

OSC Board of Directors Meeting Minutes

Date: Monday, February 3rd 2025

Time: 7:00 – 9:00 PM

Location: Tournament Capital Centre Room B



Directors Present: Jen Stuart, Joan Bernard, Klaus Mey, Luc Guilherme, Jeff Young, Gillian Stanley, John Grover, Erin Vieira

Staff Present: Chelsea Francis

Regrets: Dana Manhard, Charlene Eden

Meeting convened at 7:00 PM.

1.1 Adoption of agenda

Moved/seconded by Klaus Mey/Jen Stuart that:

The February 3rd 2025 OSC board agenda be adopted.

CARRIED

1.2 Approve January 2025 draft meeting minutes

Moved/seconded by Jen Stuart/Luc Guilherme that:

The draft summary for the January 6th 2025 OSC board meeting be approved.

CARRIED

1.3 Guest presentation: Duncan Olthuis, Kamloops Sports Council

Duncan introduced the KSC. The executive consists of a president, two VPs, and a treasurer/secretary. There are nine other elected board members and eight appointed board members (representing Pacific Sport, City of Kamloops, St. John's ambulance, Chamber of Commerce, and more). The executive meets monthly. Duncan, as the Executive Director, runs the day-to-day operations of the club within a certain financial ceiling; anything over the ceiling requires board approval.

KSC is a non-profit that works with Cok and TteS and has over 80 members. Their mandate is to help those organizations grow and prosper through fundraising, and to administer large sporting events in Kamloops. Other membership benefits include assistance with registrations, grant-

writing (on a fee-for-service basis), office/meeting space, events (KSC has an event trailer with supplies), and the provision of post office boxes. There is a membership handbook that Duncan can share with OSC.

Duncan remarked on the importance of regularly reviewing bylaws; he recommended they be reviewed concurrently to strategic planning/updates. He recommended Bob Smilley as someone in the community who has a lot of experience assisting organizations with bylaws.

Jen commented that OSC has grown extensively in the past few years post-Covid and is bringing in significantly more revenue; this is a good time for the club to ensure that the bylaws are up-to-date.

Action item:

Add a link to KidSport to the OSC website/registration page.

1.4 President's report

No report.

1.5.1 Old business – season's pass sales 2019- 2024

Joan Bernard reported by email to OSC members on January 7th:

Season's pass sales for this year reached 1097 as of January 7th 2025. Looks like last year was slightly more than this year, at 1182. Considering what a lousy year last year was (weather-wise and snow conditions), and that usually membership drops after that kind of year, we are doing well to maintain memberships as much as we have. The surge in revenue over Christmas was therefore apparently due to 6-day and single-day pass sales.

Total Season's pass numbers 2019 – 2025

2024: 1182

2023: 1401

2022: 1691

2021: 1542

2020: 829

2019: 863

	Jan 6, 2025	April 2, 2024
Type of Season Pass		
Adult	565	608
Senior	201	218
Family (members in family passes)	206	204

Junior	10	13
Student	32	48
Parent	n/a	n/a
Child	64	67
Adult/Sr Snowshoe	18	24
Other Snowshoe	1	0
Total	1097	1182

1.5.2 Old business- Ski punch card request

Klaus Mey requested by email (January 12th 2025) to all OSC board members that the club provide Mark Richards a 6-day punch card as a thank you gift for being the technical advisor for the 2025 OSC loppet. Mark lives in Rossland and initially asked for two day passes so that he can pre-ski the race course and attend on the day of the race. Klaus' email clarified that Mark used to be involved with the OSC club in many capacities including serving on the board and in ski league.

OSC board members (Jen, Luc, John, Erin, Gillian, Dana, Joan) responded in favour of the suggestion to gift a 6-day punch card to Mark, with some board members commenting on the many years of service the Richards family gave to OSC.

2.1 Governance report

No report.

3.1 Publicity report

No report.

3.2 Registrar's report

Joan reported that as of January 31st, there are 1136 members and 91 registered in ski development.

3.3 Social Coordinator's report

No report.

3.4 Volunteer Coordinator's report

No report.

4.1 Strategic Plan report

No report.

5.1 Treasurer's report

Jeff reported:

- RBC Bank Account Migration: Signatories updated
- Discussions with RBC on online payment platform and costs on-going
 - Documenting the proposed payroll payment process, bank account data storage security, and the options available to us to move to digital payments being executed. Current bookkeeper executes payroll for other clients via software currently available.
- Reviewing procurement to pay policy and controls documentation and segregation of duties options to understand what updates are required to deploy credit cards for purchasing most supplies, and electronic fund transfers for the rest of the payments. Current process is via volunteers claiming back amounts paid on behalf of the club via expense reports. Need to evaluate the options available for credit cards, and whether there are cash back options.
- Working on preparing a monthly budget vs. actual analysis for both Chelsea and the board. Currently evaluating the options available in Excel and current accounting/bookkeeping software to determine the most efficient option. Need to develop, implement and document a month-end close process to allow for more timely information being provided to both Chelsea and the Board. If you want to be reviewing prior month numbers the following month (For example, reviewing financial results to the end of January at the February board meeting), we'll need to have a discussion about moving the monthly board meetings to the second Monday of the month, or something that will allow for a little more time than the current first Monday of the month.
- I was notified this week that the year-end has not yet been dropped off at the accounting firm, so it has not yet been started. I need to pick up various documents from our bookkeeper to drop off at our accounting firm. Given the timing of the AGM has been set, there isn't much time to waste on getting this completed.
- Chelsea was a huge help in getting me in contact with the Community Gaming Grants Branch of the BC government. They advised us that we have not filed Gaming Account Summary Reports for the years 2021, 2023 and 2024. The reports are somewhat detailed, and they will take some time to prepare and file.

5.2 Trail Committee's report

Tim Cole and Chris Jones shared an update on the Bison snowcat via email on January 15th. In summary, the field service technician has made several trips to Stake Lake to repair the groomer but the issues have not been corrected. Prinoth (the manufacturer) requested that the machine be transported to their facility in Calgary for diagnosis and repair of the groomer. The transportation and repair costs will be covered by the manufacturer. The time frame is roughly transportation to Calgary the week of January 20th; two weeks in Calgary (uncertain); return to Stake Lake the week of February 10th.

Klaus forwarded the Trail Committee meeting minutes from January 22nd 2025:

Meeting minutes for Jan 22nd, 2025 at TCC

Present were:

Club: Thomas Bennett, Tim Cole, Chelsea Francis, Chris Jones, Klaus Mey, Luc Guilherme, Stew Stankiewicz, Alan Vyse.

Regrets: Charlene Eden, Jen Stuart

1.	Minutes of Nov 25th accepted.	
2.	<u>Operations report from Chelsea</u> \$98,395 through Shopify as of January 22nd 11,637 Visitors through the trails as of January 21st \$8,975 through Fareharbor for lessons and programs (previous best year was \$5,055) Just short of 400 kids through ski s'kool this year so far, no days cancelled, tons of positive feedback and returning kids on weekends. 1140 members which is just short of last year's total.	
3.	<u>Trail maintenance report from Tim and Klaus</u> Grooming going well Bushwacker packed and skiable Off piste trails getting lots of use Agreed to build new scratcher at estimated cost of \$700 .	Tim
4.	<u>Equipment report from Chris</u> Bison problems discussed. Machine is on its way to Calgary for repairs. All repairs, modifications and transport to be covered by Prinoth	

4 contd.	<p>Long discussion about proposed modifications to operating panel. Tim will take this meeting consensus to other tracksetters. Chris will instruct Prinoth on final consensus.</p> <p>The insured items list needs to be corrected.</p> <p>Chris will supply Chelsea with photos of equipment</p> <p>Gantry hoist assembled.</p>	<p>Tim</p> <p>Chris</p> <p>Chelsea</p> <p>Chris</p>
5.	<p><u>Building maintenance report from Stew and Luc</u></p> <p>Mezzanine changes in progress.</p> <p>Interpretation signs installed; recycle old signs</p>	<p>Luc</p> <p>Stew</p>
6.	<p><u>Board meeting update from Klaus and Luc</u></p> <p>AGM is March 10th at TCC</p>	
7.	<p><u>Items arising:</u></p> <p>Will rent ATV with snow track package for 4 days at \$300 before end of season.</p>	<p>Tim</p>
8.	<p><u>New items</u></p> <p>Purchase AED for machine shop</p> <p>Long discussion about loppet and use of machine shed</p>	<p>Chelsea</p>
	<i>Next meeting: Wed. Feb 26th? 2025 TCC ?</i>	

Discussion:

Jen commented that the club hasn't communicated the state of the new cat (in repairs) to the membership. Would it be worthwhile including some news about this in the next newsletter or another communique? Luc commented that in such a low snow year, it's not very noticeable that the club is only running one cat. Others commented that there'd be no harm in mentioning it.

Erin asked how the solar powered lights on the trail network are working. Luc replied that they were out during the extended overcast period but otherwise they are working well.

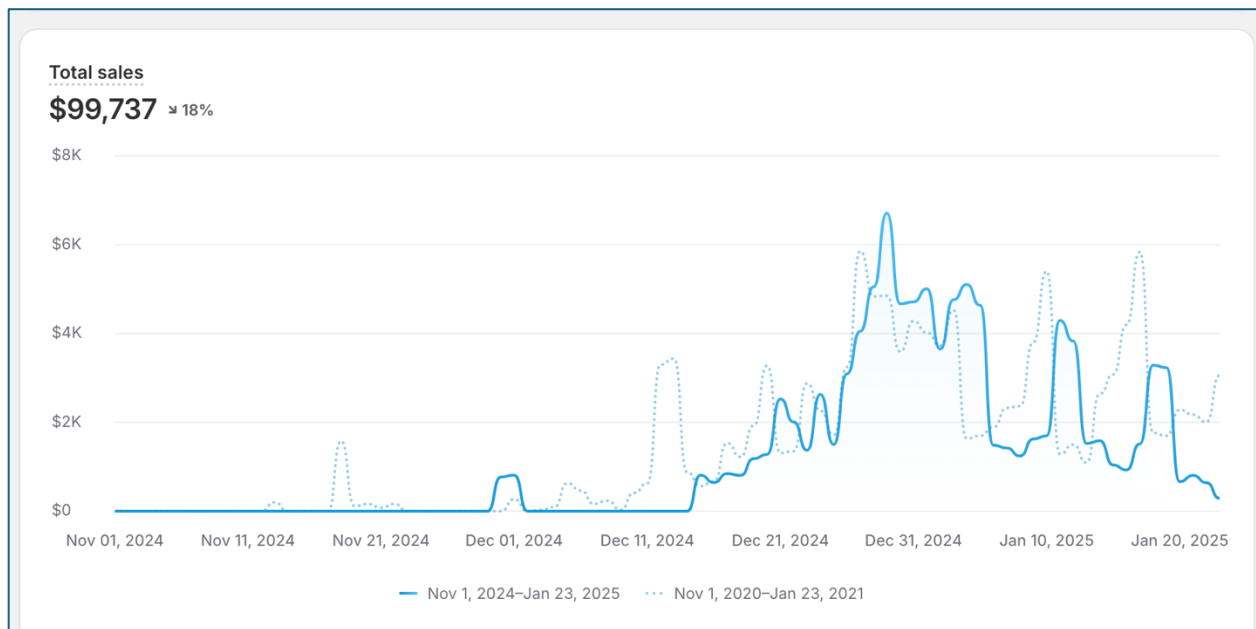
5.3 General Manager's report

Chelsea Francis reported on donations made in the past 12 months from OSC:

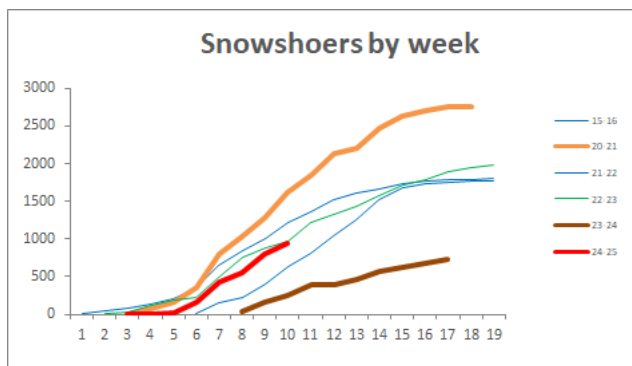
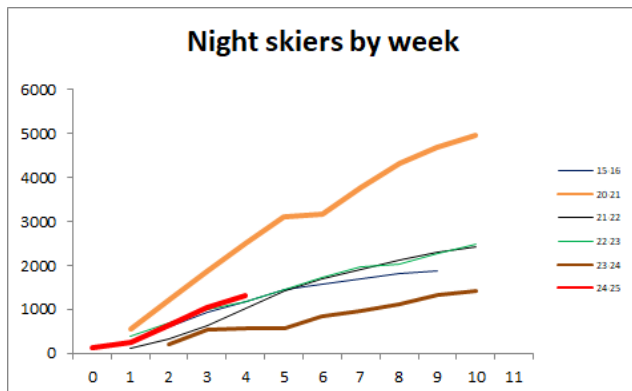
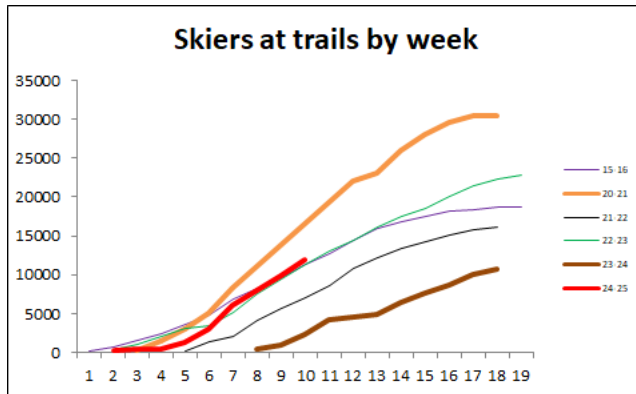
- South Kamloops Secondary School auction (discussed at the January 2025 board meeting): \$66.00 to support graduation festivities
- Canadian National Dragon Boating team auction: \$66.00 to support event costs for athletes
- BC Ski Team Auction: \$66.00 to support athlete development
- Provincial Winter Fair Auction: \$66.00 – donated in partnership with Lac le Jeune resort for tourism exposure

Gift cards are issued for two-day passes with classic rentals. Must be redeemed all at once, expires at the end of the season for bookkeeping reasons.

Chelsea also reported that sales as of January 23rd 2025 total \$99,737; by comparison, sales as of January 23rd 2021 (during the Covid pandemic) were \$122,000.



Ski trail usership this year as compared to the past five years:



5.4 Ski League report

No report.

5.5 Junior Development report

No report.

6.1 Board Business – Planning for AGM

Chelsea will collect reports and prepare a presentation for the AGM, being held on March 10th 2025 beginning at 7 pm. There will be a President's report, Ski League report, Treasurer's report, Registrar's report, and Trails Committee report. Jen will chair the meeting. Chelsea reported that the nominees are posted on the OSC club website.

Jen reported that the TCC has indicated that the usual room (C/D) for the AGM is not available. Room D at the TCC is available and Jen has booked it tentatively with a projector. Everyone agreed that Room D (not the C/D combo) will be sufficient.

6.2 Board Business- Appraisals

The following is from an advisor at Westland Insurance Group Ltd.:

The appraised buildings came in at \$1,191,180 as follows:

<u>Building</u>	<u>Insured Limit</u>	<u>Appraisal Amount</u>	<u>Difference</u>
Chalet	\$649,000	\$560,147	(\$88,853)
Workshop/Garage	\$343,000	\$309,764	(\$33,236)
Washrooms	\$143,000	\$321,268	\$178,268

The net difference is an increase in Total Insured Value of \$56,179 which will amount to about \$337/year. This will be pro-rated once the limits are updated. Please confirm if we are ok to proceed, or if any questions/further changes needed.

Additional info: The InspekTech appraisal fee is \$1204.60.

Moved/seconded by Jen Stuart/Joan Bernard that:

OSC pay the additional \$337/year in insurance as per the appraisal.

CARRIED

6.3 Board Business – Loppet Report

Klaus reported that the loppet was a great success. 192 registered for the race, and approximately 30 of the registrants didn't ski due to the cold weather. John commented that it was great to have the kids included in the loppet. Chelsea said she heard many great reports on the ski conditions. Klaus indicated he'd be willing to organize a loppet again next year, and would consider incorporating an 8-km loop that doesn't involve the Sidewinder hills.

6.4 Board Business – In Camera

Moved/seconded by Gillian Stanley/Jen Stuart that:

The OSC board convene in camera.

CARRIED

7. Adjourn

Moved/seconded by Jen Stuart/Luc Guilherme that:

The February 3rd 2025 meeting of the OSC board adjourn.

CARRIED

Adjourned at 9:00 pm.

Next board meeting:

March 3rd 2025 @ 7:00 pm.