

AGENDA Overlander Ski Club



Date: Monday, June 6th, 2022
Time: 7:00PM
Location: Virtual (Zoom)

Attendees: Vesta Giles, Kailee Mortimer, Joan Bernard, Char Eden, Jen Stuart, Brad Smith, Luc Guilherme, Dave Hallinan

Regrets: Lee Card, Chelsea Francis, Dana Manhard, Maureen Light, Klaus Mey

Motion by Brad to pass the agenda with no changes. No discussion. Joan seconds. Motion passed.

1.1 President's Report

Discussion:

- Jen attended the CCBC AGM, interesting to hear from other clubs on their conditions.
- Some clubs had great snow conditions, others were in a similar spot conditions-wise to OSC.
- Fernie ski club presented on their process for receiving grant to develop the club further.
 - Lots of talk in their grant about the club being a shared resource. Talked about how other clubs and organizations would use the club in the summer – this was a key player in them receiving the grant.
- Many zoom sessions taking place in the next couple weeks which cover topics such as strategic planning, grooming, volunteers, etc.
- CCBC is a great resource for insurance-related questions. Could be used as we prepare for next season.
 - Could Jody provide a presentation to the club regarding the insurance available?
 - Other clubs could potentially speak with us about what they've considered for their insurance.
 - Two levels of insurance – insurance for all clubs, and insurance for specific things that clubs need individually.
 - Jen to reach out to Jody re insurance through CCBC.

Report:

- Attended the CCBC Annual Meeting and AGM on May 15th as shared with the Board.
 - There are lots of interesting zoom sessions coming that you can sign up for if you are interested. You can register at the following link: <https://airtable.com/shrxYdXGz9Of2oLUg>
 - Capital projects and associated fundraising (June 7 at 7pm). Note that the Gaming Capital Grants intake is open June 4 – Aug 4. Our clubs are extremely well positioned for this grant, with many clubs having received the full \$250,000 in the past few years.
 - These sessions are being planned for the future:
 - Developing a successful Skill Development Program (SDP)
 - Including how to get more coaches
 - And a reminder that current & former BC Ski Team and Dev Squad athletes get FREE NCCP coaching workshops, as per HERE.
 - Strategic planning
 - Grooming
 - Including equipment, maintenance, low-snow challenges, freeze/thaw challenges, volunteer versus paid, etc
 - How to keep all these new members
 - Volunteers and paid positions
 - Including how to attract, keep, and recognize volunteers
 - All things “General Manager”
 - Includes “Operational Managers”, “Executive Directors”, etc
 - For clubs that have them and clubs that are interested in going this route
 - Masters programs
 - Including how to attract club volunteers from this group
 - Land Tenures, Partnerships, and Agreements
 - Community Gaming Grants
- Insurance Question Guidance

- Questions regarding insurance can be directed to Jody at the CCBC office at office@crosscountrybc.ca
- Trails Committee Minutes
 - As discussed during our last Board meeting, the Board would like to receive copies of the minutes from the Trails Committee meetings.
 - Minutes included in Agenda.

2.1 Governance Report

Discussion:

- Insurance
 - Governance committee needs some general guidance on the types of proper insurance coverage needed.
 - Could look to a commercial insurance broker to determine what types of insurance might be required by the club.
 - Dave has a local contact he will be reaching out to regarding insurance.
- Employment contract
 - Existing contract is simple, at best. Would like this contract to be more comprehensive.
- Bylaws
 - Many things which could be added to the bylaws, including membership in the club, director terms, number of board members, etc.
 - Would like to better manage employee records. Could have a secure electronic filing system which includes info on training records and other pertinent info.
 - Club could use some type of company to store personal information who stores the info in a Canadian database.
 - Should have list of who has access to the information, what is appropriate, who can oversee the employees' data, etc.
 - Important to determine who is responsible for what – eg. who is responsible for staff on the trails committee? Who do staff report to? We should develop some type of organizational chart to show the structure of the board, who reports to who.
 - Could bring in people from the trails committee to the board to be part of this conversation.
 - Trails committee has started something like this in the past, but it needs to be further flushed out as we continue to hire more and more people.
 - May be time to hire a full-time trails employee who's responsible for "running the organization." May not be fair to put this on volunteers as it's a large amount of work.
 - Many volunteers are very keen to help and have those responsibilities, but an employee might be easier to have from an expectations perspective.
 - Volunteers are the ones who would have the knowledge on the policies, requirements, etc. to run the club.
 - Having clear roles and responsibilities, person to support the volunteers and staff would be very helpful in terms of staff onboarding and the overall operations.
 - Should have this conversation with the entire Trails Committee rather than just the board. Should identify the gaps (eg. policy, process, etc.) and determine what needs to be updated / done prior to moving forward with this.
 - Could have contract position or some type of payment for someone who's going to be working on re-doing the policies and procedures as it's a lot of work. It may be unfair to expect a volunteer to do this much work and spend this much time on it.
- Jen will discuss what we've talked about re full-time position and re-doing staff policies and procedures at the next Trails Committee meeting.

Report:

Attendees

- Brad
- Char
- Vesta
- Dave

Agenda

- Insurance portfolio
- Employee contracts
- Bylaws review

Insurance

Dave compiled a spreadsheet outlining various insurance exposures and coverages, which he provided to the Committee. Following discussion it was agreed that given the importance of OSC having proper insurance coverages in place, a professional insurance broker needs to be involved to assist us in understanding the club's insurance needs, identifying coverage overlaps/gaps/deficiencies and advising on how to most economically source the coverage in the insurance market. Currently, Chris Fish of Westland Insurance is the contact for the club's insurance portfolio with Aviva Insurance, the property insurer. Dave has another insurance contact locally who he will speak to for suggestions about the next steps in this project. Deadline: No particular date, but as soon as possible

Employee Contracts

We discussed the current new employee onboarding process, particularly – who does the hiring, what form of contract is used, and how existing procedures might be improved. Committee members are asked to provide draft contract provisions to Brad for circulation and discussion at the next Committee meeting on June 21. Deadline: June 14

Bylaws

We discussed the status of the bylaws review project and next steps. There was a bylaws transition document filed with the Registrar in 2018 when the former Society Act was replaced with the current Societies Act. Please see the document uploaded by Vesta, review it and make comments, if necessary. Next steps will involve a consideration of provisions concerning: 1) membership in the club, 2) length of director terms, 3) the number of Board members, and 4) executive positions. Committee members are asked to submit material to Brad for circulation and discussion at the next Committee meeting on June 21. Deadline: June 14

5.2 Trails Committee

Discussion:

- Work on trail-laying will be done this summer, but further discussions around this will happen with Tim and others in the future.
- Luc and Dave to determine the status of the snowshoe order and invoices.

Report:

Meeting minutes for April 14th 2022 By Zoom

Present were:

Club: Lee Card, Tim Cole, Chelsea Francis, Luc Guilherme, Chris Jones, Klaus Mey, Jen Stuart, Alan Vyse. Staff: Roy Langdon

1.	Minutes of Mar 1st accepted	
2.	Several items discussed at the meeting were designated "summer projects" A list follows.	
3.	2020-21 Annual Report financial table to be amended	Alan
4.	move day lodge AED unit to machine shed for summer; purchase second AED in fall; include in budget	Luc to move AED Directors to budget
5.	\$ for 3rd roller approved and to be purchased	Chris to purchase roller
6.	Bison Prinoth delivered and in our hands. Peter F, Peter V, Tom B and Tim C have been trained on the machine. All tracksetters are enrolled in on-line operator training.	Chris
7.	Will continue to look at solutions for busy parklot; discuss with RSTBC	Roy Tim
8.	Need to provide staff with more info on condition of classic tracks and waxing options	Alan
9.	Rachel placed order for snowshoes. Skis in Dana's hands. Purchase used pulk; ask membership .	Chelsea

10.	Will add trails phone and QR code (for link to club info) to day ticket. Add QR code to signs.	Lee
11.	Discussion on sale of old cat. Will hold machine for use at beginning of next season unless we get a good offer. Will let Prinoth know that machine might be available.	Chris
.	Next meeting Tuesday May 31st	

Summer/Fall 2022 projects:

A	Renewal of Partnership agreement; sub committee formed and will meet in May	Jen, Tim, Chelsea and Alan
B	First Aid Training plan for staff to be expanded to all aspects of trails operations with particular attention to Work Safe BC requirements. Also need review of safety requirements for volunteers and insurance policy. We will need an enhanced budget for training. Schedule chainsaw course for fall	Lee Tim
C	Lighting expansion plan; contract with TNRD signed; need plan; what is contract time frame?	Luc, Tim Jen?
D	Parking lot expansion plan; need meeting on ground to look at options	All
E	Best practices for tracksetting	Tim, Luc
F	Budget preparation for mower, renovator, rental ski replacement, AED, pulk, trail work, staff training, stove, signs	Directors, Alan
G	Trail maintenance specifications need to be modified to accommodate extra width of Bison; training for volunteer crews? Coordinate volunteer work with mowing; funding for cattleguard replacement at Dog trails?	
H	Trail smoothing. Trails should be top priority; Need 5 yr plan for smoothing work and annual maintenance budget at enhanced level	Tim
I	Trail signs with new trails and new names to be installed. Need new trails brochures for skiing and snowshoeing.	Tim? Alan?
J	Day lodge stove. Purchase and install. Recruit Stew?	Lee?

6.2 Action List / New Agenda Items

Action	Responsibility
Approve May meeting minutes	All
Special Olympics	TBD
Rates for next year	All
Staff onboarding and trail updates	All
Biathlon Program	Stuart
Partnership Agreement Update	Stuart
Budget Update	Stuart
Board email addresses (See new business section)	Stuart
Timing of Board Reports	Stuart
Conflicts of Interest	Stuart
Development of an opening and closing policy	Stuart
Hosting a Teck BC Cup Race next season	Stuart
Ski league management for next season	Stuart

Motion by Jen to approve May meeting minutes. Seconded by Joan. No discussion. Motion passed.

Special Olympics

Discussion:

- We will still move ahead with hosting the Special Olympics, even though Foster has departed.
- Luc could likely pull some people together to support making this happen or be a part of a Committee which makes this happen.

- Could identify this as a needed volunteer position in the next membership call-out. This could support the event, but also build capacity to support Luc.
- When we hire, could we include working on the Special Olympics or other events as part of someone's role.
- Could talk to Natalie about if she's training anyone on race coordination who could be involved.
- Luc can meet with Jen and the Special Olympics people to see what they need, how to move things forward until someone takes over the project in September-October ish.
- We should specifically follow up with people who have expressed an interest in volunteering with the club.
 - Vesta, Joan and Luc to reach out to these people in September.

Notes from previous meeting:

- How will we balance the needs of club members/recreational skiers and racers?
- Who will organize/coordinate the Special Olympics with Foster's departure from the board?

Rates for Next Year:

- Trails Committee typically reviews the rates, determines if they need to be raised or not, and then reports back to the board.
- Would like to charge for parking, but it's not outlined in the partnership agreement what we can charge for. Doesn't specify what the rates should be but need to be approved by the Regional Manager.
- Noelle (Rec Site & Trails) has never had an issue with increasing the rates.
- Should not raise the rates due to current economic conditions. With gas prices, higher costs everywhere right now, people may not look to purchase membership if we increase the costs.
- We will look to include paid parking in partnership agreement so that we have the option to charge if we so choose.
- When will we open membership? September?
 - May want to open it prior to our September meeting.
 - Small issue with Dana's summer dryland training as some people may not be members prior to September.
 - Joan will discuss what Dana needs in terms of opening the registration and share with the board.

Biathlon Program

Discussion:

- Other clubs Dana has spoken with recommended that we do not become a member of Biathlon BC.
- Some risks to clubs, concerns with management of biathlon programs in other clubs in BC.
- Best approach may be to encourage Clay to start his own club, re-evaluate the program and partnership with OSC next year.
- Don't want to overload our ski coaches with biathlon training on top of their regular training.
- Important to have strong communication around this – be diplomatic in terms of saying no to Clay. May be some blowback in terms of OSC not partnering with Clay.

Notes from previous meeting:

- Motion from previous meeting: Defer the decision regarding the biathlon program to our next board meeting in June.
- Note from previous meeting - this topic is something that could be brought up at CCBC AGM, is something that could be discussed collectively with other clubs.

Partnership Agreement Update:

- Met approximately 1 month ago about partnership agreement.
- Went through piece by piece to see what should be changed, re-worded, etc. Have some changes in mind.
- Tim will be in contact with Noelle regarding the partnership agreement.
- Rec Sites & Trails will provide us a renewal opportunity 6 months prior to the current one expiring.
- Jen will share the agreement out with the board.

Budget Update:

- Dave would like to spend time with Luc, Lee and Chelsea to see what should be included in the budget.
- Will have budget put together in next couple of weeks to share with the board.

Board Email Proposal:

- Not consistent in terms of what other clubs are doing for emails.
- Could have specific emails for board members, along with a general email address for the board.
- Emails on the website should be clear as to who's receiving the emails.
- Good to have privacy piece – a club member may wish to share information with a specific board member.
- Continuity piece is very important, new/other board members should have access to emails for positions.

Motion by Jen to move ahead with individual email addresses for executive. Seconded by Luc. No discussion. Motion passed.

Timing of Board Reports:

- If possible, would like to have additional time to review reports, information, prior to the board meeting.
- Will work to put together reports, meeting minutes, etc. in advance of meeting.

Conflicts of Interest:

- Be mindful of conflicts of interest in terms of our workplaces, optics, perception, personal realities.
- Potential reputational risk due to perceptions of conflict of interest.
- Typically, a group of board members will work together to find grants required for specific items we're interested in purchasing. Trails committee has budget that they work within per year.

Development of Opening and Closing Policy:

- Could develop a policy which dictates what conditions are required to open, what conditions are like when we close. Document could outline all of the things we need to see in order to open.
- Could work on this in the off season, make the document be transparent to membership.
- This has been a problem every year – some people may think conditions are good, others may not agree. May add some complications to staff training, equipment, etc.
- May need to be creative in terms of wording the policy. Could include things such as ski ability in addition to temperature, amount of snow, etc.
- Organization needs to have clear messaging as a whole. Should show that the entire organization is united on our stance / perspective. This is how we could mitigate some crankiness from members in terms ski conditions.
- Should be transparent behind decision-making behind if we're opening or not. This may support the membership in understanding how the decision is made.
- Trails Committee is key in making the opening decision.
- Jen will bring this item for discussion at the Trails Committee meeting.

Next meeting agenda items:

- Management of ski league
- Budget
- Other?

Motion by Jen to adjourn the meeting. Seconded by Dave. No discussion. Motion passed.

Meeting adjourned at 9:10PM.

7.1 Other/New Business

Stuart:

Overlander Board Email Proposal

The Overlander website currently has all board members, with the exception of the Treasurer, Membership Administrator and Jr. Development Coordinator positions, listed as info@overlanderskiclub.com. As discussed during our April Board meeting, not all Board members have access to the info email address and any emails that are sent to those members are directed to them by those that have access to the email address. This is problematic as it is misleading for those trying to send communications to specific Board members, particularly if the email is to discuss concerns regarding a specific member of the Board.

In order to address this concern, I propose that both the President, Vice President and Treasurer have an email address that is specific to that position. This would allow for the email address to be easily transferred to new Board members who are filling those positions as they change over time. For example we would use president@overlanderskiclub.com, vicepresident@overlanderskiclub.com. If the membership administrator is also receiving consistent communication from club members then there should also be a specific email address for that position. Both the President and Vice President should have the log-in information for all Overlander email addresses for circumstances where those who have been utilizing the email address are unable to access it.

The Board should continue to utilize the Info@overlanderskiclub.com for general inquiries. Unless all Board members are able to access this email address and are checking it on a regular basis, the email address information for each Board member should be removed from the website.

Hallinan:

Proposed Banking Transition (Carried over from previous meeting)

In the fall of 2021, the board proposed that the club change banks. It was determined that the timing of the proposed move would cause a considerable impact to the overall club operation and recommended deferring this conversation to after the ski season.

The club has had a long relationship with the HSBC Bank location on Victoria Street in downtown Kamloops. Many staff have expressed concerns that the location is very inconvenient, and feel unsafe when depositing large sums of money from daily operations.

From a Treasurer perspective the bank is equally difficult to access to deposit the odd cheque that is received, the key contact is located in Vancouver, and does not provide for business online access. It should be noted that HSBC provides OSC with a fee-free bank under their community groups platform and that the introduction of banking fees will be a likely additional cost with a move to a new provider.

In advance of proposing a move its important to determine and rank the need so the club to support the selection of a new financial institution. Below is a matrix of the various wants / needs and desires and an initial ranking of importance for the evaluation of divergent financial institutions.

Criteria	1 – Low	2	3	4	5 - High
Local Contact			X		
Convenient Location				X	
Ease of parking				X	
Club credit card					X
Online Banking Access					X
Drive Through Services (night deposits)				X	
Bank Fees / Membership			X		
Free Cheques			X		

Focus of the review will center in and around the Columbia Street (Sa-Hali Area) shopping district where the following banks are readily located:

- Interior Savings Credit Union,
- The Royal Bank of Canada
- TD Canada Trust Bank,
- Bank of Montreal (BMO), and
- Scotia Bank

After confirmation of the club requirements, it is proposed that the treasurer will meet with representatives of each bank to assess what the relationship can look like, how each align with the club's requirements, what fees or other requirements are needed and then present to the board a recommended for a new banking institution and a proposed transition plan to move from HSBC in advance of the membership sign up period for the 2022 – 2023 (September 2022) operating year.

There will be the need to identify all of the pre-established vendors (Telus, BC Hydro, Shopify etc.) that we have pre-arranged financial information with as part of this transition.

Motion

- a) **The board to discuss any additional criteria that should be considered, rank each and**
- b) **authorize the Treasurer to pursuit the investigation / interview stage and return to the board with a proposed recommendation and transition plan that is to occur before the start of the next ski season.**