



### OSC Board of Directors Meeting

Date:	Monday, January 10th, 2022
Time:	7:00 pm
Place:	Zoom Meeting

**Directors Present:** Luc Guilherme, Vesta Giles, Brad Smith, Tim Cole, Dave Hallinan, Joan Bernard, Dillon Stuart, Lee Card, Maureen Light, Dana Manhard, Kailee Mortimer

**Staff Present:** Chelsea Francis

**Regrets:** Rich McCleary

Meeting called to order at 7:03 PM.

### 1.1 President's Report

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#### **Discussion:**

- Trail name changes:
  - 67 responses thus far
  - Main responses include animals, plants, Indigenous names.
  - Contest to be completed on February 1<sup>st</sup>
- We received nearly \$400,000 worth of grants last year – great job Maureen and everyone who supported!
- Strategic planning session next Monday, January 17<sup>th</sup>.
  - Couple suggestions of Strategic planning topics/discussions have been received from members – Vesta will bring these forward for next meeting.
- Anyone who is not continuing with the Board next season should let Vesta know prior to the AGM.

#### **Report:**

##### **Trail Name Changes**

The Trail name changes have been generally well received although we've had a couple of emails protesting either the fact that we're doing it, or how we're doing it. Tim has been great at helping me deal with these comments. I just want to say how much I appreciate Tim and all of the Trails people who have been involved in the upgrades. It was a lot of work for them, but the club appreciates it.

##### **Grants**

I'm also very grateful for Maureen's tenacity and willingness to keep trying. All her work on the grants for the past few years have really paid off. In 2021 spearheaded the charge to bring in over \$400,000 for our various projects. This will but is in good stead for a few years and I'm hoping we can find someone to fill her shoes.

##### **Groomer Update**

There are delays getting a couple of parts out of Europe due to supply chain issues, and the factory in Granby, Quebec has been hit hard with COVID – over 25 staff are down with it. Prinoth has told us that the delay may mean a February instead of January delivery which I think is to be expected. They will keep us informed as it progresses. Once it is shipped from Quebec it will go to Calgary for the finishing touches, including adding our Logo. Chris tells me there are problems getting larger transport trucks for shipping so it will arrive in a few pieces and be assembled

here so a smaller transport can be used. Chris estimates it will take about half a day to get ready and then it will need to be tested.

### **50/50 Draw**

We are participating in CCBC's 50/50 draw. The proceeds from our club purchases will go toward our race teams and their travel expenses. Information is attached. We need to encourage people to buy tickets. *(Information included at end of agenda)*

### **Strategic Plan**

We need to put our heads toward the strategic planning session for next week. I've already received an email from Clayton Whitman regarding his wishes for the planning session, which include us starting a Biathlon program this spring and running a Loppett as well as increasing promotion of our Skill Development Program. It would be good if Dana or Dillon could communicate with him about our programs and we can discuss his other requests at next week's planning session. He is the only person I've heard from with a wish list.

## **3.1 Publicity Report**

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### **Discussion:**

- Note that Survey Monkey is expensive for releasing surveys – we will use Microsoft Forms for the contest.
- Video went very well, will be a great, light video that gets points across.

### **Report:**

#### **Trail Name Contest**

Oops! I messed up when I started the survey for the trail names on Survey Monkey. I misread their terms and it turns out it would cost us \$1000 per year. I didn't like that idea, so I cancelled that survey and started another one with Microsoft forms. We have 60 responses so far and people seem really enthused about the process.

#### **Email List**

We have been using Cyber Impact for our emails, but we were on the cusp of jumping up to a different pricing level (it goes by subscriber numbers) and I decided to go with Constant Contact instead. We are a little over 2400 subscribers and the prices generally go up at 2500. Constant Contact is easy to use and has added features like surveys and other things we can use. The price is basically what we would have been paying with Cyber Impact with the added bonus that they will take a yearly payment instead of me having to use my credit card monthly.

#### **Video**

We are filming the etiquette video on Sunday so I'm hoping it will be done in a week or so. The script is fun and Chelsea and Michael are going to be our skiers which should work out well.

## **3.2 Registrar's Report**

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### **Discussion:**

- We are up by 2 more members as of today, now at 1,696 members.
- 17 passes were purchased using the discounts for Logan Lake.
- Glitch experienced with Zone 4 – impacted sending out family passes.
  - Joan figured out work around, everything has been worked out.
- Any idea if CCBC looking to do something other than Zone 4?
  - Likely not. CCBC would need to be aware of issues with Zone 4.
  - Zone 4 is not very user friendly for members.
  - Could draft a letter, include other clubs to outline issues with Zone 4. Perhaps this would be significant enough to get attention of governing bodies?
    - Vesta will reach out to other clubs and see if they've had similar issues with Zone 4.

### **Report:**

1694 people registered as of Sunday January 9, 2022.

Will we break 1700 by year end??

This includes 17 memberships with no season pass. Our 8 staff members are registered here so they are covered by OSC/CCBC insurance.

**Family passes:** 388 members

**Individual passes (ski+snowshoe combined):** (1246 total)

- 233 Seniors
- 788 Adults
- 58 Students
- 31 Juniors
- 68 Child passes
- 68 Parents

**Snowshoe ONLY season passes:** 38 (12 seniors, 25 adults, 1 child)

**Logan Lake 50% Discounted Passes:** 17 (including 3 families)

**Ski Development:** 121 registered (record high!)

#### 4.1 Ways and Means Report

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##### **Discussion:**

- Thanks to everyone for helping on grant applications! Congratulations!
- The gaming grant information can become public on January 28<sup>th</sup>.
- Maureen with put list of upcoming grants together for new person taking over Ways and Means position.
- Maureen and Vesta will put together information for “posting” for new Ways and Means person.

##### **Report:**

“We got the grant!” Thanks to all who helped!

#### 5.1 Treasurers Report

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##### **Discussion:**

- Dave has been working to get head wrapped around last year’s financial statements.
- Shopify is not set up properly to distinguish between types of rentals (ski vs. snowshoe).
  - Both snowshoe and ski equipment roll up into a single number.
  - This needs to be changed somehow to properly account for rentals of each.
- Bank clearing is out of balance by approximately \$5,000.
  - Dave has additional follow ups to people who could provide information on various transactions.
- Revenues and the collection of various cheques lack back-up information, making it difficult to know what the funds were / are for. Eg. Dave isn’t sure of who all the coaches, groomers, etc. are – anyone could be submitting fraudulent claims and it would be difficult to know.
- Dave has drafted a financial policy for review and input.
  - This is a challenge from a financial controls perspective – eg. Dave doesn’t know who’s grooming, who is submitting expenses. We need to have internal controls to ensure there isn’t risk of fraud (either intentional or unintentional).
  - Any feedback on the policy?
    - Critical to have this policy as it’s important to streamline costs, ensure expenditures are clear to Dave and authorized by the club.
    - Not looking for approval at this meeting, but will likely look to have the policy approved by the Board next meeting. Please provide feedback before then.
- Our current bank doesn’t have online banking for corporate. Very difficult to change signatories. Dave will look to change banks.
  - Dave to develop wish list for our banking needs, likely with Lee and Chelsea.
  - Could look to have non-profit corporate credit card at the new bank.

- Not inclined to change the bank over the season. Will look to change in the summer, prior to September.
- Accountant looking to standardize rates to \$35.00/hr to align with typical rates.
- Trails committee would like to discuss with Dave (off-line) about trails expenditures.
- Asset management replacement forecast review could be completed, upcoming trails-related costs could be reviewed as part of the asset management replacement forecast. Extending Roy's contract a bit longer could allow him to support with this work.
  - We have videos of all assets/machinery which were taken during the fires last year.

**Report:**

**2021 – 2022 Approved Budget**

Via email the board approved a budget for the current operating period. *(Included at end of agenda)*

As changes occur over the course of the year a motion should be provide to update the approved budget, this would apply to the known receipt of grants or unplanned for expenditures.

Over the next couple of months, I'll be developing some templates for the creation of the budget for the 2022 -2023 financial plan. The overall budget will focus on two components, the operating plan and the capital plan.

The operating budget will need to look at that the expected costs to operate the club for the next ski season will be including staffing levels, impact of volunteers, ski programs and membership rats.

The capital plan will look to determine what is required to support the asset management plan for the organization along with the introduction of new assets.

**2020 – 2021 Financial Statement Preparation**

Overall focus the past couple of months is finalizing the 2020 – 2021 Financial Statement in order to present these to the public accounting firm for tax filing.

Issues that have been encountered included:

- Shopify is not set up properly to distinguish between types of rentals, both snowshoe and ski equipment roll up into a single number and this will be to be corrected
- Bank clearing is out of balance by approximately \$5,000 – it appears to be related to transactions fees either from credit cards or Shopify
- Revenues and the collection of various cheques lack supporting back up making it difficult to know what the funds were / are for

**Financial Policy Development**

Draft provided for board inputs *(included at end of agenda)* – Many expenditures undertaking by either staff or volunteers and are submitted for payment are unable to be validated by the treasurer. For example - Groomers submit expense claims directly to the treasurer – as the treasurer I do not know who performed grooming on any day and am unable to know if the claim is accurate or valid.

Appropriate oversight and approvals are needed prior to expenses and payroll being submitted for payment.

**Bank Wish List**

My overall feeling is that the services being provided by HSBC are lacking. They are unable to provide online access, a local representative or even multiple locations for access and availability.

Between now and the end of season I'll develop a list of services or wants and look to provide a recommendation for the board to select and then develop and implement a transition plan to a new bank over the summer months.

**Bookkeeping Services**

Pioneer Bookkeeping Services have indicated that there will be an increase in their hourly rate moving to \$35.00 which is their standard rate for all other clients. This rate is reasonable for the services that are provided and the additional support that the vendor provides to the club.

## 5.2 Trails Report

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### **Discussion:**

- Trails committee layout looks good, can be refined as needed during next meeting.
- Off-piste trails are open, getting used by members. We have received good feedback on these trails thus far.
  - Options for managing these trails are numerous, but we will leave them unmaintained unless we decide otherwise.
  - We may not have the capacity to perform a rescue on these trails. Could be difficult to rescue a member who needs help on these trails.
    - Trails could be accessed by snowshoe fairly easily. All staff will have training to perform a rescue on these trails.
    - Trails can be re-set with snowmobile after a period of time (approximately 2-4 times per season) to have some sort of snow base on the trails.
    - Could add trail / kilometer markers on the trails for people to know where they are, could tell staff their location based on the markers if they are in need of a rescue.
    - Performing scenario rescues may be a good idea for staff to gain knowledge, confidence at some point in the season.
  - We should include a notice that members may be on their own or be waiting for an extended period of time for a rescue on the off-piste trails. Signs should be big and blatant, perhaps at the beginning of each trail.
- Snowshoe trails are open, we have received great feedback.

### **Report:**

#### **A Proposal for Trails Committee Organization**

The OSC Board is concerned that clear responsibilities are not identified, particularly in relation to managing staff. The Committee met last week to discuss the organization and have agreed with a proposed structure.

**Committee Chair: Tim Cole.** Tim will also coordinate reporting to Board meetings

**Meeting Chair/Secretary:** Alan Vyse responsible for minutes, customer tracking and reporting

#### **Responsibilities of Board Members on Committee:**

**Trails Manager/Staff:** Lee Card, Chelsea Francis will serve as back up when available

**Facilities and Equipment:** Luc Guilherme

**Trails and Grooming:** Tim Cole

#### **Responsibilities of other Committee members:**

**Trail Volunteers:** Klaus Mey

**Machine Maintenance:** Chris Jones

**Promotion:** Chelsea Francis

Lee Card will be responsible for signing off on Trail Manager's timesheets. Tim Cole will be secondary if Lee is not available.

For reporting to the board, the board members on the committee can each present any items/issues within their responsibilities to the board, however they should brief each other prior to the board meeting so that they are all aware of the Trails items to be discussed. Tim will coordinate discussions.

#### **Off Piste Trails:**

The trails are now open, temporarily marked and signed.

It was agreed that the management intent of the new Off-Piste Trails is for them to be left un-groomed. There are many ideas and options for managing them which can enhance the members' experiences at Stake Lake, however any proposed changes for the trails needs to be discussed with the Trails Committee prior to anything being done on them.

#### **Snowshoe Trails:**

The three new trails are marked, temporarily signed and opened. Still one more trail (Overlander Trail) to be finished.

## 5.3 Ski League

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### **Discussion:**

- Record year – 121 athletes! Many happy kids on the trails.
- Thursday nights and Saturday mornings will be busy with skiers.
- A few more coaches would be beneficial, could have additional skiers in the program with more coaches.
  - Could include considerations as to how we will build the coaching roster in coming years during strategic planning meeting.
- Chloe is doing a great job in the Ski League Coordinator position.

**Report:**

We have officially started the season this week. Well almost, yesterdays Frigid morning temperatures had the bunnies cancel. As Joan mentioned in her report, we have 121 athletes registered this year, a new record. As pit fall of this is the parking lot / booth will be really busy Saturdays at 1030am and Thursdays at 630pm.

We are still short a couple of coaches, so I would like to run another call for coaches in the next newsletter and social media. It would be great to find coaches to help out with a rec program / lessons on Saturday that would be focused on just going for a ski and exploring (Did someone say Off piste?).

To put a bug in everyone's ear for our strategic planning session, if we want to grow the Ski League Program, we might want to think about paying coaches (perhaps University students?) or having a requirement that Parents must volunteer a set amount of hours or pay extra. We also should host some official coaching training at OSC next fall, to encourage more folks to become coaches. The number of coaches is our current limiting factor to expanding the program. We could easily support 200 athletes with the right structures in place.

Chloe has been hired at the Ski League Coordinator and is doing a tremendous job managing the program.

We have had a few coaches take coaching training in other communities. Dave - We should see some requests for reimbursements coming in. From the Coaches, to Chloe, to Me to you.

**5.4 Operations/Programs**

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**Discussion:**

- New booking platform for lessons is working very well.
- Need to determine method of compensation for ski instructors.
  - Instructors to be paid as contractors to the club.
  - Hours should be approved by someone. Chelsea can see the number of hours instructors are teaching, can approve hours.
- Should have this information in writing somewhere, some type of document/agreement with instructors from contractual perspective.
  - Include performance review, terms of dismissal in this document.
  - Chelsea to draft document outlining this, will send Dave and Brad the document for review.
- Individual looking to run snowshoe tours on the trails. How should we proceed with this?
  - Nothing in it for the club – individuals would pay for use of the trails, potentially snowshoe rentals.
  - Would need insurance with us named on it, agreement to guide on Crown Land through Rec Sites and Trails. Vesta will direct her to do this.

**Report:**

**Adult Lessons**

Lisa and Roy D have been Instructing, have taught about 15 lessons so far with great reviews from people. New booking platform is working wonderfully, the feedback so far has been that it was very easy to navigate and book with. We had a coaches training session on the platform last week and everyone is up to speed. Serena plans to open some lesson spots this month, as does Dana.

**Ski S'Kool**

I have been in communication with the school board and many teachers since the restrictions changed, we have the greenlight to run ski S'Kool so far. Monday through Friday classes will be coming up to ski and snowshoe unless something else changes.

**5.5 Junior Development**

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**Discussion:**

- Training, coaching courses / fees, bunny skis should be added to Dana's budget.
- Grant money towards kids programs (junior development) needs to be spent by the end of this year.
- Travel expenses for race team will be supported by money from recent fundraiser.
  - Waxed 76 pairs of skis, raised just shy of \$2,000.
  - Will try to do another fundraiser February 5<sup>th</sup> (potentially). Could put additional advertisements in the newsletter, social media.
- There will be money in the 50/50 draw as well.
  - These funds should be used to accommodate bunnies, purchase full set of bunny gear.
- Dana to provide Dave information about jacket costs. Need number of jackets, pants, etc., sizes don't matter.

**Report:**

I have put together a budget for ski league (*included at end of agenda*). It results in a bit of a surplus based on the wants which leaves a good amount to be used toward a roller.

We had a fundraiser that raised almost \$2000 over the weekend. The goal of this was to raise funds to help JD travel and racing costs as well as to provide a needed club service. This is still being worked on how best to allocate this to the athletes that need this, but this will be worked out within the coaches group over the next few weeks. It is a budget item based on agreements for national reimbursements etc from the past, but we would like to expand this to more events this year based on fundraising and general need. Based on the need and overall education on ski care for the club we will try to plan another later.

Other topics include of course off piste and adult lessons.

**6.2 Action List / New Agenda Items**

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Action	Responsibility
Approve December meeting minutes	All
Strategic planning prep/discussion (January 17 <sup>th</sup> meeting)	All
Updating Terms and References	Giles + Additional Volunteers

**Motion by Maureen to approve December meeting minutes. Luc seconds. No discussion. Motion passed.**

Chelsea, Lee, Dave, Vesta, Brad will work to update Terms and References.

**7.1 Other/New Business**

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**No additional discussion regarding new business, previously discussed in other sections.**

**Lessons:**

- Return incentives
- Paying instructors

**Off-Piste and Snowshoe Trails:**

- Need for additional equipment or plans if we need to evacuate someone from those trails?
  - We have adequate equipment to do an evac if needed.
- Main concern is the training and comfort of the staff using the gear and effecting the rescue.

**Strategic Planning Meeting:**

- Strategic planning meeting will focus on updating our old strategic plan, setting new goals and considering the impacts of growth in our club.
- Not just wish list, but a plan for equipment, daylodge, etc.
- What is the plan, what are the elements we need to do to accomplish that plan?

Meeting concluded at 8:48PM.  
Minutes recorded by Kailee Mortimer.



## Cross Country BC online 50/50 Raffle information.

**WEBSITE (when live):** <https://xcskibc.rafflenexus.com>

### **IMPORTANT DATES:**

Sale dates: January 3, 2022 – 11:59pm, February 28, 2022

Online tickets sale **deadline:** Monday, 11:59pm, February 28, 2022

Paper tickets sale **deadline:** Friday, 11:59pm, February 18, 2022

Draw date: March 2, 2022, between 10:00am and 1:00pm

### **TICKET PACKS (Online & paper):**

3-Ticket Pack for \$10

10-Ticket Pack for \$20

50-Ticket Pack for \$50

150-Ticket Pack for \$100

### **PAPER TICKETS (optional):**

- Paper ticket sales deadline: Friday, 11:59pm, February 18, 2022.
- Available upon request:
  - Can be purchased in books of ten.
  - You do not need to purchase all sets. Eg: if you would only like to purchase only the 3 for \$10 booklets that is ok.
- Ticket information must be uploaded to the online system: the club can upload the information or have CCBC do this. This will be determined at time of request for paper tickets.
- Tickets and funds must be submitted weekly to ensure information can be entered and kept up-to-date. Transferring of funds will be determined at time of request for paper tickets.
- Tickets sold & unsold **must be** mailed to CCBC. In the interim they can be sent electronically. BC Gaming requires CCBC to retain the paper copies.
- All tickets (sold & unsold) and funds should be received at the CCBC office by Friday, February 25, 2022. The sold & unsold tickets can be sent electronically as they may not be received by this date due to delivery time delays.
- Ticket numbers will be assigned to your club at time of order and therefore your club will get the credit for selling those tickets.

### **ONLINE TICKETS:**

- Online tickets sale **deadline:** Monday, 11:59pm, February 28, 2022.
- When selling ensure the club to be supported is selected from the dropdown menu. This will be a mandatory field. There will be an option to select Cross Country BC in the event someone would like to support the provincial programs.
- Ticket numbers will be automatically generated and associated with the club selected at time of purchase.





Cross Country BC

### CLUB INFORMATION SUMMARY:

- There is only one 50/50 draw. The winner will receive 50% of the total of tickets sold.
- Of the remaining 50% the club will receive the **net** proceeds of tickets sold by that club.
  - Fees: Raffle Nexus charges \$0.10 for each \$1.00 (10%)
  - Bank fees: 2.4% + \$0.08 per transaction for Visa/Master Card  
2.8% + \$0.08 per transaction for American Express
- Transferring of funds for paper tickets and printing the paper tickets will be determined at time of request.
- You can run a hybrid system using both online and paper, or just online or just paper tickets. It's what will work best for your club.
- Paper ticket information and funds should be submitted weekly to ensure we are up-to-date. This can be finalized at time of request for tickets.
- Online tickets sale **deadline:** Monday, 11:59pm, February 28, 2022
- Paper tickets sale **deadline:** Friday, 11:59pm, February 18, 2022
- All paper tickets & funds should be received at the CCBC office by Friday, February 25, 2022. Transferring of funds will be determined at time of request for paper tickets. Tickets can be sent in electronically in the interim. I would recommend doing this weekly regardless. Tickets sold/unsold must be mailed to CCBC as it is a requirement of BC Gaming for CCBC to retain the paper copies.

### GENERAL INFORMATION:

- There is only the one 50/50 draw.
- Tickets may be sold and purchased only in British Columbia.
- Ticket purchasers must be 19 years of age or older.
- No tickets will be purchased by the Board of Directors of the Cross Country B.C. or employees involved with the conduct and management of the ticket raffle.

## Overlander Ski Club 2021-22 Budget

	Overall Base Budget	Adult Program	Youth Programs
<b>REVENUE</b>			
<b>STAKE LAKE TRAILS REVENUE</b>			
4020 Trail Revenue	225,000	177,750	47,250
4025 Snow Shoe Rentals	10,000	7,900	2,100
4030 Snow Shoe Revenue		-	-
4040 Ski Equipment Rental (HST)	45,000	35,550	9,450
4050 Equipment Maint -= Volunteers		-	-
4060 Trail Setting - Volunteers		-	-
4070 Trail Maint. - Volunteers		-	-
4071 Volunteer - Rev (estimated)		-	-
<b>TOTAL STAKE LAKE TRIALS REV</b>	<b>280,000</b>	<b>221,200</b>	<b>58,800</b>
<b>OVERLANDER SKI CLUB REVENUE</b>			
4120 Memberships Revenue	39,000	30,810	8,190
4200 Adult & Other Lessons	6,000	4,740	1,260
4220 Jackrabbits	9,000	-	9,000
4240 Junior Development	500	-	500
4270 Ski School Package		-	-
4300 Bank Interest Earnings	100	79	21
4301 B of M Interest - Gaming		-	-
4305 Coach Grant Pacific Sport	5,000	-	5,000
4309 Merchandise Sales	1,000	790	210
4600 Misc Income		-	-
4610 Grants - Capital		-	-
4620 Grants - Youth Programs Pacific Sport		-	-
- Youth Programs Gaming	17,500	-	17,500
- Adult Programs Gaming		-	-
4840 Donations - General		-	-
4850 Zone 4 Race Revenue		-	-
4855 Ski Swap		-	-
4860 Masters		-	-
4865 Volunteers (estimated)	50,000	39,500	10,500
4996 Amort of Deferred Capital Contributions		-	-
<b>TOTAL OVERLANDER SKI CLUB REVENUE</b>	<b>128,100</b>	<b>75,919</b>	<b>52,181</b>
<b>TOTAL REVENUE</b>	<b>408,100</b>	<b>297,119</b>	<b>110,981</b>
<b>EXPENSE</b>			
<b>STAKE LAKE EXPENSES</b>			
5045 Cash Short/Over @ Hut		-	-
5050 BC Hydro	5,000	3,950	1,050
5060 Telus 250-372-5514 Snow Phone	2,500	1,975	525
5070 Depreciation (estimated)	37,000	29,230	7,770
5080 Building R & M	5,000	3,950	1,050
5085 Building Supplies	2,500	1,975	525
5087 Other Supplies	2,000	1,580	420
5090 Equipment Parts	1,500	1,185	315
5100 Equipment Tools	1,500	1,185	315
5110 Equipment General Supplies	1,000	790	210
5120 Equipment R & M	2,500	1,975	525
5140 Insurance	13,000	10,270	2,730
5150 Ski Rental Equipment (Cap)		-	-
5160 Snowshoe Rental Equipment (Cap)		-	-
5200 Planning & Studies		-	-
5260 Cell Phone 250-3190	500	395	105

5280 Signage	2,000	1,580	420
5300 Freight		-	-
5310 Snow Removal	7,500	5,925	1,575
5320 Ticket Booth Supplies	2,500	1,975	525
5410 Fuel	9,000	7,110	1,890
5430 Tracksetting Travel	8,000	6,320	1,680
5440 Trails Maintenance	10,000	7,900	2,100
5475 Volunteer - Equipment Maint		-	-
5478 Volunteer - Track Setting (estimated)	20,000	15,800	4,200
5479 Volunteer = Trail Maint		-	-
5500 Wages	90,000	71,100	18,900
5510 EI	2,000	1,580	420
5520 CPP	4,000	3,160	840
5530 WCB	1,000	790	210
#### Staff Training	2,000	1,580	420
5535 Gain-Loss on Disposal of Eqpt		-	-
5540 Bookkeeping	2,500	1,975	525
#### Contribution to Reserve(s)	20,000	15,800	4,200
<b>TOTAL STAKE LAKE TRAILS EXP</b>	<b>254,500</b>	<b>201,055</b>	<b>53,445</b>

**OVERLANDER SKI CLUB EXPENSES**

5600 Advertising & Promotions	5,000	3,950	1,050
5605 Accounting & Legal Fees	3,500	2,765	735
5610 Bank Service Charges	600	474	126
#### Non Deductable Interest		-	-
5700 CCBC Licenses	29,000	22,910	6,090
5740 CCBC Registration	8,000	6,320	1,680
5750 Coach	11,000	-	11,000
5780 Donations	500	395	105
5800 Jack Rabbit Program		-	-
5820 JD Program	8,000	-	8,000
5825 JD Fundraising		-	-
5832 Misc Race Expenses		-	-
5840 Rentals	1,500	1,185	315
5845 Banquets and Food		-	-
5850 Online Payment Fees	4,800	3,792	1,008
5855 GBL Merch Fee - Debit machine	1,000	790	210
5860 Office Supplies	1,000	790	210
5870 PO Box Rental Exp	200	158	42
5875 Misc / Other	1,000	790	210
5880 Postage	100	79	21
#### Mech for ReSale	5,000	3,950	1,050
5883 Printing & Publications	1,000	790	210
5950 Ski Swap		-	-
5965 Social Events		-	-
5967 Software	1,000	790	210
5970 Training - Instructors	1,000	790	210
5975 Training - other	1,500	1,185	315
5980 Travel - Training	500	395	105
5989 Suspense		-	-
???? Volunteers (estimated)	50,000	39,500	10,500
5991 Masters		-	-
<b>TOTAL OVERLANDER SKI CLUB EXPENSES</b>	<b>135,200</b>	<b>91,798</b>	<b>43,402</b>
<b>TOTAL EXPENSE</b>	<b>389,700</b>	<b>292,853</b>	<b>96,847</b>
<b>NET INCOME</b>	<b>18,400</b>	<b>4,266</b>	<b>14,134</b>

Financial Policy - 001	
Expenditure Authorization Policy	Effective Date: 2022 January 01

**Purpose:**

This policy applies to the staff and volunteers of the Overlander Ski Club by creating a level of financial internal controls by providing the appropriate level of oversight and approval of organization expenditures.

**Roles and Responsibilities:**

**Treasurer** – The treasurer is responsible for the following:

- Develop and publish a calendar of payment and payroll process deadlines
- To approve any expenditures as authorized by the board of directors
- To review and reconcile, if required, all approved submitted expense and where necessary apply the correct account coding or grant tracking information

**Members of the board** - Members of the board are responsible for the following:


- Authorize and approve expenditures within their approved budgets

**Trails Committee Chair** – The chair of the Trails Committee (or designate) is responsible for the following:

- Approval of the Trails Managers bi-weekly timesheet and related expenses prior to submission for reimbursement
- Review and approval of all expense claims made by members of the trails committee including, but not limited to:
  - Tracksetting travel
  - Machine Shop equipment, supplies and travel
  - Trail maintenance and related work provided by the trails committee for the maintaining or installing of required infrastructure.

**Trails Manager** – The Trails Manager is responsible for the timely review and approval of the following:

- All staff timesheets prior to submission for payroll processing and submitting per the published calendar
- All expenses related to staff training or travel all expenditures incurred by the staff of the operations. The Trails Manager’s delegation of authority is up to \$2,500 directly related to the day-to-day operations of the ski trail operations.

Financial Policy - 001	
Expenditure Authorization Policy	Effective Date: 2022 January 01

**Special Projects** – At times the club will undertake a special project, for example: building of the washrooms, during these types of projects, a board director or lead volunteer will be assigned responsibility to review and approve all associated expenditures until completion.

### Engagement with Vendors

Periodical Overlander Ski Club volunteers and staff as required to engage with business in the securing of good and supplies for the ongoing operation. When vendors are engaged, and an account is established, the club contact information is to be provided including:

- Complete mailing address
- [Treasurer@overlanderskiclub.com](mailto:Treasurer@overlanderskiclub.com) email address
- Name of person initiating the establishment of the account

### Use of Personal financial instruments

Staff and volunteers shouldn't use their own personal financial instrument (credit cards or accounts under their own name or business) except in very limited and pre-approved situations.

In this situation, an expense claim MUST be provided with 10 days of the invoice payment to allow for proper approval and cheque processing time. If these requirements are not met, then the expense claim, once approved will be processed on the next scheduled cheque run.

Overlander Ski Club will not pay interest on personal credit cards.

**2021-22 Ski League Budget**

Yearly Expenses	budget		revenue
zone 4 fees	1050	ski league participants	121 11050
<b>Coach expenses (Pacific Sport)</b>	<b>7000</b>	<b>Pacific Sport grant</b>	<b>5000</b>
Coaching course expenses	2000		
Ski League Coordinator	1600	Gaming Grant	17500
Misc. Supplies(props gear)	500	Fundraising	2000
Waxing supplies	4000		
jackets for coaches	1500		
student driver fuel	1000		
student coach honorarium	400		
Race fee reimbursement	3000		
Team Snap	700		
Travel expenses for race team to Nationals Norams, Westerns etc.	4000		
<b>rollerskis/bindings</b>	<b>3904.02</b>	<b>CCBC/ Kal Tire grant</b>	<b>1200</b>
Bunny ski 20-30 sets			
	<b>30654.02</b>		<b>36750</b>

**funds spent or guaranteed**

(\$3000 must be spent by ski skool coaches or returned to coach expense to meet Sport Grant of \$5000 matching Pacific Sport)  
for rollerski purchase for 2021 fall

Gaming Grant-	coach expense to match Pacific Sport	5000
	Waxing supplies	2000
	coaching course expenses	2000
	rollerski expenses after CCBC Grant	2704.02
		11704.02