

**Meeting Minutes
Overlander Ski Club**

Date: Monday, May 2nd, 2022
Time: 7:00PM
Location: Virtual (Zoom)



Directors Present: Jen Stuart, Kailee Mortimer, Klaus Mey, Foster Wynne, Brad Smith, Charlene Eden, Dave Hallinan, Maureen Light, Joan Bernard, Dana Manhard, Vesta Giles

Guests Present: Clayton Whitman

Regrets: Lee Card, Chelsea Francis

Jen moves to accept the information in the agenda. Brad seconds the motion. Discussion:

- Can reports be sent in sooner before the meetings?
- Should discuss conflicts of interest.

Motion passed.

Meeting started at 7:03PM.

1.1 President's Report

Discussion:

- Use the raise hand function or raise hands on video to have their turn/space to speak.

CCBC AGM

- Additional space for one other OSC Board member to attend CCBC AGM on Saturday, May 14th. Jen will send info to anyone who's interested.
 - One club talking about how they received \$900,000 grant.
 - Contact Jen for information if anyone would like to attend.

Overlander Partnership Agreement

- Jen will speak to this in the next board meeting in June.
- Alan, Chelsea, Tim will discuss what should be in the agreement. Paid parking, updated mapping, will be discussed at this meeting.

Trails Committee Meeting

- Topics of discussion at this meeting included what to do with the old snow cat.
- Could complete work in the off-season to better prepare the trails for during the ski season.

Reports:

CCBC AGM

- AGM scheduled for the morning of May 14th and will be held via zoom.
- There is room for one other member of the Board to attend. If you are interested, please let me know.

Overlander Partnership Agreement

- The Overlander Partnership Agreement is due for renewal as the term expires on May 15, 2023
- I will be meeting with Alan Vise, Chelsea Francis and Tim Cole on May 4th to discuss the renewal process.

Trails Committee Meeting

- I attended the Trails Committee meeting that was held on April 14th.
- It was great to attend the meeting to gain a better understanding of the topics that the trails committee discusses during their meetings.

5.1 Treasurers Report

Discussion:

- Slightly misleading as we don't appear to be in a strong financial position – reality is that our financial position is strong as we've had some grants to offset costs. No risks to worry about at this point in time.
- Snowcat machine is fully bought and paid for.
- Would like to create capital and replacement plan to lay out what we're going to need to save/pay for in coming years.

MOTION - The treasurer moves that the board receives this report as information. Seconded by Charlene. No discussion. Motion passed.

- Would like to develop employment contract for future employees.
- Brad can recommend employment lawyers who could support the development of this contract.

MOTION – The Overlander Ski Club engage with an employment lawyer to draft a proforma employment contract that strengthens the overall position of the legal position of the club in the employment of seasonal staff. Seconded by Charlene. Discussion:

- Is there a scope of what we'd like the employment lawyer to look at?
 - Scope of retainer is very important – ensure we're not paying for more than we'd like to buy.
 - Chelsea could potentially provide statement of responsibilities for employees who will be affected by the contract.
- Governance committee could discuss employment contract in meeting, particularly if we have roles and responsibilities of key staff.
 - Large breadth of people who could support the development of this contract.

MOTION AMENDED - The Overlander Ski Club allocate the responsibility to develop employment contracts to governance committee. Seconded by Charlene. Motion passed.

Report:

Financial Overview

The clubs' finances continue to be in a strong position, revenues generated by means of membership and daily trails fees is just under 90% of the budgeted funds. Overall operations revenues did not achieve budget given to extreme cold weather in December that likely was off putting for new and novice skiers.

Day revenues were off and corresponding this impacted equipment rentals for both ski equipment and snowshoes.

Club revenue are over 400% of budgeted as of April 28, of note membership revenues continues to be strong reflective of increased membership. Of note within the Grants funding both the TOTA and the Gaming Grant were received in this period, this accounts for approximately \$320,000. Also, donations received over the past year due to the clubs' fund-raising effort to support the purchase of the new Bison sno-cat have been taken into revenue this year. These donations totaled over \$140,000 and provide a significant support in the purchase of the new machine.

Costs associated with the club operation are well under budget at 66%. There are a couple of anomalies to this variance, insurance has exceeded the budget. These increases are being experienced across all industries as global disasters and global warming continue to impact the premiums for insurance coverage and new of this year was the need to insure the new sno-cat. The stand-alone insurance policy has been executed for the new sno-cat. Given the significant value of the asset the insurance premium is just over \$10,000 which provides for full replacement value for the with a deductible of \$10,000 on an investment of \$480,000.

Equipment parts exceeded budget; this is due to the break-down experienced by the old now cat during some of the final days for this year's operation.

Club expenses are at approximately 68% of budgeted expenses. Costs associated with memberships is reflective of the increase in members who signed up this past season and JD expensed, of recent cost to support racer travel to events.

Provided with this update is a working paper "00 Income Statement vs 2021 22 Budget.xls" for your review.

MOTION - The treasurer moves that the board receives this report as information.

Other

All staff employment contracts have been terminated, final pay cheques and Record of Employment have been issued. Staff employment contracts need to be revisited and revised reflective of the need to strengthen the contract language.

MOTION – The Overlander Ski Club engage with an employment lawyer to draft a proforma employment contract that strengthens the overall position of the legal position of the club in the employment of seasonal staff.

5.3 – Ski League

We had a coaches debrief to discuss what went well and what needs work.

Waiting for race schedule to put budget together but looking at covering coach expenses to several events instead of athlete fees. More money but looking for coach commitment to attend events so the program is more successful at progression.

Major issue is presenting timeline of events and practices for each group. We don't have a good way to do this online and need help figuring out how this could work. It should be transparent to those deciding to join and spell out the commitment they are joining to. Definite need to spell out expectations with good preplanning.

Purchased approximately 43 pairs of skis in addition to 13 that arrived from last years order. 2 of which can go to rentals. The rest are for ski league kids so they can ski on good skis for both classic and skate. Intent is to use them for kids that don't have proper skis so they can learn more effectively. They will be kept internal, and we may charge nominal fee so they are looked after. Still working on this part.

Budget meeting and bebies day planned for June.

6.2 Action List / New Agenda Items

Action	Responsibility
Approve April meeting minutes	All
Snowcat insurance	Smith/Hallinan/Stuart
Special Olympics	Wynne/Light
Rates for next year <i>(To be discussed at June meeting)</i>	All
Staff onboarding and trail updates <i>(To be discussed at June meeting)</i>	All

Approve April meeting minutes:

- Dave would like for everyone to provide items to include in the budget.
- Will have contingency in place to mitigate bills that come up throughout the year. Determine how items will be funded, remove items from the budget that can't be completed.

Motion by Jen to approve April meeting minutes. Seconded by Dana. No discussion. Motion passed.

Snowcat insurance (Hallinan):

- Snowcat insurance is completed – standalone policy for insurance.
- Significantly increased amount of replacement cost valuation.
- Risk for forest fire and climate change impacts will likely cause insurance to continue going up.
 - CCBC Agenda item – what other policies are being used by other clubs for their insurance?

Special Olympics (Wynne):

- Meeting with special Olympics BC.
- Event on Friday, February 4th – Saturday, February 5th.

- 30-50 athletes maximum.
- Classic and skate races in varying distances.
- Loops could be used for longer distances (eg. 2.5km loop for 5km race).
- Approximately 4h timespan – prefer in the morning.
- Everything would be provided by Special Olympics BC, coordinated with Foster.
- Needs from OSC:
 - General volunteers
 - Specialized volunteers from OSC – eg. those helping with timing, grooming, announcing
 - Location where races can start/finish.
 - Award venue for award presentation (approximately 30mins).
 - Warming tent or area for athletes to wait before race.
 - Waxing tent with an outlet to do the waxing.
 - Markers for race loops.
 - Grooming for classic/skate skiing.
 - Timing system – do we have this that could be rented by Special Olympics BC?
- Concerns:
 - Parking – approximately 40 spectators. Volunteers, athletes could travel in bus.
 - Ski league/lessons occur on Saturday mornings – could be very busy or require rescheduling of ski league.
- Timing equipment – Zone 4 has timing equipment. Luc will have more information.
- Ski for Light event takes limited effort, likely wouldn't be something to worry about with volunteers.
- Do they need Level 1 or Level 2 race officials?
 - Foster to follow up and determine which level of officials are needed.
 - Likely not a sanctioned event – but should probably have Level 1 certification.
 - There are likely enough Level 1 officials, but additional people could be trained.
- How flexible would they be in terms of changing the time for the Saturday event?
- Could host the race in the old stadium, or have it finish in front of the lodge, the old stadium.
 - Note that blocking off Ponderosa or Little Joe could result in issues for other skiers who are less advanced.
 - Some people may need a simpler race course, might be harder to use a portion of the run. Would be preferable to have full runs closed for events. Find locations away from major junctions.
- Could the events be changed to Thursday/Friday to avoid Saturday mornings? Or just close the trails for the events Saturday, and have recreational skiers use other trails.
- They're not super picky about the race distances – could drop or change the distances if needed.
- We should host this event as we're looking to open the event and make things more accessible to everyone.
- Concerned that they haven't offered any compromises for the ski club, haven't been too flexible with our requests.
- Would be difficult to do loops if we can't access Little Joe from the old stadium.
- Foster will say that we can support the event – but we will work to determine trails that could be closed/open to support the needs of all skiers.

Discussion point for next meeting – how will we balance the needs of club members/recreational skiers and racers?

Motion by Jen to support and agree to hosting the Special Olympics on the proposed dates. No discussion. Motion passed.

General discussion:

- Dana needs way to put timeline on website – what are they signing up for, what will the schedule look like, when will it start, schedule of events, etc. Vesta and Joan can add this information to Zone 4 and the website.
- Minutes should be shared by the trails committee with the board.

Motion by Jen to Adjourn the meeting. Meeting adjourned at 9:07 PM.

7.1 Other/New Business

Stuart: (To be discussed at June meeting)

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.

Biathlon Program Proposal: Clay Whitman

Discussion:

- Trying to get biathlon program going in Kamloops to complement cross-country ski program.

Phase 1:

- Putting on series of introductory events with City of Kamloops in June. Primary focus of these events are to raise awareness, promote events.

Phase 2:

- “Real” start to program would be in summer – July to October. Biathlon BC has laser rifles which could be used during potential “demo days”.
 - Could be incorporated into OSC dryland program.
 - Looking to generate interested throughout the summer.
- Ask of OSC during the first phase is limited – would like to run the biathlon program through OSC.
 - OSC would join Biathlon BC.
 - Cost of \$25 for first year.
 - Ideally, would connect with Dana or others doing dryland training. Could bring out laser rifles during dryland training events.
- Program could be a recreational or junior development type of program, similar to the ski training programs which are currently offered.
- Clay could continue to store and lend out the laser rifles when needed for training.

Phase 3A:

- Use existing OSC programs, add biathlon into these programs.

Phase 3b:

- Competitive program would require participants to purchase their own equipment.
- Would practice shooting at the KTSA range. All shooting would be done away from the OSC.
- Ski training would be through the usual OSC programs – proposed to be ages 13+.

Ask of OSC:

- Support with training coaches on shooting side of biathlon.
- Utilize OSC ski program for ski training.
- Likely a limited cost to OSC for laser rifles. If there is a cost, this would be borne by participants (this is what’s done in Sea to Sky).
- Any costs/supports would go towards training coaches.
- Primarily interested in seeing levels of interest with skiing, laser rifles, and getting into competitive racing.

Phase 4:

- In future, would involve buying infrared rifle systems.
 - Cost of \$8,000 per rifle,
 - Additional costs may include mats to lay on, rifle rests.
- Competitive program would involve ski training through OSC cross country ski programs.
- Camps and competitions would be held at other locations.
- Main work would be training the coaches. Ski program and shooting piece would be two separate things.
- Overall, would likely require a bit more coordination and organization during the spring/summer/fall as this is ideal season for shooting practice.

Questions/Discussion:

- Levels of interest – 12 people at first meeting on May 1st, 2022. Already have facilities – skiing and shooting. Mainly requires people buying equipment and being trained.
- Would like some time to digest the document, process and have a future discussion.
 - Could Clay come back at another date??
- 10m is for infrared rifles – plug into electrical outlet, not a lot of space is needed.
 - Competitive range requires 50m from targets from firing line. 50-150m wide for competitive range at the facility.
 - Competitive range at OSC would be something to consider well down the line.
- What's the liability for the club itself? Liability with unlicensed / unqualified individuals trying out biathlon guns?
 - Biathlon Canada insurance policy – If a club organizes activity involving shooting of firearms, risk for injury.
 - \$5,000,000 per year liability coverage through Biathlon Canada.
 - Insurance for participants will come through Biathlon Canada.
 - KTSA members need insurance through their membership for shooting. If no guns are being used at the OSC and no programs at the range are through OSC, no risk to the club.
 - Organized OSC training sessions would be different than personal practice at KTSA or individually.
 - Distinction between insurance coverage available and exposure to liability. For example, insurance wouldn't cover acts by non-biathlon club members. To fully protect the club, should have lawyer review the liability and legal implications of the biathlon program.
 - Can ask Biathlon BC the question regarding potential liability to club of having people in ski area with rifles.
 - Note that there won't be skiing and shooting at OSC. This would occur at range facilities at KTSA.
 - Parks and Rec may have some restriction / issues with biathlon programs.
 - Not interested in range facilities at OSC for the time being, but should consider what the full potential of the project is going to be. In other words, are we prepared to potentially put a range at the OSC in the future?
 - Currently, no interest in building a range facility at OSC. Not needed, not part of the proposal for the time being.
 - Better to have two insurance policies from two organizations (Biathlon Canada and CCBC).
- How many biathlon facilities are in BC? How many clubs run a program similar to this?
 - Approximately 10 facilities for shooting and running a race in BC – mainly in the North.
 - Approximately 13 biathlon clubs in BC.

Motion by Jen to defer the decision regarding the biathlon program to our next board meeting in June.

Seconded by Dave. Discussion:

- This topic is something that could be brought up at CCBC AGM. Something that could be discussed collectively with other clubs. Jen will ensure this is brought up at the meeting.

Motion passed.

Additional discussion among board:

- Concern that biathlon program is taking cross country ski athletes rather than bringing their own to the program.
- Concern regarding bills coming towards OSC, such as those for laser rifles, BC Cup costs.
- If this was a true partnership, proposal would have been done in partnership with biathlon.

- Some logistics things need to be worked out further with Clay – seems like a lot of the work for the program will fall on OSC rather than the biathlon program.
- Somewhat feels like we're being pushed to participate rather than partnering with Clay on the program.
- Limited capacity in terms of coaching in past years. Might be too much to add work on coaches for biathlon training.
- Clay could have approached the board prior to submitting the grant application rather than submitting it and then coming to us.
- Clay could put together his own biathlon team who skis at OSC, be completely separate from club.
- Do we know what the grant was actually for? Have we seen the grant? Are we mentioned in the grant?
- We could make note of questions for Clay prior to next meeting, provide them in advance for discussion.
- Grant was from Sports Legacy Council – Dave can have conversation about this with co-worker on board.

Report:

Phase 1: May-June 2022 - Sparking Public Interest in a Biathlon Program.

The Plan

- introductory meetings and demo day events have been planned in coordination with the City of Kamloops
- first touch programs intended to see how much interest there is in the sport, and to connect with potential athletes, coaches, organizers
- Clay will lead all of these

The Ask of Overlander

- the dates/times/details of the public meetings/demo days will be finalized in the next week. Could Overlander help promote these events by putting them in a newsletter and their social media accounts.
- Can Overlander register on zone4 to be a Biathlon BC member club for the year for \$25

Phase 2: July-October 2022 - Incorporate Laser Biathlon into Overlander Dryland Training.

The Plan

- schedule dates where we can use BiBC's laser rifles at a club dryland training session.
- once a month from July to October
- training could be paired with roller skiing, running, strength training
- ages 9 and up (Track Attack and older)
- Clay would lead the shooting part of the practice and could lead the physical training as well. Would be great to have existing coaches support the dryland training
- start to see if there is interest in the club for organized biathlon programming in the winter and at what age/level of athlete
- these activities would be covered under the CCBC insurance as the laser biathlon isn't a firearm (it isn't even a laser, there is no projectile or light).

The Ask of Overlander

- Someone who runs the dryland training to work with Clay to determine the details of the training sessions including dates/times/location/registration/coaches
- BiBC may charge a rental fee of \$50-100 per day to rent the four laser rifles. If we want to provide the training days free of charge, we may need a budget of up to \$400 to pay for the laser rifle rental.
- promote the dryland training opportunities to its members

Phase 3: November 2022 - April 2023 - Potential for Biathlon this Winter

This is the phase where the plan starts to take two paths:

Plan 3A: Develop a Community Biathlon Program with Laser Rifles

- continue phase 2 by incorporating the laser rifles into a Track Attack session once per month
- host a winter biathlon demo day with the laser rifles
- see if there is interest in a regularly scheduled laser biathlon program for future years

Plan 3B: Develop a Competitive (High Performance) Biathlon Program with .22 Biathlon Rifles

- if there are athletes who are interested in competing in biathlon this winter they will need to buy their own biathlon rifle and other equipment
- Clay would be the initial shooting coach of the program, and would train new coaches

- In biathlon, the participants usually pay the costs of the coaching courses (around \$100 per course).
- Shooting training would be done at the KTSA range.
- The cost of the program (coaching, equipment, facility access) will be paid by the participants
- Only for ages 13 and up. Participants would need to be registered in a ski program at Overlander (presumably the Junior Development program, but possibly a recreational teen program)
- people who participate in a biathlon program with firearms must be registered with Biathlon BC so there is insurance

The Ask of Overlander

- promote the winter demo day
- possibly a budget of up to \$500 to rent the laser rifles
- possibly a budget of \$500-1000 to help offset the costs of NCCP biathlon coaching courses
- we would need space in the stadium to set up the “range” with the targets. We need 10m space from the rifles to the targets, and an electrical plug in for each rifle.

Phase 4: May 2023 to April 2027 - What the Future Could Look Like for Fun and for High Performance

Plan 4A: Develop a Community Biathlon Program with Laser Rifles

The Plan

- incorporate laser rifles into dryland and on-snow training for Track Attack and recreational programs
- focus remains on physical and ski training. Laser rifles are a means to encouraging athletes to train and have fun and participate in Overlander programs and events.
- Clay would train coaches/volunteers on how to operate the laser rifles. The ski coaches could learn how or there may be parents who want to help with the shooting part of practices but not the skiing part.

The Ask of Overlander

- ideally, the club would purchase the following equipment over time:
- 10 laser rifles which cost \$8000 each.
- 10 biathlon mats at \$200 each
- 10 wooden rifle rests that could be constructed for about \$20 each

Plan 4B: Develop a Competitive (High Performance) Biathlon Program with .22 Biathlon Rifles

The Plan

- until such time as a range is built at Stake Lake, shooting training would continue at the KTSA outdoor range
- rifles and other sport equipment would be purchased by the athletes, not Overlander.
- ski training would be the same as the XC program
- shooting training camps and competitions would be at other facilities such as Sovereign
- a feasibility study would need to be done to see if a range can be built. I don't expect this to be a consideration until at least a few years into the plan.

The Ask of Overlander

- flexibility in the Junior Development program to allow athletes interested in biathlon to attend both XC and biathlon competitions
- funding for a feasibility study and possible construction of a range. I have never done either of these so they would be bridges to cross at that time, which is years down the road in a best case scenario.

Hallinan:

Proposed Banking Transition (To be discussed at June 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.**