

MEETING MINUTES Overlander Ski Club

Date: Monday, January 9th, 2023
Time: 7:00PM
Location: Virtual



Attendees: Joan Bernard, Kailee Mortimer, Luc Guilherme, Dave Hallinan, Jen Stuart, Dana Manhard, Cheryl Beattie, Klaus Mey, Rich McCleary

Meeting started at 7:05 PM.

1.1 President's Report

Report:

Okanagan Cup January 15th.

- Currently 60 (as of Sunday evening) people registered including coaches. Lots of participants from Overlander.

Trails Committee meeting occurred on January 5th.

- I will share the notes once I receive them.
- I have attached the meeting minutes from the December meeting (provided at end of agenda)

2.1 Governance Report

Discussion:

- How do we create clarity for staff in terms of where the staff direction comes from?
- We should place prioritization will be around drafting new bylaws and developing a stronger and clearer governance structure.
- Governance Committee will review different processes in place and what makes the most sense in terms of next steps.
- Dave will reach out to members of governance committee for next meetings.
- Scope may be significantly challenging to manage.
- Designated staff member (senior leadership team – staff) could report to the board on behalf of the staff.
 - o What are the things the Board needs to know about from staff? To what extent should the board be involved in operations?
 - o Ensure staff are conveying information that Board really wants to know about.
- This will likely be a considerable change management exercise for staff and the Board.
- Board needs to create more clarity around roles for staff and Board members.
 - o If done correctly, opportunity for process to run more smoothly for both Trails committee and Board.

Report:

This past month, Dave, Tim, Kim Christianson and I had a meeting to discuss some of the key areas that need to be looked at around governance including organizational hierarchy, policies, procedures, communication, and finances. There is a lot of work to do and I am hoping at our next governance committee meeting, we will draft a timeline for some of the key issues including a new draft of the bylaws. It was evident to me at the meeting that there is agreement on the areas that need to be addressed and that everyone is on the same page with the basics of how to address them. Now we just need to formulate a plan for it.

Kim also offered to connect further with Dave, Tim and Chelsea to get some of the history and perspectives on the different areas of the club and to help pull out some key areas and work with us to draw up some key governance processes and procedures.

3.2 Registrar's Report

Discussion:

- Approximately 1,700 members last year, 1,600 year prior.
- If people are asking about transferring punch pass to season's pass, we could consider this request on a case-by-case basis.
- Developing strategic plan would support the club in determining what our overall goals are – would we like to focus on growing membership numbers or focus on making more money via punch passes?
- Joan will reach out to Chelsea on tracking number of people who are purchasing a second punch pass.
- More people are renting skate skis vs. classic.

Report:

1,405 members to date, including 40 snowshoers and 115 kids in ski development lessons.

3.4 Volunteer's Report

Discussion:

- Currently have approximately 10 volunteers for the Special Olympics event.

Report:

We are getting organized for the Special Olympics races Feb 3/4 and I'm working on getting that coordinated with volunteers (48 folks signed up with Zone 4 to help. I'm sure there will be quite a few that will end up declining) and key people such as Jen. still lots to get done.

5.3 Ski League Report

Discussion:

- Would be easier for the Ukranian group to come up to the club to try on the boots, skis, etc.
- If group isn't on the site at the club and using the equipment, this would be concerning in terms of our waiver and rental agreement.
- Don't want to give out skis off-site as we may not get them back, and we are unsure how they will be treated.
- Club is interested in promoting skiing, would like to look for ways to work with the group, but need to share our constraints for the rentals.
- Rentals are typically heavily rented out on Saturday morning, might be constrained to give the skis out at the time proposed.
- Option to charge the group for the rentals and put liability on them for the use of rentals (if being taken off site).
- Could potentially bus refugee group up to the club to support them in coming out to ski.
- Group could potentially be provided with voucher for day pass and rental at different time.
- If the group can arrange transportation up, we could better accommodate requests.

Motion by Jen to provide Ukranian refugee group with voucher for free rental, free day pass. Seconded by Klaus. No discussion. Motion passed.

Note that Dave did not participate discussion and abstained from the vote as he works for the City of Kamloops.

- If someone is registering for a ski race, is there some type of membership that this person would need to be covered under insurance?
 - o Separate license / fee was available in the past, but unsure if this is still available.

- Could have people sign same waiver as when they're purchasing a day pass.
- Dana will follow up with CCBC as well on this question.
- To avoid ski league kids, people may want to head over to Hoss rather than around the lake. Ticket booth members could also give people a heads up that this is occurring Saturday mornings.

Report:

I was asked by Hanneli Ladyman on behalf of the city to borrow some of our rentals on two days. From 9 to noon. They organized 2 days with the Ukrainian refugee group and other groups to come try their trails with some lesson as an intro to skiing with the understanding that the city had skis, boots and poles that they could use. It turns out the city staff had collected a mishmash of old used equipment. It turns out only 4 pairs would be usable. I will explain this request a bit further tomorrow. It sounds as if they would be willing to pay for the rentals although this would happen on Saturday Jan 28th and Feb 25th. Request is for +/- 10pair with mixed boot sizes.

Ski league is now fully under way for all groups. It has been a very different year with most of the kids showing up after xmas. Several ski league kids have received skate skis or classic skis as a rental to replace the gear they have arrived with. There are 11 skis for yearly rentals for the level 1 although this will likely be used going into next season. These skis are at the lodge with the rental fleet.

As the groups with ski league can be a bit large and ski etiquette is a bit slow with some of these groups, which we will work on. It may be worth reminding Saturday beginner rec skiers to head to the east trails in the morning if they want to avoid a flash mob of kids. We will try to keep them primarily in the right lane but it can be a bit like herding chickens at this point.

6.2 Agenda Items

1. Staff First Aid reimbursement policy (Francis)

- Many staff have more advanced first aid training. How can staff be supported in getting this training or recertifying as required?
 - Chelsea has proposed that staff could have half of the course cost paid for at the beginning of the season, other half of course cost could be paid at end of season to support staff retention.
 - If returning staff member, we could offer to pay for the recertification.
 - Chelsea is developing a policy on this that could be put into place after the Board reviews.
 - Higher levels of first aid training would likely be very helpful for staff and the safety of skiers.
 - How would we consider the issue of staff having this training already (costs not covered by OSC) vs staff being hired and receiving money for this training.
 - Consider how this might expand to other training courses.
 - Chelsea will come back to the board in the future with a proposal in terms of costs, share additional information on how this is an important skillset for staff to have. Board will review this before/during the February meeting.

2. Full time General Manager position (Stuart)

- a. **I think it would be great for Chelsea to attend the first part of the discussion so she can give her perspective on how that would work and then she can leave for any parts of the conversation the board would like to have without her.**
- Critical to have a year-round position which is connected to other activities the club does.
 - Continuity of projects over the summer and slower times
 - Policy development of staffing
 - Hiring plan in place, postings are sooner
 - Capacity for program development
 - Same person from year to year
 - Board planning and off-season projects
 - General maintenance, cleaning up, etc.
- Are there funding opportunities to support this increased salary?
- Many projects could be supported in the off-season. Critical to have projects (eg. Those above) supported in off-season when the club isn't busy.
- What would requirements be in terms of how often the staff member is at the club?
- This should be a salaried position.
- Position at Sovereign Lake is year-round, but very casual in the summer.
 - We could look at what other clubs do in terms of year-round positions.

- We have some time (before summer) to determine how the job profile would be updated, what the requirements of the role would be – this could be a role which begins in Summer of 2024.
 - At the end of the season, Chelsea could work to flush out what this role might look like and its scope.
 - o What do we want done, and how will we pay for it?
 - Need to ensure that we're not overstepping our bounds of our Provincial agreement – ensure we're doing summer activities which still relate to skiing.
 - Develop HR committee – put together terms of reference to understand what the scope of work is. Moving forward, use this information to understand if we would/would not like a full-time employee.
 - o Jen will reach out to Char and Tim to see if they'd like to help with this.
 - o Could also have a volunteer role which is filled by someone with HR experience.
- 3. Trails committee budget meeting (Stuart)**
- Previously discussed in Governance Section (2.1).
- 4. Annual Club Fundraiser (Stuart)**
- New sled could be an item for club fundraiser – proposed by Trails Committee.
 - o Cost of a new sled would be approximately \$18,000 - \$20,000.
 - Might want a second groomer in a few years time.
 - Bobcat or front-end loader for trail maintenance could be other items that we could fundraise for.
 - We need to put forward that we'd like to participate in the fundraising program in relatively short order – begins January 12th.
 - Additional pressure on snowmobiles this year – using the snowmobiles to pack down off-piste trails.
 - Jen will reach out to CCBC letting them know we will participate and will fundraise for a snowmobile.
- 5. Strategy for applying for grant funding (Beattie) – TOP OF AGENDA ITEMS FOR NEXT MEETING**
- 6. Discuss long-term planning and how we'd like to update and revise our "wishlist" - TOP OF AGENDA ITEMS FOR NEXT MEETING**
- a. Could have a strategic planning session in March or April facilitated by someone not from the Board or from the Trails Committee.

Meeting adjourned at 8:59PM.