



OSC Board of Directors Meeting

Date:	Monday, June 7th, 2021
Time:	7:00 pm
Place:	Zoom Meeting

Directors Present: Vesta Giles, Maureen Light, Joan Bernard, David Hallinan, Lee Card, Dillon Stuart, Tim Cole, Dana Manhard, Mike Duck, Kailee Mortimer, Brad Smith, Rich McCleary

Regrets: Luc Guilherme, Chelsea Francis (Staff)

Meeting called to order at 7:04 PM.

Discussion - President's Report:

Groomer:

- Luc is meeting with Sovereign to see their groomer. He will provide the information in the report about the groomer and other choices afterwards.
- We don't have a full update on the groomer as of yet but are getting close. We're meeting in Revelstoke to look at the Prinoth groomer on Thursday.
- Once both groomers are looked at, we will confirm the funding (cash vs. loan amounts) afterwards.
- We could receive the groomer 16 weeks from when it's ordered.

- Do we have a plan for what will be done with the old groomer?
 - Options will be part of the report for all to review.
 - Questions for consideration:
 - Could run two for one winter?
 - Could we house two?
 - Yes, two could be kept in the machine shed.
 - Is it worth it to keep two machines running?
 - Could we see how much we could sell the groomer for?
 - Lack of parts availability is a major reason why clubs may not want to buy it.
 - We may be able to sell the old groomer on an online auction site for heavy machinery.

- Information on all options will be provided in the report.

New Treasurer:

- Mike will be providing a description to add to the newsletter and social media.
- We will also share the treasurer posting information on our social media pages.

President's Report:

CCBC AGM

The CCBC AGM went really well and there was a lot of sharing amongst clubs on a variety of topics. Wannas has organized zoom meetings on various topics every two weeks. Last week it was about retaining new members. The consensus among the 20+ clubs that attended was keeping people informed via newsletters and social media and putting effort into making new members feel welcome and part of the club. I'll let people know about the upcoming zoom meetings as some of them focus on grooming, fundraising for facilities, etc.

Sovereign is planning a Groomer Symposium in the fall. They had hoped to do this a few years ago but couldn't. They are also working on risk assessment plans and are planning on holding a first aid course for staff and invited staff from other clubs so if we wanted to send our staff it could be a good thing.

Search for a new treasurer

I'm just waiting for Mike to get the revised description back to me and I'll put it in a newsletter and on Facebook.

Quest for a new groomer

We are making great progress on this, and the last elements will be visits by Chris and Luc to Sovereign on Monday to talk about the Piston Bully machines and a visit to Revelstoke on the 10th to talk about the Prinoth machines. We should have a full recommendation to the board before the next meeting so we can make a decision at the next meeting or possibly / hopefully a special meeting in July to deal with purchasing a groomer so we can receive the new one earlier.

Summer tasks

- Website
- Volunteer orientation / conduct package
- Staffing manual
- Updated policies and procedures
- Creating a comprehensive survey for members
- Updating the strategic plan
- Plans for a new day lodge

Discussion – Publicity Report:

Website:

- Everyone with sections on the website should make an effort to reduce the information that's on there.
- We should try and cut down on the number of different sections and topics for the future website.
- Should try to have minimal words, nice photos, nice videos.
- New website needs to be more functional.
- There are no issues with using links to other websites. Could include links to provincial, national websites.
- We could build in a section for different areas of the club. E.g., Ski league could have a section where they could update their own information without affecting other areas of the website.
- A detailed report was completed which outlined some key changes which could be made to the website.
- Lee hasn't heard anything else from the website company.
 - They could re-do the website for approximately \$1,000.
 - They shared some screenshots to show how the information could be presented easily and quickly for those on mobile devices.

Newsletter:

- If anyone has information to add, they should send it to Vesta.

Publicity Report:

Website

I talked to the original company who created the current site, and they think there are small changes that can be made to the back end to improve access and functionality for staff without starting from scratch. They said this could be done for under \$1000 which would include creating an accessible site for the kids' programs so coaches could update without affecting the rest of the site, improving the mobile menu, creating a training video for staff. He was going to contact Lee to see exactly what the problem they were having with updates and tech support was. I haven't heard back about this. We need to spend some time condensing our information – no long paragraphs (or paragraphs), create a new member area, make all the information brief and easy to follow, make everything easy to find. WE need to rethink what information we need to have on the site and where it needs to be. That will be a task for one group this summer but each area that has information on the site will need to take a hard look at it and make it more functional.

Newsletter

I'm hoping to put out a short newsletter this week. Let me know if you have anything for it. I'm just waiting for the Treasurer position piece.

Discussion – Ways and Means:

- We are in the Kamloops 50/50 draw. We should promote this in the newsletter, social media, etc. All the promotion for the draw is online.
- The BC Community Gaming grant was submitted.
- Everything with the bank is signed and completed.

Ways and Means Report:

Working on Capital Projects grant. Submitted all necessary documentation, pre application.

Submitted Community BC Gaming grant.

Working with Tim and Vesta on TOTA grant preparation.

Thanks to Mike for signatures; Dillon and Dana for helping define Community Gaming wants.

Discussion – Strategic Plan:

- Survey committee (survey will inform strategic plan) will include:
 - Maureen
 - Mike
 - Chelsea
 - Vesta
- Many directions of where the survey could go. What should we focus on or look to gain from the survey?
 - Outside sources: Jason Ladyman had some simple questions and good ideas for the survey.
 - Survey will be about the overall direction of the club.
 - How should we move ahead?
 - How do we plan on using the day lodge?
 - Do we want a new day lodge?
 - What else could be done with some money / funding?
 - Important to include information about why people are participating in various sports (skiing / snowshoeing). What matters to people for each of these sports?
- Tim will talk to Jason regarding questions related to grooming.
- Once you've completed questions related to your area, submit them to Maureen.
- Once the survey is completed, we will work on the strategic plan.
 - The survey committee will meet and work to develop the survey.

Discussion - Treasurer's Report:

- Figured out the signatories at BMO. Something similar needs to be done at HSBC.
- Vesta can head the committee to search for a new bank, but would like some people to assist.
 - Leaning towards smaller banks or credit unions in the community.
 - Maureen will help to search for new banks.
 - Would like to complete the search by September (approximately).
 - Can compare various banks and make the decision. Club should be moved online financially.
- Groomer: Buffer after purchase would be approximately \$114,000. We could put \$350,000 down on the groomer and still have a buffer of \$114,000.

Discussion - Trails Committee:

Disc Golf:

- Proposal from disc golf club to put a course at Stake Lake. We will reach out to them to see where the course will go.
 - Many people use Cartwheel to walk dogs. There could potentially be conflicts between disc golfers and walkers, but the final decisions will be up to Rec Sites and trails.
 - The group has been looking for a new site as they're looking to expand from the 2 courses in town. Seeking a tournament-style type of course.
 - Haven't specified where the course would go.
 - Concerned about long-term plan. We will want to ensure that this doesn't interfere with future plans for developments, trails, etc.
 - Rec Sites will be receptive to any comments or feedback from us.
 - The southwest part of the lake (near the stadium to the shop) might not be the best area for the course. Attracting more people to the region near the shop may be a bad idea, particularly after the break in last summer.
 - Area near Lodgepole might be suitable, the dog trail may work as well. Tim will see what the group proposes and will share with the board.

General Discussion:

- Planning to do the lighting upgrades and trail construction in the last 3 weeks of September.
- Proposal to build mountain bike trails in the area has come up. Some snowshoe trails have been upgraded for mountain bikes in the summer. The whole area of Stake Lake is closed to motorized traffic.
 - Interest from mountain bike group as it's closed to motorized vehicles.
 - Tim will share information with the board as it's received.
- Tim, Lee, Luc have been discussing what roles everyone will be taking and are working to streamline things for reporting. Will share information with the board are roles are confirmed.

Trails Report:

Started assessing entire network for required trail upgrades and fixes utilizing the TOTA grant. This work will be conducted along with the lights and new trails. Work is scheduled to be done in the last three weeks of September. I will have a full list of items prior to starting work and will track all costs and look after all contractors for the TOTA grant.

Discussion – Ski League:

- PacificSport Annual report was submitted last week.
- Older skiers have been practicing on the roller skis on Long Lake Road.
- Will be attending the PacificSport AGM.
 - Positive topic being presented: Increase in membership.
 - Negative topic being presented: Challenge of retaining members / new skiers.
- Haven't connected with Sun Peaks yet, but we don't think the coaches will need the training being offered.
 - Coaches were put through this training last year.
 - Dillon will work with Linda to put this together, and contact Anne to let her know.
 - Unknown if financial support is needed for future coach training. If it's happening after October, it would be good to put some numbers in the budget. Courses get more expensive as the levels go up.

Ski League Report:

McCleary:

I submitted the PacificSport Annual report last week. It included a proposal for the renewal of Dana's contract as head coach under same terms as previous years. Thanks very much to Mike and also to our bookkeeper Tracy for their work on the financial statement.

PacificSport has approved continuation of their \$5,000 coaching grant for another year. Their AGM is this Wednesday. I plan to attend.

Stuart:

We've been asked to partner with sun peaks on some coaching development (learn to train on snow and dryland). We just put a cohort of 4 coaches through that training last year.

Will see if we have any coaches needing that level, but I suspect that we need to get the next batch of coaches through the community coaching this year.

Discussion – Operations:

- Telus account was set up incorrectly, Luc is paying for it right now. Will be fixed shortly.

Operations Report:

- The billing for the new Telus internet was not configured correctly and it didn't get paid for 3 months. We almost had it disconnected. It is paid up now and will get this sorted out in the fall, for now I will be paying these. The new internet is working well and the security system is stable and much faster to view.
- The final design has been completed for the new lights at Rawhide and Outlaw. We have a material list and are starting to get the material and will start the groundwork in Sept.
- We will be meeting with one of the operators and maintenance people from SLNC on Monday to discuss their PB groomer and then meeting with Revelstoke folks on Thursday to look at their Prinoth.
- Possibly moving the new picnic tables. Working with Alan Vyse on this.

Approval of April Minutes:

Motion by Rich to approve May minutes. Seconded by Dana. No discussion. Motion passed.

New Business:

- Any budget proposals should be submitted to Mike. Would like to have budget together for the September meeting.
- Capital grant will go towards the new groomer. We would still owe money but apply to offset what we still owe.

Committees:

- **Website:** Vesta, Chelsea, Lee, Kailee
 - **Volunteer orientation and conduct package:** Dave, Brad, Vesta
 - **Staffing manual:** Lee, Chelsea, Luc, Dave, Rich
 - **Policies and procedures (governance):** Dave, Vesta, Mike
 - **Survey:** Maureen, Chelsea, Dillon, Tim, Mike, Joan, Kailee
 - **Strategic plan:** On hold until survey is completed.
 - **Day lodge:** Tim, Rich, Mike, Dana, Luc
 - **Banking:** Mike, Joan, Maureen
 - **Lighting project:** Klaus is leading, contractor will be on site, Dana offered to help if needed.
-
- Proposed July meeting to discuss the new groomer.
 - All groups should meet a few times to have information and progress for September meeting.

Meeting adjourned at 8:01PM.

Minutes recorded by Kailee Mortimer.

Next Scheduled Meeting Dates (Held via Zoom)

July 5th, 2021

September 6th, 2021

October 4th, 2021