

MEETING NOTES Overlander Ski Club



Date: Monday, December 5th, 2022

Time: 7:00PM

Location: Virtual (Zoom)

Attendees: Kailee Mortimer, Charlene Eden, Dave Hallinan, Jen Stuart, Brad Smith, Chelsea Francis, Dana Manhard, Joan Bernard, Klaus Mey, Rich McCleary

1.1 President's Report

Discussion

Special Olympics

- May be challenging to find volunteers on Friday as people may not want to take day off work.
- Klaus to get a hold of the special Olympics folks to understand the number of people participating, for what distance, and technique.

Newsletter

- Rachel has access to photos and other media to support the newsletter and her social media posts.
- We look forward to her continued support.

Criminal Record Check

- Revised goal to have these completed for end of January.
- Jen is deleting the criminal records twice after receiving completed checks. Keeping track of everyone's records on an Excel spreadsheet.

Report

- Teck BC cup planned for January 15th. We had our first group planning meeting on November 23rd. Email will be going out shortly asking a volunteers to support the event.
- Special Olympics February 3rd and 4th (Friday and Saturday). Klaus has taken over as the clubs liaison. Will also be looking for volunteers which might be a bit of a challenge for Friday.
- Newsletter and Social Media. Rachel Komori has taken on this role as a volunteer and she was able to put together the November newsletter. I am looking forward to her continued support on this.
- Criminal record checks. So far three board members have shared their criminal record check with me. Please share them with me as soon as possible.

5.1 Treasurer's Report

Discussion

- Budget put together based on what Dave knows thus far.
 - Need to have budget in place to comply with Society's Act. It should be a priority to have the budget confirmed ASAP.
 - Operating plan will result in approximately \$9,000 loss.
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- A. MOTION - The treasurer moves that the board approves the 2022-2023 Financial Operating Plan as presented. Seconded by Jen. Discussion:**

- This does not include rentals such as capital purchases (e.g., rental skis). Focuses on table rentals, hall rentals, etc.
- Slightly concerning areas include the trails committee costs. Some costs exceed the budgeted values from last year – this is particularly due to costs associated with snowcat repairs. \$2,500 covers one mechanical breakdown if it's something simple.
 - o Need to understand what the cost of keeping the second snowcat is. If we would like to keep it, should have a budget planning for the estimated costs of keeping the cat.
 - o Old cat was being kept as “backup” while everyone is learning how to use the new cat.
 - o Budget should be approved sooner rather than later as we're currently operating outside of approved budget.
 - o Trails Committee could amend the budget after it's approved to ensure that the repair costs for the old cat are accurate.
 - o Should develop policy to understand how we're spending money and on what.
- Both machines will likely be used for the entire winter. Old snowcat will be stored outside.
- Membership is enjoying having two snowcats. Trails have been groomed much faster this season.
- Starting point to determine what the budget should be and what we should spend our money on should be with a short meeting to discuss our priorities.

Motion passed.

B. MOTION - The treasurer moves on behalf of staff, that the board approves the purchase of a new pulk to an amount of \$2,000 funded from the general operating fund. Discussion:

- Chelsea secured a quote for the pulk.
- Two used pulks were found online and purchased. We now have enough pulks and it's unlikely that we need, or could store, another pulk.
- Should have procurement policy in place – look to have 3 quotes when we're planning to purchase assets.

Based on discussion, motion has been removed by the Treasurer.

C. MOTION - The treasurer moves on behalf of the Trails Committee, that the board approves the purchase of needed replacement technologies related to Hut Activities to an amount of \$3,000, funded from the general operating fund. Seconded by Klaus. No discussion. Motion passed.

D. MOTION - The treasurer moves on behalf of the Trails Committee, that the board approves the replacement of the existing weather stations to an amount of \$4,000 funded from the general operating fund. Seconded by Jen. No discussion. Motion passed.

E. MOTION - The treasurer moves on behalf of the Trails Committee, that the board approves the purchase of an additional roller, to an amount of \$2,500, funded from the Machine Replacement fund. Seconded by Jen. No discussion. Motion passed.

F. MOTION - The treasurer moves on behalf of the Trails Committee, that the board approves the Signage replacement / additional signage plan to an amount of \$5,500 funded from the general operating fund. Seconded by Jen. Discussion:

- Tim is taking this project on.
- Cycle logic is donating \$2,500 to this initiative.
- Have discussed selling the old signs.

Amendment to motion: Budget amount is \$5,500, in addition to \$2,500 donation from Cycle Logic the account will fund \$3,000. Seconded by Dana. No additional discussion. Motion passed.

G. MOTION - The treasurer moves that the board receives the remainder of is report for information. Seconded by Jen. No discussion. Motion passed.

Report

Proposed Budget for 2022 – 2023

Operating Plan:

In anticipation of the new fiscal year the club must have an approved budget in place. The budget articulates the expected operations of the club based upon a number of core assumptions.

Annually the club operates with an engagement of the public for a period of approximately 13 weeks. There have been some changes in the way in which the club needs to operate with some increase levels of staffing which has brought

some need to increase the wages payable as a direct impact of the overall economic environment that is begin encountered. Items directly impacting the cost position of the organization pertain to the overall increases in fuel, whether this is in the consumption by grooming related equipment, the cost of goods and services or costs related to staff and visitors attending.

Other economic challenges pertain to the overall impact of global warming related to increases in insurance resulting in a hard insurance market. Additionally, a significant increase in the overall asset base has resulting in a considerable level of increase in the insurance costs.

Operational Revenues are expected in increase in comparisons to last years budget by \$6,000 increasing to \$286,000. In part this includes the volunteer revenues. Other revenues capture club revenues, such as merchandise sales, memberships and secured grants.

Operating expenses include all of the costs associated with the operating the trails network and delivering the services or maintaining the trails network. Finally, the Ski Club Operating expense are many of the general operating costs used to run the programs and the organization.

The projected operating result is planned to be a small operating loss of just over \$9,000. This figure includes a couple of non-cash items such as volunteers' revenues and related expenses and amortization of capital assets.

A. MOTION - The treasurer moves that the board approves the 2022-2023 Financial Operating Plan as presented.

Capital Plan:

Also provided is the 2022-2023 proposed capital plan. The current plan contains a combination of approved and proposed capital items that are to be considered for approval by the board.

Items that have been currently approved:

Description	Approved Amount
Renovator for new snow-cat	\$25,000
Replacement Wood Stove	8,000
Additional Pulk (Used)	450.00
Total Approved Capital	\$33,450

Additional Items Proposed:

Description	Amount	Proposed By	Proposed Funding Source
New Pulk	\$2,000	Staff	Operating Fund
Hut Technologies Issues	3,000	Trails (Luc)	Operating Fund
Weather Station	4,000	Trails (Luc)	Operating Fund
Additional Roller	2,500	Trails	Machine Replacement Fund
Signage Replacement Plan	5,500	Trails (Tim)	Operating Fund
Total Proposed Capital	\$17,000		

Of note the signage replace fund could be grant eligible as there is a tie to the replacement of signage that is contains potentially offensive naming use.

Per Tim Cole - I have quotes for the signage and we are looking at ~\$2700 for the Off Piste and Snowshoe signs and maps. I will no doubt need additional signs once I get it all sorted so I will add \$500 to that. The new main trails maps are \$40 each and I asked for 45 so the total will be \$1800. I will add four additional signs of the same size for our preseason "ski at your own risk" signs for a total of \$1960. All in we are at \$5160. Please let me know if you require any further information, or signs!

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General Updates

Property insurance has been finalised into the overall premium is \$14 659. Note there was a 4% inflationary increase to the property schedule to keep up with rising costs, along with a 2% rate increase.

Description of coverages: 2022-2023 Renewal Terms				
Property Schedule - 4% inflationary +				
\$5,000 Fuel Bldg	Limit	Rate	Deductible	Premium
Storage Building	\$304,500	0.698	\$1,000	\$2,125
Chalet Building	\$295,300	0.698	\$1,000	\$2,061
Warming Hut	\$33,000	0.696	\$1,000	\$230
Sage Equipment Stored in OSC Buildings	\$5,795	0.700	\$1,000	\$41
Seacan	\$5,400	0.694	\$1,000	\$37
Water & Septic Treatment Systems	\$185,500	0.951	\$1,000	\$1,764
Contents for Seacan	\$5,400	0.714	\$1,000	\$39
Fuel Storage Building (new)	\$5,000	0.696	\$1,000	\$35
CEF Schedule - Cat Limit \$271,118				
#1: ICOM Base Radio Transceiver	\$1,360	2.795	2% min \$1,000	\$38
#2: 6 Portable Radio Transceivers	\$4,800	2.795	2% min \$1,000	\$134
#3: Ticket Booth	\$3,500	2.795	2% min \$1,000	\$98
#4: Honda Generator S 5KW	\$3,000	2.795	2% min \$1,000	\$84
#5: Misc Tools usual to the insured's operation including tool box				
	\$4,500	2.795	2% min \$1,000	\$126
#6: Other Misc Items	\$11,927	2.795	2% min \$1,000	\$333
#7: 1997 Bombardier Plus Sno-Cat with Groomer	\$65,000	2.795	2% min \$1,000	\$1,817
#8: Radio Repeater Station consist of 1 Glenayre Transmitter, Mod 3t 93a4, 1 Glenayre Reiever Nod 3r93e, 1 Sinclair Duplexer Mod Q 2220 Ebb, 1 Antenna Internat Mod 217, 2 Arco Solar Panels Mod M65, 1 Steel Weatherproof Cabinet to house above noted equipment, 1 Steel 30 Foot Antenna External Battery	\$10,000	2.795	2% min \$1,000	\$280
#9: YTS Rollers (3 units) 2	\$12,000	2.795	2% min \$1,000	\$335
#10: 2006 Skidoo Skandic	\$16,000	2.795	2% min \$1,000	\$447
#11: 2007 Yellowstone Trace Systems,	\$5,500	2.795	2% min \$1,000	\$154
#12: 2011 Skidoo Skandic	\$16,000	2.795	2% min \$1,000	\$447
#13: 2014 Ginsu Groomer (2 units)	\$23,000	2.795	2% min \$1,000	\$643
#14: 2017 Arctic Cat Bearcat 7000 XT	\$17,500	2.795	2% min \$1,000	\$489
#15: 2017 Arctic Cat Bearcat 7000 XT GS (Blue)	\$17,500	2.795	2% min \$1,000	\$489
#16: Cambell Hausfeld Tank Top Shop Air Compressor (new)	\$2,000	2.795	2% min \$1,000	\$56
(new)	\$5,858	2.795	2% min \$1,000	\$164
#18: Fill Rite Bulk Diesel Tank Delivery Pump (new)	\$913	2.795	2% min \$1,000	\$26
MPF Schedule				
Ski Equipment as per schedule on file	\$77,332	2.706	\$1,000	\$2,093
Crime				
Crime	as per policy coverage			Included
Cyber Suite Coverage				
Coverage A	\$25,000		\$1,000	\$76
TOTAL PREMIUM				\$14,659

Note: this policy does not include the insurance for the new sno-cat grooming equipment. Due to timing of the purchase the policy periods are not in alignment.

Banking:

The club received news this past week (November 28, 2022) the Royal Bank of Canada (RBC) is pursuing the acquisition of the HSBC.

G. MOTION - The treasurer moves that the board receives the remainder of is report for information.

Registrar's Update

- 1351 members registered. This includes:
 - o 33 snowshoers
 - o 115 ski development kids

6.2 Agenda Items

1. Punch pass for the Banff Mountain Film Festival.

- The Banff Mountain Film Festival tour is in Kamloops December 14. It would be great if the Board approved a punch pass for a door prize.

Motion by Jen to approve one punch pass for the Banff Mountain Film Festival. Dave seconds. No discussion. Motion passed.

2. Off piste stadium bypass

- Developing trail to bypass the stadium – there is an off-piste trail there right now.
- Would like to make this trail so that the ginsu could travel down it during events in the stadium.
- Would like to see bit more of built out plan outlining where this would be built geographically and showing that we will be accommodating skiers of all skills.
- Klaus to take this back to trails committee and discuss further. We will discuss again during our January meeting.

3. Grants

- We should have a more purposeful and have a more holistic view on what we are seeking grants for.
- Strategic plan should outline what our next big focus should be. We should likely revisit the strategic plan to understand what our next priorities should be, then apply for grants to support these priorities.
- Need to have planning in place so that we're ready to apply for grant funding opportunities.
 - Additional thought should be given to plans for larger grant / funding purchases, such as the lodge. Septic, water, electricity, etc.

4. General budget allowance for General Manager

- Would like to provide Chelsea with operating budget that she can purchase necessary items for as the General Manager.
- Chelsea shouldn't have to pay out of pocket for items that need to be purchased with her personal credit card. She needs to be given more authority to purchase necessary items without running it past the board first.
- Need policy outlining how and when people should make purchases, and who should be approving these purchases.
- We have poor internal controls to manage and approve expenses, hours, etc.
- Would like to work towards giving Chelsea an operational budget that she can use on a regular basis for general purchases.
- Chelsea could develop a monthly report outlining purchases that are required for the month, or upcoming purchases that should be planned for and coming from her budget.
- Will discuss further at January board meeting.

5. Permanent year-round General Manager position (Discussion for January)

Meeting adjourned at 9:20PM.