand the nuances of the President position and the Board I may be reaching out to each of the Board members to get a better understanding of your roles and how I can support you in the work you are doing.

Report:

AGM

- AGM held on March 28th.
- Minutes from last AGM adopted
- Motion to accept the previous year's finances was voted upon and they were adopted. (Dave I might not have the wording quite right here so feel free to correct me)
- New Board members elected:
 - President – Jen Stuart
 - Vice President – Charlene Eden
- New Board members:
 - Volunteer Coordinator – Klaus Mey
 - Member at Large – Foster Wynne
- Retiring Board members:
 - Dillon Stuart, Rich McCleary, Tim Cole
- Vacant Board positions
 - Ways and Means Director
 - Ski League Direct (I am not sure if this is an official position, but there is a gap there with Dillon leaving)
- All other Board positions elected by acclamation

Other

- I have been in contact with Vesta to understand any items that require transitioning from her to myself. I understand there are three items of unfinished business that Vesta will bring forward in her report for discussion at the Board meeting.
- I attended the Track-setters wind up on March 30th to get to know the grooming team.
- I will be attending the next trails committee meeting on April 12th.
- As I work to understand the nuances of the President position and the Board I may be reaching out to each of the Board members to get a better understanding of your roles and how I can support you in the work you are doing.

2.1 Governance Report

Discussion:

- Director's roles will be defined and ensure there is no conflict of interest. Compliance of roles and not over stepping legal and societies roles. Scope of the projects for the committee needs to be accomplishable. The board is welcome to voice their concerns on what we need to address as things are easy to miss. Draft new bylaws must be done 60 days before next AGM, need to be approved by membership and go through resolution.
- **Motion: Chelsea motions the Charlene be added to the board. Brad seconds motion, Motion accepted, Charlene is on the committee.**
- **Motion: To accept the terms of reference proposed for the Governance Committee. Motion passed, terms approved.**

Report:

Committee Established

- The OSC Board recognizes that the management of OSC is subject to the provincial Societies Act and Societies Regulation, as well as the OSC Bylaws.
- The Board considers it appropriate and timely to form a Governance Committee (the "Committee").

Committee Members

- The following current Board members have volunteered to serve on the committee:
 - Lee Card;
 - Chelsea Francis;
 - Vesta Giles;
 - Dave Hallinan; and
 - Brad Smith.

Report

- The Committee met on February 14, 2022. Following general discussion it was agreed as follows:
 - Having regard to the nature of the work of the Committee it will carry out its work and report as the Governance Committee;
 - Brad Smith will Chair the Committee;
 - The Committee will attempt to meet at least once a month, except for the period during which the Board does not usually meet.

Next Steps

- The Committee has identified the next steps in its work as being:
 - To review and consider the provisions of the provincial Societies Act and Societies Regulation, in conjunction with the OSC Bylaws, and identify any provisions which a majority of the Committee considers requires an immediate change in existing OSC operations, and bring any such provisions to the attention of the Board without delay;
 - Once the foregoing has been accomplished, to review other aspects of existing OSC operations, identify any which a majority of the Committee considers require change, and bring any proposed changes to the attention of the Board without delay; and
 - Such other matters as may from time to time be referred by the Board to the Committee.

Terms of Reference

- The Committee seeks approval by the Board of the following general Terms of Reference:
 - To review and consider existing OSC operations, including those involving OSC Directors;
 - To identify any areas in which said OSC operations can be improved upon, or that need to be changed; and
 - To report to the Board.

Motion

- That the Board approve the above Terms of Reference.

Per:

Brad Smith

Chair, Governance Committee

3.1 Publicity Report

We had nice coverage from Radio NL summarizing the season.

I'll send out another newsletter toward the end of April if we have something to report. I think people are tired of getting emails from us right now and I want to give them a break.

I'll start looking at content that needs to be updated on the website over the summer. If people could look at their respective areas and let me know what content needs to be done that would be great.

Tim is vetting the trail names with local stakeholders but unofficially the new names are

- Sitting Bull = Sk'elep
- Purple Off Piste = Lynx Loop
- Yellow Off Piste = Moose Track
- Overall Theme = Local Wildlife (55%)

There were 115 votes.

4.1 Ways and Means Report

Discussion:

- Maureen to kindly see the last three grants through, Dave to help.

Report:

There are three grants currently we are working with.

1. Tourism or TOTA grant. We have received 70,000 of the 75,000 and I will work with Tim and TOTA to finish up paper work.
2. TNRD, We have until the end of 2023 to complete this grant. I will continue to work with TNRD rep and Trails to bring this grant to completion. The fastest way for us to get our money is to pay upfront for the lighting and then submit the invoices and final report.
3. Community Gaming Grant and Capital Project Grant. Reporting needs to be done within 90 days of our Fiscal Year end, there are reports for both. I will work with Treasurer to complete the paper work once all invoices are received and we can submit our final report.

New Opportunities:

- Community Gaming up to 100,000, opens March 1 – May 31

5.1 Treasurers Report

Discussion:

MOTION - The treasure moves that the board receives this report as information. Jen seconded, No Discussion. MOTION PASSED

MOTION - The treasurer moves that the board approves the proposed annual budgeting process as provided along with the corresponding schedule and deadlines. Brad Seconds, no discussion, motion passed.

- Dave wants to move the AGM to January for financial reasons.

Report:

Annually the club must prepare an operating and capital budget in order under the requirements of the current by-laws. This budget helps to create alignment with the approved Strategic Plan and sets direction and priority for the focus of the board, committees and staff.

Inputs to the budgets are secured from various stakeholders and the information is consolidated by the Treasurer for presentation. During the board presentation, operational and capital expenditures are vetted and then prioritized for inclusion (or deferral) and ultimately approval by the board.

The need to have a budget in place in advance of the start of the upcoming ski season provides approved financial support for the many programs and expenditures that the club needs to undertake. Further it provides the club the ability to address lead times on various goods and order in advance and allow for a delivery period. Finally having the budget in place provides for the club's ability to be prepared in advance of many grant deadlines that may materialize.

Financial Overview

The clubs' finances continue to be in a strong position, revenues generated by means of membership and daily trails fees is just over 90% of the budgeted funds. As of this writing the month of March is not yet complete so the results from Hut activity is not reported due to the timing of the information provided in Shopify and the need to reconcile revenues against deposits to the bank.

Rental of equipment is not as strong as seen over the past couple of years, the amounts reflected are to the end of December and given the considerable cold weather rentals income has likely been reduced.

Club revenue are just over 400% as of March 25, of note membership revenues continues to be strong reflective of increased membership. Of note within the Grants funding both the TOTA and the Gaming Grant were received in this period, this accounts for approximately \$320,000. Also, donations received over the past year due to the clubs' fund-raising effort to support the purchase of the new Bison snow-cat have been taken into revenue this year. These donations totaled over \$140,000 and provide a significant support in the purchase of the new machine.

Costs associated with the club operation are well under budget at 56%. There are a couple of anomalies to this variance, insurance has exceeded the budget. These increases are being experienced across all industries as global disasters and global warming continue to impact the premiums for insurance coverage. Some additional investigation is required in the Building R&M account. Likely there has been more work performed in address issues, as an example - the door on the timing hut has been replaced. The over budget spend is related to considerable repairs that were required to address an issue with the old snow-cat.

Club expenses are where expected against the budget. One aspect driving up the costs is the Capital expenditures related to the new trails' expansion and the snow-cat purchase.

Provided with this update is a working paper "00 Income Statement vs 2021 22 Budget.xls" for your review.

Other

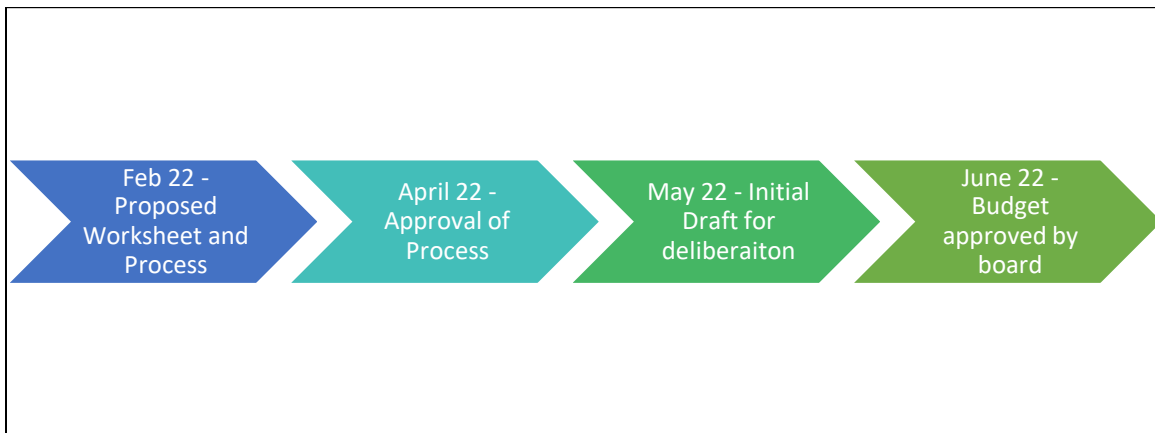
2021-22 Financial statements were endorsed by the membership at the AGM and have been signed off and submitted to Canada Revenue Agency in compliance with our tax filing requirements.

Most staff have been laid off, ROE will be issued the week of April 3 to all be the last remaining performing down duties.

MOTION - The treasurer moves that the board receives this report as information.

2022 -2023 Budget Development

In the February board meeting the proposed budget process was socialized to the board. As summary of this process is provided as a reminder of what was proposed. This process will result in a budget being prepared and approved prior to the start of the 2022 – 2023 Financial Period and is required to accompany most, if not all grant applications.



As identified the information was provided to the previous board in advance of the AGM and board election, then for the April board meeting the proposed process and methodology will be approved by the board. With approval, groups will have until May to identify information and submit this information to the Treasurer no later than April 26 to allow for time to consolidate and prepare the draft for board review and discussion.

Then at the June board meeting the budget will be presented for adoption.

Provided with this update is a proposed working paper “Budget 2022-2023 Fiscal Year.xls” for feedback and inputs. Please note this spreadsheet contains 2 input pages labeled as “Operating Budget and Capital Plan”.

MOTION - The treasurer moves that the board approves the proposed annual budgeting process as provided along with the corresponding schedule and deadlines.

5.2 Trails Report

Discussion:

- The Grooming Team needs a third roller and a groomer renovator. Wants to have the funds approved with the budget this year for next season.
- Roller \$5000.00
- Renovator no pricing yet. \$25,000 had been approved and set aside in the budget for the new snowcat. Funding is available when a renovator becomes available.

MOTION: Luc makes motion for the trails committee to have their proposed budget of \$5000 for purchase of the new roller. Maureen seconds. Discussion:

Dana has money left over in his trails budget from another grant. Could possibly be used for the roller under grant conditions. Dave expressed concern that this purchase would fall into next fiscal year, may affect grants or budgeting. Should we order it sooner or later? Supply chain issues, preference is to approve budget for it and order asap. We need to follow due process so waiting for the new budget to be built is preferable over ad hok item adds throughout the year. Helps with priorities.

Motion Passed.

Report:

- We are looking at getting a list of work for the summer.
- We hope to have a price for the 3rd roller for tomorrow but not sure we will have it. if we do we will look for approval to purchase it.
- We are also looking at sourcing a renovator for the new groomer.

Stake Lake Trails Committee Organization

Revised February 4th 2022

Background

In 1991 OSC agreed to manage the trails under contract with Kamloops Forest District Recreation Section. The OSC executive formed Trails Committee to manage the operation of the trails and to report to the executive with the intention of leaving the Executive free to run Club programs. Executive was very small and inexperienced. Graham Boffey chaired the initial meetings of the Trails committee and Alan Vyse acted as secretary. There was no formal division of responsibilities on the committee, but Graham handled the management contract with the Forest District, Alan organized the committee, and a succession of members handled the financial reporting. After a year or two Ray Allegretto took over the responsibility for tracking revenues and staff payroll and worked with the OSC treasurer.

The Committee has followed the early organization model for 30 years and over that time has worked out a successful relationship between the Committee and the Board with only a few hiccups.

The current Board has requested a clarification of Trails Committee roles and responsibilities.

Trail Committee responsibilities

The Board appoints the Trail Committee from interested club members. The number of members varies. Typically, several Committee members also serve as elected Directors. The Trails Manager serves as a member of the committee.

The committee works by consensus.

The Committee reports monthly to the Board through the Directors and by copies of the meeting minutes.

The committee is the principal contact for Partnership Agreement issues with RSTBC and preparing the Annual Trails Report and Management Plan as required under the contract

Tasks that the committee typically refers to the Board include:

- Setting the annual Trail fee schedule
- Researching and recommending machine and equipment acquisition
- Other Major purchases
- Non-club events: approval and facilitation
- Renewal of Partnership agreement

Tasks considered to be operational decisions that do not require Board approval

- Opening and closing trails
- Reporting revenues to the Club Treasurer
- Staff hiring and management
- Scheduling staff training
- Minor purchases within approved budgets; limit \$1000 except for emergency repairs
- Machine maintenance and machine shop operation
- Tracksetting operations: scheduling operators; directions for best practices
- Snowshoe and off piste trail establishment and off-season maintenance
- Ski trail establishment and off-season maintenance
- Trail maps and trail signs
- Maintaining statistics on numbers of trail users and trail revenues for trail management purposes and as a condition of the Contract
- Reporting accidents to RSTBC as a condition of the partnership agreement

The Committee appoints the Chair as required.

The Committee Chair schedules and runs the committee meetings and keeps the meeting minutes which record decisions and actions required. Minutes are distributed to members and the Club President.

Trails Committee Organization 2021-22

- Committee Chair: Tim Cole. Tim will coordinate reporting to Board meetings and will serve as Staff manager when Lee Card is not available. Tim is also responsible for the safety of the Trail volunteers and their expense reporting
- Secretary: Alan Vyse responsible for minutes, customer tracking and reporting
- Trails Manager/Staff: Lee Card.
- Facilities and Equipment: Luc Guilherme
- Trails and Grooming: Tim Cole (note trails means all trails not just ski trails)
- Trail Maintenance: Klaus Mey
- Machine maintenance: Chris Jones
- Promotion: Chelsea Francis

When reporting to the board, the board members on the committee will present any items/issues within their responsibilities, however they are expected to coordinate reporting prior to the board meeting. The Committee Chair will coordinate discussions.

The Trails Committee Chair will supervise the actions of the Trails Manager. The Manager will make weekly reports to the Trails Committee Chair. The Trails Manager also needs to report outside the committee structure, on occasion, for Club management issues such as Club Promotion and Events both club and external requests.

Flexibility and trust are the key values for success!

6.2 Action List / New Agenda Items

Action	Responsibility
Approve March meeting minutes	All
Rates for next year	All
Staffing onboarding and trail updates	Card/Francis

Approve March meeting minutes

- Jen moves to approve the minutes, Chelsea Seconds, No discussion. Approved.

Rates for next year

- Thinking about starting a committee to gain a better understanding of if a rate increase is necessary and if so, what should the increase look like.
- **Next steps:** Budget and then thinking about rate increase. See where the shortfalls are after budget and go from there.

Staffing onboarding and trail updates: Moved to future meetings

7.1 Other/New Business

Stuart:

- Board email addresses
 - I would like to discuss options to have specific email addresses for each board member
 - Some not for this due to privacy and legal issues, some for this due to email chains and complaints/transparency.
 - **Next Steps: Jen to put together a proposal for the next Board meeting for discussion.**
- Overview of the clubs committees and working groups
 - I would like a short overview of the various committees and working groups that are currently active in the club for my understanding as well as the understanding of the new board members.
- Creation of an opening policy that outlines what conditions need to be met in order to open each season.
- BC Cup race. Does the club want to host one this year and if so, what steps do we need to take to get this moving forward
- Volunteer list.

- Klaus is looking to understand if there is an up to date list of volunteers and if so, who has a copy of that list.

Insurance for Snowcat

- Quoted \$12,000 for snowcat alone before everything else. Insurance is \$20,000 annually this year. Insurance needs and options for less expensive insurance plans need to be explored.
- CCBC may have insurance options that can be explored
- **NEXT STEPS:**
 - **Brad, Dave and Jen to meet to discuss potential insurance options.**
 - **Dave to insure Cat with basic insurance.**

Special Olympics

- The Special Olympics group is looking for an answer as to whether the club is agreeable to host the Special Olympics February 8-12 2023. This would be the weekend after the Ski for Light.
- Need to understand the needs the Special Olympics has for this event and what kind of volunteer support and level of official would be needed.
- **NEXT STEPS: Foster to reach out to the Special Olympics group. Maureen to support Foster.**

Biathlon

- Clay Whitman is looking for support from the Board to begin a biathlon program at the club.
- Clay has shared some information regarding how he envisions biathlon running but there are still outstanding questions.
- If the club moves forward with the biathlon program, Clay likely needs to take a position on the Board.
- The Board would like Clay to put together a formal proposal that includes details on how the program would run for the Boards consideration and present it to the Board at the next meeting in May.
- The Board will require this proposal a minimum of two weeks ahead of the next meeting.
- **Next Steps: Jen to reach out to Clay and request the information noted above.**

ACTION ITEMS/NEXT STEPS

- The Governance Committee to meet monthly to update the clubs bylaws.
- Maureen to complete the last three grants.
- Dave to begin drafting the budget for next fiscal.
- Trails Committee to purchase new roller.
- Trails Committee has approval to purchase a new conditioner for the groomer.
- Once the budget is drafted for next fiscal the Board will assess if there are any potential budget shortfalls in order and if an increase to rates would be required.
- Jen to put forward a proposal to the Board for email addresses for Board members
- Brad, Dave and Jen to meet to work through insurance options for the Club.
- Dave to insure the Cat
- Foster to reach out to the Special Olympics to gain a better understanding of their requirements for the club hosting the Special Olympics in February 2023
- Jen to reach out to Clay Whitman regarding a proposal and presentation to the Board on a potential biathlon program

Giles:

Ski for Light

This is just a heads up. We have already agreed to host this and it will be from February 8 – 12. Roy talked with them about their needs regarding grooming and use of the machine shed for warming, etc. We will talk to them closer to the event about other needs including volunteers for the races and guide skiers.

Contact is Anna Bentley: annaskifl@gmail.com

Background:

They will bring their people up on buses (not large numbers) and will use the parking lot by the machine shed. There will be a couple of individual cars but most will be bussed to and from the location.

Special Olympics

This is not yet decided and they need to know very soon. They know it is coming to the April board meeting. Considerations are that it is right before the Ski For Light (February 4 and 5 and Ski for Light is February 8-12) and will require many of the same volunteers.

You need to talk to Natalie to see if this is something she wants to take on and if we have the resources to do so. Even though there is a small number of athletes the organization required is still considerable. They are racing on Saturday and Sunday which could create challenges re space that would need to be worked on. The Ski for Light requires specialized grooming so we also need to make sure we have extra grooming volunteers to cover the transition between the two events. Also, potential conflict with kids programs.

Background (from them):

Our event would go over two days.

Until we have our registration in, we can't be completely accurate on timing and if anything, we would need less time than outlined not more. We anticipate about 30 – 35 athletes maximum.

On Friday, February 4, 2023, & Saturday, February 5th, 2023 we would started at 8:30 a.m. we would be done by 2:30 p.m.

We run 500 M, 1K, 2.5 K, 5 K, 7.5 K and 10 K classic and skate. Athletes must choose one or the other.

Our athletes and coaches would be brought to the facility by bus so it would be a minimum of parking taken up at your facility.

If your club agreed to assist us in putting this event on, SOBC would have individuals working with you, we would provide volunteers for any "positions" where you felt was appropriate and we would provide your club with a donation (\$1,500.00 - \$2,000.00 dependent on level of support) to cover the work/equipment etc. used. We would, of course cover all hard costs re ski tickets etc. on top of the donation.

I would really like the opportunity to speak with your club re this. They assisted us in 2003 and at the time said it was a wonderful event for their club. Please let me know what additional information you would need to bring to the Board. I am more than happy to provide you with that.

Thank you for considering this.

Lois

*Lois McNary
Vice President, Sport
Pronouns: she, her, hers*

*.....
Special Olympics British Columbia
210 – 3701 E. Hastings St.
Burnaby, BC V5C 2H6
Telephone 604-616-1341
Toll Free 1.888.854.2276
Email lmcnary@specialolympics.bc.ca*

Biathlon

You need to deal with Clay Whitman on this. clayton@claytonwhitman.ca.
I believe he would also need to get approval from Rec Sites and Trails.

Background:

Clay Whitman has received a \$5,000 Pacific Sport grant to start a biathlon program. He wants it to be part of the ski club and he wants to start this spring. I told him we would need a more detailed plan including what kind of volunteer

resources we would need and what he expected us to do for it. Dana has concerns about the grant and was going to ask around about it.

His email:

For the first couple of years I expect the program to be very modest and require very little resources from the club. Here are some details about how the biathlon program would operate with respect to memberships, insurance, facility, equipment, coaches, and programming. I would be pleased to meet with the board at or following the AGM to discuss and answer any questions.

Thanks all,

Clay

Biathlon BC Membership

Overlander Ski Club would need to become a club member of Biathlon BC/Canada. The cost for this in the first year is \$50. The membership year runs from April to March so if the club does want to proceed, membership could start in April 2022. The annual fee is between \$50-300, depending on the number of club members who are individually registered with Biathlon BC. Club membership provides insurance coverage for volunteers if the club organizes demo days, biathlon competitions, etc. Biathlon BC requires clubs to report annually on the dates and numbers of participants when the club hosts demo days, and to send an anonymized annual report on membership of each club with date of birth, gender and postal code of the membership. This report is sent to ViaSport and I believe is the same requirement/report that is done from Cross Country BC.

Individual athletes and coaches who are participating in a biathlon program must register as individuals with Biathlon BC/Canada. This provides the individual with insurance coverage under Biathlon Canada. Registration is done by the individual, and is separate from the club registration with Biathlon BC/Canada, and separate from the registration with the club. So only those individuals participating the biathlon program need to do this step. An individual membership with Biathlon BC/Canada costs between \$20-120 per year.

I could assist someone with registering OSC as a Biathlon BC/Canada member. One volunteer would be required to confirm that all the individuals that sign up for the biathlon program have also purchased their Biathlon BC/Canada memberships. Both registrations use zone4.

Programming

Biathlon training consists of the target shooting component, and the skiing/dryland training component.

All of the skiing and dryland training component, would be done through the existing Overlander ski program. So there would be no new or additional skiing or dryland training programs in addition to what is already being done by the skiing group. Everyone in the biathlon program would have to do their skiing/dryland training with the ski program.

The shooting training would be in addition and separate from the skiing training. None of this would take place at Stake Lake.

For the first year, my plan for programming is to host a series of biathlon demonstrations and “try-it” days using the Biathlon BC laser rifles. If there is interest and people buy their own biathlon rifles, we may organize day or weekend camps at the KTSA range in the summer and fall.

Regular shooting training will likely wait until the second year of the program, if there are interested athletes who provide their own biathlon rifle.

Facility - KTSA Range

As set out above, the ski training would be done through the existing ski program so no additional regular programming would be held at Stake Lake.

Training sessions for shooting biathlon rifles would be held at the KTSA Range. I am planning on buying a biathlon metal target and a paper target holder with the grant funds and storing those at the KTSA. All biathlon program participants who wanted to shoot at the KTSA would have to become KTSA members. This would provide them with additional insurance coverage under the KTSA.

Using the Biathlon BC laser rifles, we will host biathlon demonstrations in and around Kamloops to develop interest in a biathlon program. We could also bring them to a skiing practice or do a demonstration sometime at Stake Lake, all we need for those is an electrical outlet and 10 metres of space.

Coaches

Biathlon shooting coaches will need to be trained. I am a Master Coach Developer for biathlon and will be offering the introductory biathlon coaching courses as part of the grant funds this spring and summer. I expect that we will rely on several parent volunteers learning how to become biathlon coaches in order to start organized, regular shooting training.

Equipment

Biathlon equipment includes rifles, targets, shooting mats, and a bunch of accessories. All of the shooting equipment would be located/stored at the KTSA or with the coaches at home.

We don't need Overlander to purchase any equipment to start the program. In the first year the program would borrow laser rifles from Biathlon BC, and any athlete who wants to shoot a biathlon rifle would have to purchase their own.

In the future the program would try to purchase a set of club laser rifles and biathlon rifles for new athletes to try before purchasing their own. We would apply for grants to purchase equipment over time to expand the program at the KTSA range. Once there are enough athletes who have their own biathlon rifles, or biathlon rifles purchased for the club, we could begin regular, organized training at the KTSA. Again, I don't expect this to happen until the second season at the earliest.

Other Ongoing Items:

- Rates for next year need to be explored if we want to open registration early. We need to get any rate changes approved by Rec Sites and Trails in advance.
- Staffing onboarding and training manual updates and plans will be handled by Lee and Chelsea as staffing is a trails committee responsibility
- The Governance Committee is updating the bylaws and terms of reference