



### OSC Board of Directors Meeting

Date:	Monday, December 4 <sup>th</sup> , 2023
Time:	7:00 pm
Place:	Tournament Capital Centre Room B

### Meeting Minutes approved on January 8<sup>th</sup> 2024

**Directors Present:** Jen Stuart, Charlene Eden, Dana Manhard, Garth Rustand, Joan Bernard, Luc Guilherme (Zoom), Klaus Mey (Zoom), Erin Vieira

**Staff Present:** Chelsea Francis (Zoom)

**Regrets:** Rich McCleary

Meeting convened at 7:00 PM.

#### 1.1 Adoption of November 6<sup>th</sup> 2023 Board Meeting Minutes

---

Draft meeting minutes from November 6<sup>th</sup> were briefly reviewed by Jen. Dave asked for clarification if the capital plan was approved with the budget; Jen said that yes it was.

**MOTION:** Moved/seconded by Jen Stuart/Dave Hallinan that the November 6<sup>th</sup> meeting minutes be approved.

**CARRIED** (all in favour)

#### 1.2 President's Report

---

As discussed at the November Board meeting, a draft Standards of Conduct (SOC) was circulated for the Board and Committees to discuss and review (see item 6.4).

Jen briefly asked for input on the draft SOC. She suggested that board members email their input to her in the next couple of weeks, and that a vote take place at the January board meeting. Dave offered to email the Policy Template to Jen for her to use. He suggested that the SOC include a regular review period (e.g., every three years, etc.)

Skiwax.ca update: as of November 26<sup>th</sup>, the club has made \$128 from members making purchases on the site. Jen commented that when club members purchase on the site, they can choose for part of the discount to go back to the club. As of December 4<sup>th</sup>, the club has made \$206.

#### Action items:

- Board members to review draft SOC, provide input to Jen via email
- Jen to make any necessary revisions to the draft SOC and bring it to the January meeting for approval.

#### 3.1 Publicity Report

---

Garth reported that the CBC Radio snow report is basically arranged, just waiting for snow. At 8 am he would email conditions from our website along with other content that CBC would edit and put on

*Daybreak* before 8:30 am. Not sure of frequency. Garth commented that he will work with Chelsea to provide content (ski conditions, events, etc.) to staff at *Daybreak*.

Update on PaRx initiative. Recommend a hold on PaRx at this time. Reviewed their 'Collaborative Agreement' (10 pp.) and found it complex and restrictive. Would require lawyer and insurance consultant reviews. Garth has passed it on to Nathaniel Mah at Nordiq to see if they might negotiate an umbrella agreement.

### **3.2 Registrar's Report**

---

Joan reported the following current registration numbers:

918	Individual Season pass (ski and snowshoe)
23	Snowshoe only season pass (incl. membership)
201	I am in the Family Season Ski Pass
7	I am in the Family Membership only
13	Individual Membership only (no trail pass)
1162	TOTAL

216	Senior Season Pass
585	Adult Season Pass
42	Student Season Pass
12	Junior Season Pass
64	Child Season Pass/membership
919	TOTAL

2	Senior membership only
8	Adult membership only
1	Student membership only
1	Junior membership only
12	TOTAL

7	Senior Snowshoe only
16	Adult Snowshoe only
23	TOTAL

Ski Development:

14	Level 1 (age 4, 5)
17	Level 2 (age 6)
15	Level 3 (age 7)
23	Level 4 (age 8, 9)
15	Track Attack (age 9 – 12)
6	Junior Development
90	TOTAL

### **5.1 Treasurer's Report**

---

Please see the separate file, *Calendar of Deadlines Events 2023-24.pdf*.

Dave also relayed that a GST audit returned \$6300. Dave also reported that he is working on an updated financial report and anticipates it will be ready this weekend. He also reported that he recently received news that records weren't properly filed with BC Gaming a few months ago; he has dealt with it.

## 5.2 Trails Committee Report

---

Draft committee meeting minutes for November 28th, 2023 at TCC

Present were:

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

Regrets: Charlene Eden, Luc Guilherme, Jen Stuart

1.	Minutes of Oct 24th accepted	
2.	<p>Operations report from Chelsea</p> <p>Water system under repair. 25 prs of new skis have been processed. Snowmobile training has been booked but waiting for snow. 2 spaces available. Training for INDY pass underway.</p> <p>End of season plan has been updated. New "Trails Closed" signs to be ordered to replace hand lettered signs with larger sign order.</p> <p>Annual report?</p>	
3.	<p>Trail maintenance report from Klaus, Tim and Stew</p> <p>Dog trail improvement completed. 7 days of work with 2 machines donated by New Gold. Relocated portions of adjacent snowshoe trail.</p> <p>3 big danger trees on Cartwheel felled along with numerous other danger trees on network by BC Wildfire Service.</p> <p>Pit toilet at stadium relocated. Fire guard area on Sidewinder not repaired (but was finished later in week</p>	
4.	<p>Equipment report from Chris</p> <p>All the grooming equipment is ready for the season. Have been offered additional training on Bison by Prinoth. Floor drain has been repaired</p> <p>New fixed radio approved for purchase for MP. Chris Jones to move forward with purchase and install.</p>	
5.	<p>Building maintenance report from Stew</p> <p>Reviewed all indoor safety hazards warning signs and repaired where necessary. Race fencing repairs and painting underway.</p>	
6.	<p>Items arising:</p> <p>Report on lighting from Luc. The flood light on the machine shed has been replaced and the trail lights, timers and photo cells have all been checked. The washroom building lights have also been reset and checked.</p> <p>Agreement with RSTBC in place for one year.</p> <p>Draft of Wildfire Emergency Plan underway. To be reviewed at future meeting.</p>	Chelsea
7.	<p>New items.</p> <p>Loppet plans discussed. Groomers to be contacted by Klaus</p>	
	<i>Next meeting: Jan 2<sup>nd</sup> 2024 at TCC</i>	Tim, Chelsea

Luc gave a brief update on getting a quote for purchasing a renovator. Dave suggested that the club look to apply for a grant to help with the purchase.

Action item:

- Chelsea said she can look into Kamloops Sport Council.

### 5.3 General Manager's Report

---

Chelsea gave the following report:

- On November 18<sup>th</sup> we held our annual chainsaw course with all new staff and a few volunteers in attendance. Snowmobile operator course will be scheduled as soon as we have enough snow. First aid training day and Christmas light set-up also pending more snow.
- The solenoid valve on our drinking water system rusted and has not been working properly despite the sensor on the system believing that it was. That has put me behind a bit in getting the drinking water system running successfully. The part has been replaced and preliminary and secondary tests have been submitted.
- All our new ski skool skis have been picked up and assembled (25 pairs). The \$3000 grant I applied for to help with the cost of these was awarded to us on November 17<sup>th</sup> 😊
- I am attending the information session for not-for-profit tourism sectors on December 6<sup>th</sup> regarding the new Thompson Okanagan Tourism Association grants – up to \$250,000. I will report back what I learn and some proposals of how we could best apply for this funding.
- INDY pass training for staff is scheduled for the 29<sup>th</sup>.
- Our partnership agreement with the Crown is complete and has been sent to Jen and Tim and I to sign. Jen clarified that the agreement is for 10 years.
- Registration for club events has started and we are already seeing good enrollment.
- The machine shed outhouse was filled in due to being full and a new one has been dug
- The fireguard from the summer on Sidewinder was fixed this week and is now filled in.

### 5.5 Junior Development Report

---

Dana reported that the Junior Development team is meeting tomorrow and anticipating they may get on the snow for the first time at Sun Peaks this weekend.

#### 6.1 Board Business – Overlander Ski Racers' proposal for ski club funding

---

Joe Kitamura and Xavier Wallace introduced themselves, their involvement in the ski club, and some of their athlete goals. Both athletes aspire to ski for NCAA universities after high school. They gave an overview of their training camps schedule and race schedule this winter; their training plan includes 670 – 700 hours. They summarized the projected expenses associated with their travel to camps and races. They expressed a willingness to report back to OSC at a board meeting or AGM about their year of competition; they also are willing to give back to the club by leading a warm-up or pre-ski at the OSC loppet in February. They are open to other ideas about how they can give back to the ski community. Other fundraising opportunities they're pursuing include their own part-time jobs and waxing fundraisers.

Laurie Kitamura gave a brief overview of their aggregate standings provincially (3<sup>rd</sup> and 4<sup>th</sup> place) and nationally (10<sup>th</sup> and 15<sup>th</sup> place). Laurie presented a couple different suggestions for funding support:

- i. Race fees for two skiers: \$2140
- ii. Sport registration, affiliation and insurance fees for 2 skiers: \$1180
- iii. Both options above: \$3320

Jen thanked them very much for their presentation.

#### Discussion:

Jen clarified that the request is on behalf of the two racers. Charlene commented that OSC has a policy for providing funding support to athletes of up to \$500/year.

Dana provided some historical context about past top-performing athletes Alex MacDonald and Jeffrey Richard in ~ 2016 and 2008, respectively.

Charlene suggested that the club work with the racers to arrange promotional work such as interviews with CBC, giving talks at sport shops, presenting to Rotary Clubs, etc. The club can also work on the

racers' behalf to make it more affordable such as procuring better pricing on equipment.

Dave mentioned OverTime Apparel downtown Kamloops – they are a provider of branded clothing for the City of Kamloops.

Dave expressed his support for providing \$4500 to each family; Luc echoed that and suggested \$5000 per family.

**MOTION:** Moved/seconded by Dave Hallinan/Charlene Eden that OSC provide \$4500 funding plus \$500 worth branded club gear to each family.

**CARRIED** (all in favour except for Dana, abstained)

Action item:

- Jen will follow up with the families about club funding support for racers

**MOTION:** Moved/seconded by Dave Hallinan/Charlene Eden that the Treasurer update the budget to reflect the contribution to the racers' families (not the ski team budget).

**CARRIED** (all in favour)

Action item:

- The Treasurer to update the budget to include \$4500 funding support for two families and \$500 worth club-branded gear for two families.

## **6.2 Board Business – Old Business – Results of e-mail vote for Special Olympics subsidy**

---

Jen briefly summarized that vote that took place via e-mail on how to support local Special Olympics athletes this year. The vote was between two options:

A. The Overlander Ski Club provides local Special Olympics athletes with seasons passes for the 2023/24 season, OR

B. The Overlander Ski Club provides local Special Olympics athletes with seasons passes for the 2023/24 season. Each athlete will still be required to pay the annual Cross Country BC and the Nordiq Canada annual membership fees.

Option A passed with six votes in favour (Option B received 4 votes in favour).

Action item:

- Jen to follow up with the Special Olympics athlete families by November 15<sup>th</sup>. (*Complete*).

Discussion:

More discussion took place about a different request from the Special Olympics athletes' families. It's unclear if the family wants day passes for support workers or not. Dana suggested that we ask some other ski clubs how they support Special Olympics athletes. Dave suggested we ask CCBC about it. Jen commented that she thinks Telemark has their own Special Olympics Team; this is different from OSC (the Kamloops Special Olympics are their own entity, not affiliated with Overlander).

Action item:

- Jen will follow up with the Howell family and ask them to clarify how many day passes they would like and for how many people so that the board can make a decision.

### **6.3.1 Board Business – Provincial mileage rate increase**

---

Chelsea reported that the Provincial rate for paying gas mileage has gone up to \$0.68/km. Dave clarified that \$0.68 is payable for the first 5000 km; he inquired who is tracking the volunteers' and/or employee's mileage to ensure compliance with the 5000 km ceiling. After 5000 km the rate is \$0.62/km. He further clarified that some people will reach 5000 km because trips out of town to pick up equipment, etc. are claimed (not just trips from town to Stake Lake). There is an option of simply offering the lower rate (\$0.62/km) and not bother with logging mileage for compliance purposes.

Action item:

- Dave will bring forward a draft policy for mileage reimbursement to the January meeting.

---

### 6.3.2 Board Business – Budget for renovator

Chelsea reported that this item was covered by Luc in Item 5.2.

---

### 6.3.3 Board Business – Board approval for exhaust system for machine shed

Chelsea explained that the exhaust system in the machine shed was built for the old machine, it does not reach to the new machine. The groomers have asked for the club to purchase a new exhaust system; they will install it. Chelsea said the approximate cost is \$1100.

**MOTION:** Moved/seconded by Charlene/Jen that \$1500 be budgeted to upgrade the exhaust system in the machine shed, and that the budget be amended accordingly.

**CARRIED** (all in favour).

Action item:

- The Treasurer to update the budget to include \$1500 for upgrading the exhaust system.

---

## 6.4 Board Business – Standards of conduct for the Board and Committees

The following draft Standards of Conduct was sent to board members by Jen via email on November 26<sup>th</sup>:

**Introduction:** The Overlander Ski Club Board and its associated Committees are committed to maintaining a culture of integrity, respect, and collaboration. To ensure the success of our organization and the well-being of its members, the following standards of conduct have been agreed to by the Board and its Committees:

**1. Respect for Board and Committee members:** Respecting fellow committee members is of paramount importance. Derogatory language, personal attacks, or discriminatory behaviour will not be tolerated. Everyone's contributions should be acknowledged and valued, fostering an inclusive and supportive environment.

**2. Professionalism and integrity:** Members of the Overlander Ski Club Board and Committees are expected to conduct themselves with the utmost professionalism and integrity at all times. This includes honest communication, transparency, and adherence to ethical standards.

**3. Respectful Communication:** all interactions, whether verbal or written, within the Board and Committees should be characterized by mutual respect. Members are expected to listen actively, consider diverse perspectives, and express themselves in a courteous and constructive manner.

**4. Confidentiality:** Board and Committee members may have access to sensitive information during the course of their duties. It is imperative that this information remains confidential. Breaching confidentiality may result in disciplinary action, including removal from the Board or Committees.

**5. Collaboration and Teamwork:** The success of the Overlander Ski Club Board and Committees relies on effective collaboration. Members should actively engage in teamwork, contribute positively to discussions, and work towards common goals. Disagreements should be resolved through respectful dialogue and compromise.

**6. Commitment and Attendance:** Board and Committee members are expected to attend meetings and fulfill their assigned responsibilities. Regular attendance and active participation are crucial for the success of the organization. If a member is unable to fulfill their duties, they should communicate this in advance and seek appropriate alternatives.

**Implications for Non-Compliance:** Failure to adhere to the standards of conduct may result in the following consequences:

- **Verbal warning:** a formal discussion outlining the concerns and expectations
- **Written warning:** a documented notice specifying the issues and the required improvements
- **Probation:** a temporary suspension of certain privileges, with a plan for improvement
- **Remove from position or committee:** in cases of repeated or severe violations, a member may be removed from their position or committee
- **Expulsion:** in extreme cases where violations are egregious and ongoing, expulsion from the Overlander Ski Club Board or associated Committees may be considered.

By adhering to these standards of conduct, the Overlander Ski Club Board and its Committees aim to create a positive and productive atmosphere that benefits both the organization and its members.

### **6.5 Board Business – Loppet**

---

Klaus presented the preliminary budget for 2024 Overlander Loppet

Expenses:

Toilet rental	\$950
Cookie medals	\$250
Food for skiers and volunteers	\$600
St. John's First Aid	\$500
City Events trailer	\$300
Zone 4 Registration fees	\$300
Awards for 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> places	\$1200
<b>Total:</b>	<b>\$4100</b>

Revenue:

Registration from 100 adult skiers	\$4000
Kids' fees (20 paint kids)	\$200
Donated prizes in-kind	\$2000 (approx.)
<b>Total:</b>	<b>\$6200</b>

This is a very rough estimate, except for toilet rentals which is accurate for four toilets for the weekend. We might be able to go without St. John's First Aid. JD will be our First Aid coordinator; he suggested we should go with St. John's. They remain in the stadium area and cannot transport skiers to town. I don't know the exact cost for the events trailer. Awards for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> of all categories are still to be decided.

Discussion:

Both Jen and Dana commented that we can probably get away without St. John's First Aid, and use qualified first aid attendants from within the club. Dana said that OSC is the only club who has brought in St. John's for events.

Dave asked if the loppet is in the budget; Klaus replied that it isn't.

Erin asked about the expense for toilet rentals. Klaus replied that rentals are needed at the stadium. In the long-term, the club needs a solution for toilet(s) at the stadium/machine shed. Dana suggested when the time comes, the club look into low-maintenance composting toilets such as those in Kenna Cartwright Park.

Dave confirmed that Klaus is responsible for sign-off of invoices related to the loppet.

**MOTION:** Moved/seconded by Klaus Mey/Dana Manhard that the budget be amended to include the loppet budget as presented.

**CARRIED** (all in favour)

Action item:

- The Treasurer to update the budget to include the loppet expenses and projected revenue as presented.

**6.6 Board Business – Basic Training Network Proposal**

---

Garth reported that he is proposing a 'Basic Training Network' to connect retailers, gyms, Overlander Ski Club, and potential new members. Have retailers schedule events at Stake Lake (or their stores) depending on content. Retailers and OSC promote (to members, CBC) and arrange instructors (if necessary) and kick in benefits such as snowshoe/ski passes. Participants could reg at retailers and we could discuss rentals. Would help OSC work with retailers a little more and get more people out trying the sport. Would be a win-win for shops and for the club.

**6.7 Board Business – New item – Treasurer's Report**

---

Dave reported that he has been meeting with banks and is leaning toward moving the club account to Interior Savings Credit Union based on the benefits and perks of doing so.

**Meeting adjourned at 9:00 PM.**

**Next board meeting:** January 8<sup>th</sup> @ 7:00 PM