



Overlander Ski Club Directors Meeting

Date:	Monday, June 6, 2016
Time:	7:00 pm
Place:	B & L Tucker- 4247 Furiak Road, Raleigh.

Directors:

Dana Manhard, Joan Bernard, Vesta Giles, Sandy Eastwood, Scott Decker, Rich McLeary, Leslie Tucker, Bruce Tucker, Alan Vyse

Regrets: Neil Steinke, Dave Hallinan, John Grover, Krista Dick, Luc Guilherme

Business arising from the minutes

1. **Adoptions of Minutes** Minutes from May 2 were adopted as circulated. Moved by Joan. Second Alan. Carried.

Action Items from minutes

1. Constitution and bylaws John and Alan Nothing new
2. Ski proposal with City Alan and Lisa Lisa and Alan met with City and came up with an agreement. They will do advertising and promotion ie possible discount on full-page ad? City will collect 25% of fees and the club will collect 75%. Discussion about registration to include club membership, trail pass and CCBC fee. We need to follow up further.
4. Museum archives and Library Vesta Library has only 2 articles on club. Vesta to contact Archives
5. Food trucks Vesta There is a Food Truck Festival Friday, June 17. Vesta unable to go to check out food trucks. Is anyone interested?
6. Investigate kids snowshoes Lee Still working on this
7. Loppett -February 12 BC Championships Alan, Luc, Scott, John – Confirmed Dates February 17-19, 2017
8. Ski suits pricing Dana Nothing at this time
9. Strategy and plan to grow ski league Dana, Rich, Scott and John Rich attended a dry land coaching course on behalf of the club. What does the club want to do to support training of talented kids to get to next level as their training time doubles. Need to be pushed and pulled back. Parents must be committed.
10. Dog Snowshoeing trail Vesta and Krista will walk a trail and put in a proposal to Michelle in Ministry of FLNRO. To consider this a bike trail in off season. snowshoers are willing to *create* trail – have to see still about what maintenance would involve
11. Define Ski League and JD Dana and Vesta to do for new website
12. Investigate a rate and operations sign Vesta Insurance Company will advise and give suggestions. We need to decide where to put signs
13. Blazers grant Lee Need a strategy for applying for their grants on an annual basis. MEC grant still haven't heard back.
14. Canada 150 Grant Lee is applying for grants to change to LED and light Little Joe and other trail. Deadline July 9
15. BC Rural Development Fund Alan to find out more
16. Gas tax grant Vesta to contact Ron Storie, TNRD

Business arising from Reports

1. **Review Membership options** Discussion on how do we handle CCBC membership fees and Zone4. Joan to send an email to Georgia Manhard with a cc to Zone4 and CCBC about how to deal with this issue of CCBC fees.
2. **Web Design** We need to factually correct information on current website to transfer over to new website. This will be ready to go by September 1. The logo will be finished by the end of June of which we will vote on line.
3. **Medals** Teck will no longer sponsor events, as they can't afford them. OSC need to apply for a grant to cover this cost.

New Business

1. **Hotels** Ramada would like their guests out on our trails for a Canadian experience. What are they willing to offer? Perhaps a membership benefit 10% off rates? We need brochures in hotel racks. We should consider a tour of our facility for TOTA, media etc. Flash email clubs.
2. **New programs** We need to develop this concept for our new website such as Ladies Night.
3. **Girls Go Nordic program** The grant Lisa applied for was a one-time grant and she doesn't think she can apply again. She needs to put together a budget for grant application. She will need more than one instructor.

REPORTS

President- Vesta

CCBC AGM

I attended the CCBC AGM and workshop at TCC on May 14th and I'm extremely grateful I went. I learned a lot and met other groups who experience similar challenges to us. It was great to see how they deal with them. It was also eye-opening to see the challenges that other groups face that would never occur to us. There was a presentation on a current tax issue facing the Telemark Ski Club out of Kelowna. I sent pictures of the presentation slides to Dave for him to look over.

It was really helpful having Dana there for the AGM part of the day. Some of the issues I was unaware of or didn't have any context on and Dana, with his experience and knowledge, was unbelievably helpful. I really appreciated it.

Accident / Insurance

Just a brief update on this – We have answered all of the insurance adjustor's questions. She is currently going over all of the information and will get back to us if she requires anything more. She has been very impressed with how our staff and Alan have pulled the information together so quickly and efficiently and I agree with that – they have done a fabulous job. There will be changes that come out of this and the adjustor has agreed to provide recommendations regardless of the outcome and will get our insurer to do the same. Luckily, with the branding process we will likely be looking at all new signage anyway. This is a good time to make sure we have everything covered.

Vice President-Neil -No Report

Treasurer- David

Financial Summary – June 2016

Trails Revenue:

Trail revenues are funds generated by the operation of the trails. This includes trail passes for both skiing and snowshoeing, and also includes revenues generated by the rental of equipment. Also included is the estimate of volunteer hours to support and maintain the trails system including track setting, maintenance time for the track setting equipment and trails maintenance.

Due to the extended season and a great turn out of skier, trails revenues and rental revenue are up significantly over last year and well over the budgeted amounts. Total revenues are up by \$50K over budget. Trails closed in March no changes to the trails revenue.

Club Revenues:

Club revenues include activities that are generated to support the club. These items include memberships, grants, and gross revenues earned by hosting events. Revenue reported in this area also includes the financial impact of our volunteers who support these activities including coaching, executive and work volunteers perform in support of the club. Social activities are not to be reported as part of volunteering time.

Trails Expenses:

Trail expenses are funds generated by the operation of the trails. This includes the costs associated with the maintaining of the trails, equipment and the facilities. Also included is the estimate of volunteer hours to support and maintain the trails system including track setting, maintenance time for the track setting equipment and trails maintenance.

The largest variances are related to the repairs made to the sno-cat earlier in the season and the wages of the staff. Staff wages represent the cost of running longer through the season and the longer daily operations to support a longer ski day. Overall operating costs are in a negative \$17,000 variance (over spent against budget), however the over spend is justified and offset by the increase in trails revenue.

The past month increase was minimal. Costs incurred were due to late season invoices for fuel and ongoing costs, telephones, bookkeeping and various equipment for building and equipment.

Club Expenses:

Club expenses are the costs related to the delivery of the clubs programs and services beyond the operation of the trials. These items include CCBC registrations, payment services, and coaching and related lesson program costs. Also reported in this area also includes the financial impact of our volunteers who support these activities including contracted professional services, executive and work volunteers perform in support of the club. Social activities are not to be reported as part of volunteering time.

This area is currently under budget however as the season is still wrapping up there is an expectation that these items will come in at or slightly over budget. Again many of the variances are due to the extended season, additional time and effort delivered from our volunteers.

Balance Sheet – Cash Position:

The clubs cash position is solid having generated a positive cash flow throughout the current ski season.

Account Description	Balance @ Reporting
HSBC – Operating	\$48,000
BMO - Gaming Grant	\$1,360

Other:

Updates completed:

Initial work started on the Board Governance Manual. Version 1 drafted outlining Director Roles and Responsibilities, also included is Committee Chair roles, portfolio and general responsibilities.

Also I've begun to create template and format for possible new policies as well as updating of all existing policies (for example – Use of the Lodge needs to be updated for the washrooms).

Developed GAP analysis to identify outstanding (missing) policies

Registrar- Joan

I've been in contact with zone4 re next year's registration. What I'd like is some input from you Board members at our meeting June 6 as to which of these 2 options to go with (as these are what is available in the new zone4 registration. - started last year):

Option 1. include the CCBC fees of \$19 per member (all ages) in our club membership fees same as in prior years

Pros: obviously the most simple, all rates stay the same

Cons: If a family registers later for a ski development program for their child, the \$19 is subtracted from the first registration for the child, then zone4 subtracts \$19 from what it collects in this late 2nd registration, since the system is set up to assume that each registration includes membership fees AND program fees (which is not the case for us as the 2nd registration is for program fees only,(ie. if someone has already included their kids in a family membership, then just wants to sign them up for lessons). Last year this cost us over \$300 in program fees not collected

Option 2. don't include the CCBC fees of \$19 per member in our membership fees. This means people would sign up for our fees (membership and trails) for an amount \$19 less than last year, and then the system will add \$19 (shown separately) to go to CCBC membership.

Pros: This stops the loss of the \$19 off our lesson fees if someone signs up late

Cons: It is more complicated (bear with me here....I'll apologize now for any confusion...):

a. Individual memberships and the combined season pass/membership will be \$19 less (eg. \$150 for adult earlybird season pass would show as \$131, then the CCBC additional\$19 would be added (and show in a separate line automatically - total would equal \$160). This may need a bit of explaining when people register, but not a big deal.

b. The complicated part is family memberships/season passes. Our family membership rate of \$70 applies whether there are 3, 4, 5 or more family members. If we don't include the CCBC fees, then we have to decide what the club portion only would be. If we calculate the club membership portion as \$70 minus fee for 3 CCBC memberships (3 x \$19 or \$57), then the club portion would be \$13. If there are 3 members in a family, they would pay a total of \$70 (same as before).BUT If there are 4 members they would pay \$13 + (4 x \$19)= \$ 89, and so on. In the past (including last year, the club subsidized the family member rates. We can't do this if we separate the CCBC fees, but maybe that's not a problem??? What do you think?

We will continue to subsidize the child membership by \$4 each since we are still only charging \$15 per child membership, but sending CCBC their \$19. (not a big deal).

Volunteer Coordinator – Leslie

Continue to collect volunteer hours

Trails –Luc/Alan Nothing new to report

Publicity- Vesta

Logo

The big news is we might soon have one! I'm still waiting for a few more people to comment but things are looking good. We'll confirm colours once the logo is confirmed. Thanks to all for your feedback and patience. I was relieved when I talked to the representative from the Caledonia Ski Club who told me that their branding process also took a year and things came together very quickly at the end.

Website

There is a draft of a website layout. I'm waiting for us to have a logo and colours before I show it. One of my next jobs is to rewrite the copy on the website. Some of it is outdated and some just needs to be freshened up.

If you notice things on the website that need specific updating (ie it does still say Jackrabbits) then could you let me know. If you just give me the details I can do the writing part.

Marketing Plan

Along with the website I'll be working on the marketing plan, signage, a new brochure, materials for ski skool, newsletter schedule, social media plan, tourism plan, etc. I think this should come together fairly quickly in June / July and I will send out drafts for comments as soon as they are ready.

Junior Development- Dana

The coaching grant application is done and check waiting at pac sport for pickup.

\$ 40.00 check from hotel dividends from BC cup race.

A request made to ministry for more locks again.... Hopefully a response this time.

Also some conversation about the parking access being smoothed out.

Meeting adjourned at 8:07 PM

Recorded by Sandy Eastwood

Next Directors Meeting

Date:	Monday, September 12, 2015
Time:	7 pm
Place:	Sports Council Board Room

Action List

Constitution and bylaws	John and Alan
BC Rural Development Fund	Alan
Dog snowshoeing trail	Dana, Krista
Museum archives	Vesta
Food trucks	Vesta
Investigate kids snow shoes	Lee
Ski suits pricing	Dana
Strategy and plan to grow ski league	Dana, Rich, Scott and John
Review Duties of Board Members	David, John
Define Ski League and JD	Vesta, Dana
send an email to Georgia Manhard with a cc to Zone4 and CCBC	Joan
Gas tax grant to contact Ron Storie, TNRD	Vesta
Recording of minutes for September meeting	Alan