



### OSC Board of Directors Meeting

Date:	Tuesday, February 5 <sup>th</sup> , 2024
Time:	7:00 pm
Place:	Tournament Capital Centre Room B

**Directors Present:** Charlene Eden, Rich McCleary, Garth Rustand, Joan Bernard, Luc Guilherme, Klaus Mey, Dave Hallinan, Erin Vieira

**Staff Present:** Chelsea Francis

**Regrets:** Jen Stuart, Dana Manhard

Meeting convened at 7:00 PM.

#### 1.1 Adoption of January 8<sup>th</sup> 2024 Board Meeting Minutes

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**Moved/seconded** by Rich McCleary/Joan Bernard that:

The draft meeting minutes from January 8<sup>th</sup> 2024 be approved.

**CARRIED**

Chelsea briefly left the meeting. The draft in camera minutes from January 8<sup>th</sup> 2024 were briefly reviewed.

**Moved/seconded** by Dave Hallinan/Garth Rustand that:

The draft in camera meeting minutes be amended as discussed and approved.

**CARRIED**

Chelsea re-entered the meeting.

#### 1.2 President's Report

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No report this month.

#### 3.2 Registrar's Report

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Joan reported that club membership has increased to 1199 (an increase of about 15 since the last meeting).

#### 3.4 Volunteers Report

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No report this month.

#### 5.1 Treasurer's Report

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Dave reported that everything has gone to the accountant. He will follow up with Chelsea for deposits.

## 5.2 Trails Committee Report

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Klaus reported that there's been a significant loss of snow at the trails. Other updates from Klaus:

- Reminders of snowmobile safety has been sent to groomers
- Signage is needed for dog trail snowshoe trails
- Fuel has been delivered
- The \$1100 new exhaust system for the machine shop exhaust has been installed
- The boot dryer is broken and Stu is working on it
- The Sea-Can has been cleaned up and re-organized
- Kamloops Trail Alliance is offering a subsidized chainsaw safety course, will check who needs re-certification
- Luc is shopping for a used snow renovator (~\$66K).

Klaus reported the 2024 Loppet expenses and revenue as of February 2<sup>nd</sup> are as follows:

Revenue: \$850 cash sponsorship, about \$150 race registrations that skiers donated to the club

Expenses: \$200 cookie medals, \$50 miscellaneous supplies, \$1477 for awards/prizes we can use next year. Potentially \$300 Zone4 registration fees we paid and might not recover.

## 5.3 General Manager's Report

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Chelsea provided the following report:

- 4900 trail users this year so far
- 9 successful Ski Skool days and several cancelled or re-booked
- Trails closed at the moment due to very low snow and poor conditions. Will re-open when there is enough snow, there is some in the forecast before the weekend. Will need to start from scratch again with rollers and work our way up.
- Adventure lab event that was planned for February 11<sup>th</sup> has been cancelled due to low registration
- Masters clinic was a huge success with 24 participants and very positive feedback. Lots of ideas generated for future programming and lots of coach support for these ideas.
- Free snowshoe day with Pacific Sport was great, 110 snowshoers came out on January 28<sup>th</sup>
- The stuffie program was re-done and all new stuffies and maps are available
- Staffing was challenging this year, had two staff members quit just as operations picked up due to personal lives. Staff were quickly replaced with great new staff but it was a scramble.
- Opening and closing procedure manual being developed for future if there is GM turnover.

### Discussion

There was a brief discussion about how the club handles inquiries from members wanting to know if refunds or partial refunds are available in low-snow years that impact operations. The general thought is that the club incurs expenses in all seasons, and refunds aren't given for weather-related reasons. Dave suggested that the club should consider some early-season promotions to try to maintain membership following a poor season.

## 6.1 Board Business – Annual General Meeting

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### Discussion

Dave commented that the AGM \*should be held within 6 months of year end (year end is September 30<sup>th</sup>). There is a bit of wiggle room with this deadline.

A few dates for the AGM were discussed including March 11<sup>th</sup>, April 2<sup>nd</sup>, and April 8<sup>th</sup>. It was noted that spring break is the week of March 18<sup>th</sup> and March 25<sup>th</sup> and that Easter weekend is March 29<sup>th</sup> – April 1<sup>st</sup>.

Charlene commented that the AGM is typically held on a Monday, in-person, at the TCC.

The final decision is that the AGM will be held on April 8<sup>th</sup>, 7:00 – 9:00 PM and the OSC board meeting will be held virtually on April 2<sup>nd</sup>.

Rough agenda for the AGM: business; presentation of service award; board resignations, nominations, and elections. As President, Jen will chair the AGM up until near the end when resignations, nominations, and elections will take place with Chelsea as the General Manager presiding over the elections.

Action items:

- Book a room @ TCC for the AGM April 8<sup>th</sup> @ 7:00 – 9:00
- Chelsea to post the board nomination form
- Charlene offered to bring cake to the AGM
- AGM agenda to be fully developed at March board meeting.

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## **6.2 Board Business – Draft Travel and Expense Reimbursement Policy, OSC Policy #5.4**

Dave commented briefly that the new policy formalizes travel mileage rates, reimbursable expenses, and permissions. Please see separate file, [5.4 Travel and Expense Reimbursement Policy.docx](#).

**Moved/seconded** by Luc Guilherme/Erin Vieira that:

The draft Travel and Expense Reimbursement Policy be approved.

### **CARRIED**

Action items:

- Erin will re-circulate the policy with the meeting minutes
- Dave will send out a revised expense claim form template.

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## **6.3 Board Business – Tourism development grant proposal**

Chelsea reported that grant funding is available from PacifiCan (federal economic development agency); up to \$250K for tourism development for non-profit organizations. The grant program offers 65% project funding with the other 35% to be provided by the recipient. The application deadline is February 20<sup>th</sup>. Grant funds would need to be spent by winter 2026, giving the club two summers to work on the project.

Chelsea has reviewed the grant eligibility criteria and believes that the club is well positioned for this grant opportunity. She proposed that grant funds be used for trail maintenance including gravelling and levelling in key areas, as well as for purchasing a snow renovator. Chelsea said there is an excellent map done by Tim that illustrates where the 'problem areas' are on the trails that would benefit from maintenance. These trail improvements would allow the club to operate over a longer season and in adverse conditions. She suggested that the club go for \$250K. Chelsea has support letters from Tourism Kamloops and from the mine.

Discussion

Chelsea clarified that the maximum application is 65% of \$250K (\$162,500) with the club contributing 35% (\$87,500). She also clarified that in-kind contributions are helpful in the grant process but aren't part of the budget – it has to be a 35% cash contribution. Dave asked about the grant cash-flow – i.e., does the grant provide cash up front or is the club expected to front all the expenses? Chelsea clarified that it grant funds are distributed after the project is complete.

Chelsea suggested that a paid project manager be part of the project because the project management demands are too high for it to be led by a volunteer. Dave suggested setting up a project governance structure (i.e., roles for oversight and project management) and a clear schedule for deliverables and reporting.

Chelsea requested financial statements from Dave, as they are required in the grant application package.

**Moved/seconded** by Charlene Eden/Dave Hallinan that:

Chelsea be directed to apply to the Pacific Economic Development Canada Tourism Growth Program on behalf of OSC for a project up to \$250K for trail upgrades.

**CARRIED**

Action item:

- Dave to share financial statements with Chelsea in advance of the February 20<sup>th</sup> grant application deadline.

**Moved/seconded** by Dave Hallinan/Erin Vieira that:

The February 5<sup>th</sup> board meeting be adjourned.

**CARRIED**

The meeting adjourned at 8:10 pm.

**Next board meeting: March 4<sup>th</sup> 2024, 7:00 PM.**

DRAY