



OSC Board of Directors Meeting

Date:	Tuesday, November 6 th , 2023
Time:	7:00 pm
Place:	Tournament Capital Centre Room B

Meeting Minutes approved on December 4th 2023

Directors Present: Jen Stuart, Charlene Eden, Dana Manhard, Rich McCleary, Garth Rustand, Joan Bernard, Luc Guilherme, Klaus Mey, Erin Vieira

Staff Present: Chelsea Francis

Regrets: Dave Hallinan

Meeting convened at 7:00 PM.

Adoption of agenda

Charlene requested that governance and strategic plan be added to the agenda as new items #6.1.

1.1 Adoption of October 3rd 2023 Board Meeting Minutes

Draft meeting minutes from October 3rd were briefly reviewed by Jen. The minutes did not need to be officially adopted because the October 3rd meeting didn't have quorum.

1.2 President's Report

Jen reported that Rec Sites and Trails BC (RSTBC) has been in touch to let the club know that they are changing how they manage Rec sites that have building infrastructure like the club does. RSTBC will likely be looking for the club to get a Licence of Occupation for the areas that are covered by the club's buildings and potentially more. The Province is trying to divest itself of liability, and it is doing this across BC. This is likely a good thing for the club as it will allow us to have more control over what we can do with our buildings. We are still in the fact-finding phase right now and there are still questions to be answered, such as the fee schedule. Tim has offered to help GPS the area for the Licence of Occupation and Jason Ladyman (staff at the Province) has offered to help the club with the application for the Licence.

Question: will there still be cattle on the property in the summer months?

A: I think so but not certain.

Question: any idea on timeline for the Licence of Occupation?

A: Not yet. It's probably our best interest to initiate the application but it isn't required right now.

Question: is it our responsibility to consult?

A: No.

3.2 Registrar's Report

Joan reported that current registration (as of November 6th 2023) is now at 834 members (as of November 6th). The early-bird deadline is November 15th.

Comparable registration numbers for the last five years for this date:

November 5 th 2023:	776 people registered, including 16 snowshoe
November 5 th 2022:	726 people registered, including 10 snowshoe
November 4 th 2021:	1085 people registered, including 18 snowshoe
November 1 st 2020:	701 people registered, including 10 snowshoe
November 3 rd , 2019:	342 people registered, including 2 snowshoe

Ski Development registration:

Level 1 (age 4, 5)	11 registered
Level 2 (age 6)	15 registered
Level 3 (age 7)	13 registered
Level 4 (age 8, 9)	23 registered
Track Attack (age 9 – 12)	13 registered
Junior Development	6 registered

3.4 Volunteers Report

Klaus reported that all trails have been cleared and that volunteers have cut and split firewood, sufficient for next few years. He estimated about 550 volunteer hours dedicated to these tasks to-date. Klaus is still looking for a couple of race committee members to assist with the loppet in February, mostly for someone to get prizes.

5.1 Treasurer's Report

Proposed budget for 2023-24

Operating Plan:

In anticipation of the new fiscal year the club must have an approved plan in place. The budget articulates the expected operations of the club based on several core assumptions.

Organizational Revenues: Revenues while incurring an increase over last year's rates will help the club to remain relatively flat in comparison to last year. Broader economic conditions are expected to influence discretionary spending as it relates to recreation activities. While not dire, organizations are beginning to feel the pinch in discretionary spending.

Operational Costs: Annually the club operates with an engagement of the public for a period of approximately 13 weeks. There have been some changes in the way in which the club needs to operate with some increased levels of staffing which have brought some need to increase wages payable as a direct impact of the overall economic environment that is being encountered.

Items directly impacting the cost position of the organization pertain to the overall increases in operational costs include:

- Fuel – with the desire to run two snow cats, there is a direct relationship of the operation and the consumption of fuel. The economic market predicts that by 2025-27 the price per barrel of oil will likely double, this will add a further significant impact on the operation of the ski club.
- The increased costs of fuel will be an impact to many aspects of the operation, including visitors, volunteer travel along with an impact on the various contracted services that the club relies.

Other economic challenges pertain to the overall impact of global warming related to increases in insurance resulting in a hard insurance market. Additionally, a significant cost in the overall asset base has resulted in a considerable level of increase in the insurance costs.

The projected operating result is planned to be an operating loss of \$34,000. This figure includes a couple of non-cash items such as volunteers' revenues and related expenses, and amortization of capital assets.

MOTION: Moved/seconded by Dave Hallinan (*via email*)/Charlene Eden to approve the 2023-24 Financial Operating Plan as presented.

* Refer to *2023-24 Fiscal Year for Approval.xlsx*

Discussion: Luc confirmed that a roller has been purchased but a weather station hasn't been purchased yet. Rich suggested that the ski league athletes approach the board with a presentation and proposal for fundraising. The club also needs to come up with a process to track athletes' fundraising separate from other club revenue. Charlene commented that this is a broader issue of governance and the club needs to develop some policies and procedures to guide budgeting, fundraising, allocating funds, financial reporting, etc.

Luc commented he's satisfied with the Financial Operating Plan as presented, and that it can be amended later, if necessary.

CARRIED

5.2 Trails Committee Report

Luc reported that new signs are installed. Dog trails were widened and smoothed out by Peter P. This work was done through a partnership with New Gold mine, with equipment and labour for 7 days provided by the mine. The improvements to the dog trails will better suit the new groomer. He reported that he's walked some of the trails and they are in excellent condition. New solar-powered lights are being installed at the dog trails for security reasons next month.

6.1 Board Business – Governance and Strategic Plan

Charlene reported that she met with Rhonda to look at the governance section of the strategic plan. She would like to establish a Governance Committee to create policies and procedures for the club. The committee will include Charlene and Dave, the General Manager, and others are welcome to join if they are interested. Charlene has started re-vamping some club bylaws. Charlene suggested hiring someone to do a 'Governance 101' workshop with the OSC Board and Committees. Ultimately, the club needs to create a full board governance plan and improve the HR and finance policies and procedures. Jen also suggested creating a new board member on-boarding process. Jen, Garth and Chelsea volunteered to be part of the Governance Committee.

6.2 Board Business – new opportunities for publicity

Garth reported that CBC *Daybreak* is interested in airing a cross-country ski report. This will be a good way to raise the profile of the club and the sport. The report could cover topics such as ski conditions, lessons, discounts, benefits, rentals, events, and more. The club's website/Facebook reports can form part of the content for the radio report. Can also include content from newsletters. Have yet to determine timing and frequency of these reports. Garth suggested that the report could include a 'code', and that people can mention it at the ticket booth for some sort of prize to help increase engagement.

CFBX (Thompson Rivers University campus radio) is also interested and willing to air a report.

Garth also reported on an initiative called PaRx that the club could become involved in. [PaRx](#) is a network of health care professionals who prescribe time outdoors via partners (such as OSC) providing free or discounted passes. He suggested the club pre-print forms with a code for discounts and distribute them to the medical/health care community in town.

6.3 Board Business – Standards of conduct for the Board and Committees

Jen introduced the need for the club to create Standards of Conduct for the Board and Committees. The passion by board and committee members is apparent, and there are some strong opinions and different points of view. It's important that board and committee meetings are safe and respectful places for the club to do its work. She proposed that a Standards of Conduct be established to give guidance to all members about how to be hard on issues but gentle and respectful to people, and help us to continue doing the important work of running the club. In addition, the club should establish a procedure for dealing

with inappropriate behaviour. Having these in place will help with volunteer retention.

Action item: Jen will prepare a draft Standards of Conduct for discussion at the December meeting.

Action item: Chelsea to share the existing policies and provide access to shared drive to all Board members.

6.4 Board Business – Fire response and next steps

Jen reported that response to this summer's wildfire was discussed recently at a Trails Committee meeting. There was concern expressed at the trails committee about how the club responded to the Ross Moore Lake fire. The Board held an emergency meeting, and made a decision to restrict board members and trail committee members from entering the evacuation order zone. Charlene commented that the decision was not made lightly. Jen stated that, going forward, the club needs a fire response and protection plan that guides how to make decisions during emergencies, how to implement those decisions, and how to request exemptions from the relevant governing body (i.e., regional district). The board also needs to get some clarity on liabilities.

Chelsea commented that Cross Country BC is hosting a roundtable on this subject that is going to attend, and she will bring the club's perspective to this discussion. She offered to spearhead the development of a fire response and protection plan, with input from the board.

6.5 Board Business – Overlander Partnership Agreement and Tenure

Jen briefly reported that the club doesn't have an updated partnership agreement. Rec Sites and Trails BC sent a draft about two weeks ago, there are still some unanswered questions. The current agreement is for one year.

6.6 Board Business – Lodge Rental Policy

Chelsea briefly reported that in October she prepared a rental agreement for a group that approached the club wanting to rent the lodge. For the year ahead, it's preferable that we don't do lodge rentals. In the past, there's been a 'friends and family' lodge use with no formal rental agreement where, ideally, a board member would've been part of the lodge use. Chelsea commented that long-term, would love to have a lodge rental policy that would enable groups/people to rent the lodge (potential revenues stream for the club.)

6.7 Board Business – Potential partnership with skiwax.ca

Ski league coach Dillon Stuart has put together a proposal with Skiwax.ca to help provide a place to purchase wax that you can't purchase in town, and provide membership with options and a deal to get those supplies.

MOTION: Moved/seconded by Jen Stuart/Dana Manhard to accept the proposal.

(Charlene abstained)

CARRIED

Board Business Item 6.8 (Play Kamloops and KIS partnerships) and 6.9 (Reimbursements for volunteers) deferred to next meeting.

Meeting adjourned at 9:08 PM.

Next board meeting: December 4th, 7:00 PM