



### OSC Board of Directors Meeting

Date:	Monday, October 4 <sup>th</sup> , 2021
Time:	7:00 pm
Place:	Zoom Meeting

**Directors Present:** Vesta Giles, Maureen Light, Joan Bernard, David Hallinan, Lee Card, Dillon Stuart, Tim Cole, Dana Manhard, Kailee Mortimer, Rich McCleary, Luc Guilherme

**Staff Present:** Chelsea Francis

**Regrets:** Brad Smith

Meeting called to order at 7:05 PM.

### 1.1 Discussion - President's Report

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#### Treasurer:

- Dave volunteered to take over Treasurer position until things settle down.
- **Motion by Vesta to appoint Dave Hallinan as treasurer of OSC. Seconded by Joan. No discussion. Motion passed.**
- Many things have been going on in the club, Dave will stay in the role of Treasurer until it's easier to bring someone new into the role.
  - Dave will stay in the role of Treasurer for the year.

**Letter:** *Copy of letter from Highland Valley Outdoor Association included at the end of the minutes.*

- Joan to include "reciprocal" option / specification in membership sign-up instead of discount code.
- General consensus is to provide discount to Logan Lake.
  - What reciprocal amount should be given? 25% discount of season's pass? 50%?
    - If they are a member of their current club, we could give them 50% off.
    - Logan Lake club will send list of current season's pass holders to us.
    - Discount will be given to ski members only.
    - Let Logan Lake worry about who has the discount code or not.
  - The reciprocal program could boost our membership for even 1 year. Logan Lake skiers could bring other new members or friends from Kamloops.
  - At this time, we currently have 2 parents and 1 child from Logan Lake as members.
  - Note that \$30 still needs to be paid to CCBC. Could pay \$150-\$30 (\$120) membership rate, then 50% off of that number (\$120).
    - This may make things too complicated when doing family passes. We should just do 50% off the total rate.
- **Motion by Vesta: Offer members in good standing of the Highland Valley Outdoor Association a 50% discount off the season's pass only for the Overlander Ski Club for the 2021/2022 season. Dillon seconded. No discussion. Amended vote by Dave passed.**

#### Distinguished service awards:

- Graham Boffey hasn't been involved for many years, but could be proposed for distinguished service award. We should also consider the Wednesday Women.
  - Is there value in formulating a member recognition committee? Do we have adequate member recognition or group recognitions? Food for thought – can discuss more at a later date.
  - Recognition has typically been done at year end "party"
  - We could consider having a volunteer of the week/month. Could recognize coaches, volunteers, etc. for their efforts.
  - Have some "unofficial" communication channels set up between these members being recognized and "moving on" from their previous club duties (ie. Alan). Ensure that their knowledge is not lost.

- Can keep the distinguished service awards on the radar, nothing needs to be done now.

### **3.1 Discussion – Publicity Report**

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- Send Vesta items (notes/content items and photos) for the newsletter.

#### *Publicity Report*

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Newsletter going out in the next week. I'll be in Victoria until the 12th, so I'll write it before and then format and send when I get home. Send me everything for it as soon as possible.

### **3.2 Discussion – Registrar's Report**

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- Highest numbers of athletes we've had.
- Now up to 557 from 531.
- Online cards are already a huge improvement from the previous system.
- Zone4 system works really well.

#### *Registrar's Report*

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As of Saturday evening, we are up to 531 members already!

- 356 - Individual Season pass (ski snowshoe, or parent)
- 164 - Included in the family pass
- 6 - Membership only (no trail pass)
- 5 - Snowshoe ONLY season pass (incl membership)
- 531 total

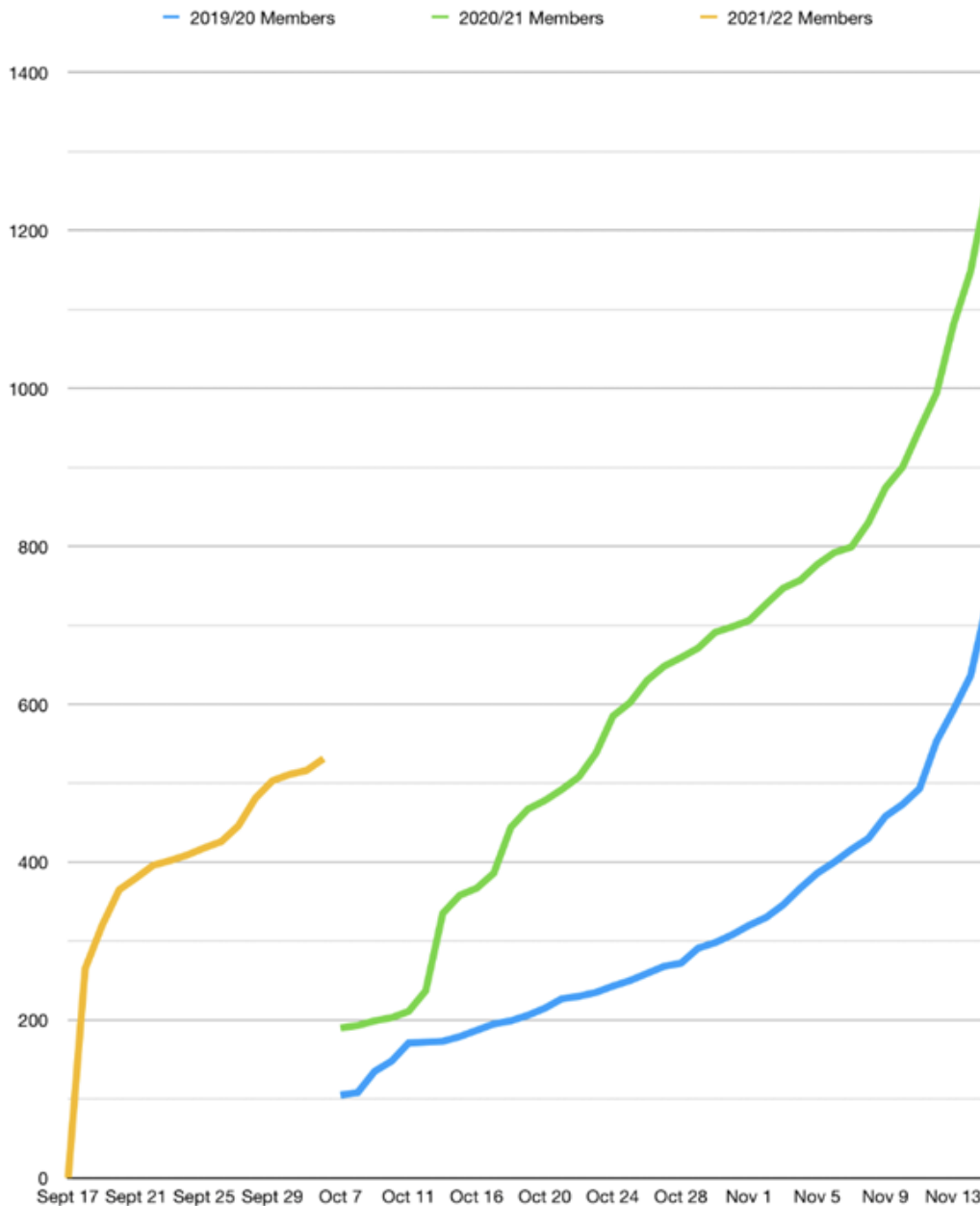
The zone4 membership cards are working well.

#### **Zone4 Information:**

Opening day madness: 275 registered on the first day!

- Current zone 4 net revenue: \$53022.85
- New members: 92/485 (19%) indicate they are new members
- Male/Female split: Slightly more female members at 54%
- How did the new members hear about us?
- 49/83 were from a friend, 32/83 were other
- There is another section (from CCBC) that asks, "How did you hear about us?" 118/186 are word of mouth. 61/186 are other
- Those 2 above show how much influence friends have on new members - we should focus on this for future marketing.

Graph comparing the last 2 seasons of membership uptake to the early bird deadline:



## 5.2 Discussion - Trails Committee:

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- Machines started working today on the trails.
- New lights are being set up. This work will be starting this week, should be done in a few weeks.
- Meeting later this week to talk about succession planning for Trails Committee.
- Volunteers out clipping brush and branches on trails.
  - We're investigating a tow behind mower. This would eliminate lots of labor, taking away lots of manual work from volunteers.

## Trails Report:

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- New Trails: Work on new ski trails and snowshoe trails going well. Equipment on site.

- New Lights: Equipment on site, work to begin Tuesday, should be complete in 2 weeks.
- Trails Committee: We are meeting on Tuesday to start prep for the upcoming season.
- Other: Klaus Mey organized the chainsaw course on Sept 30.
- Volunteers: Numerous people on trails brushing with hand tools and brush saws as well as helping clearing debris off new ski trails. Trails committee is investigating costs and feasibility of a tow behind brush mower for the network. The manual labour for brushing is significant and this may be a good solution. More to come.

### 5.3 Discussion – Ski League:

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- Return to sport indicates that COVID plan isn't needed anymore. Are we coming up with COVID plan?
  - Could include in an appendix. General information about COVID and ski league.
- Ski league number are the largest we've ever had.
- Dryland training is up and running – athletes are using rollerskis, running, other training activities.
- Coaching roster looking ok (ish) but we could likely use a few more coaches. That being said, we will be comfortable with the number of coaches moving forward.
  - Will likely need more jackets.
- Will have a new to sport group with more of a recreational focus this year.
- Ski league coordinator position has not yet been filled.
  - This is a big role, we have not yet been successful in finding new coordinator.
  - As club grows, we should be looking at this as a part-time paid position.
  - This is a great opportunity for our club to act like a larger club.

**Motion by Dana: Hire a part time Ski League Coordinator to support the ski league for the 2021/22 season, for up to 100 hours at \$20 per hour. Seconded by Luc. No discussion. Motion passed.**

- At this point, we would take anyone for the position. May be best to have someone who knows what they're doing and has a bit of experience with the club.
- Approximately 20 weeks of time, 3-4 hours per week. \$1,600 total cost (approximately) in total by the time season dies down.
- We're also hiring part-time staff this year, mainly for working nights. Likely 2 part time roles.
  - Either Dana or Dillon will supervise these roles and the ski league coordinator.

### *Ski League Report:*

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- Covid vs Communicable Disease Plan - I'm not 100% if we should be developing a Communicable Disease Response Plan?
  - From return to sport: Sport Organizations are no longer required to have a COVID-19 Safety Plan; however, sport organizations should consider developing a communicable disease prevention plan as per WorkSafe BC guidance to reduce the risk of communicable disease.
- For discussion: Do we build a CDP for Ski League, or can we tag into an overall one developed for the entire club (assuming we have one? Or plan to have one?)
- 106 registered - up from 93 last year and possibly the largest it has ever been? Breakdown as follows:
  - 28 bunnies,
  - 17 in level 2,
  - 16 in level 3,
  - 14 in level 4,
  - 23 in our track attack and
  - 8 in JD.
- Dryland training up and running for level 4 and above. Roller skiing Tuesdays and Running, skills development and games on Thursdays
- Coaching roster: I think we have found the bare minimum to put on a season, but we probably need a few more coaches. There are a lot of new coaches who are working on the minimum training. We'll probably need to budget ~\$2000 to get them up to speed with the coaching courses for this year
- Jackets: FYI - need new / more jackets for the new coaches (6-10 jackets)
- New this year: Jr Snack Attack or Snacks and laps group - Mike Scarff is going to lead a Recreational focused group this season. A good spot for those who just want to cruise the lake with friends. May also be a good spot for older kids who are new to sport (I see there is a new athlete signed up for JDs with 5 years on skis, but never in the program).

- Still need to find a ski league coordinator. I cannot stress how much of a critical role this is. Could advertise more but think the club could really grow and benefit from having someone paid to do this work. Ski league revenue is currently \$9620 - could we use some of this towards a paid ski League coordinator? Looking to the future if we had someone in place in September who was organizing coaching could really open the program up. Open to suggestions on how to shape the position.
- Forecasting the upcoming season costs:
  - \$2000 coaching,
  - \$1600 ski League coordinator,
  - \$500 misc supplies -safety gear- toys,
  - \$1200-2000 jackets(6-10),
  - \$1000 fuel for student drivers (wild guess)
  - \$300-400 for a \$100 honorarium for our 3-4 university students.
- This leaves us with ~\$2000 to go into general revenue / grooming.

**Motion: Hire a part time Ski League Coordinator to support the ski league for the 2021/22 season.**

- The position would be 3-4 hours per week from now until end of the season (March Spring Break).
- Pay would be \$20/ hr.
- The position would report up to Manager but will work closely with the head coach and myself.

*Job Description below:*

**Ski League Coordinator**

The Overlander Ski Club is searching for someone to help us with in the Ski Coordinator role. If you are fun loving, organized and can work in a team environment with parents and coaches this is a rewarding opportunity. A description or responsibilities is listed below.

Time Frame: September to March

Time Commitment: 3-4 hrs/wk

Number of positions: 1

\$20/ hour

**Roles and Responsibilities:**

- Be the main point of contact for coaches, parents, volunteers, and board of directors for matters related to the Ski League
- During fall season, contact previous year's coaches to determine coach availability for the upcoming season.
- Work with coaches to organize class lists based on registration information and evaluation information from previous season.
- Provide the group lists to the coaches prior to the start of the season and organize in the team snap application
- Order materials from CCBC based on numbers provided by the Materials Organizer.
- Encourage volunteerism and timely email/phone communication with participant families.
- Determine equipment purchases needed for the program.
- Encourage coaches to take further training courses.
- Encourage participation in club events:
- Help to ensure consistent evaluation of skills among groups.
- Promote races and social activities (picnic, night ski, races, etc).
- Arrange any needed preseason meetings with the coaches or parents
- Cancel classes when the conditions are unsuitable or considered unsafe.
- Recruit successor.

**5.5 Discussion – Junior Development:**

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- We've decided that we should be getting full complement of male and female clothing, simply enough clothes to get us through ski season.
- People will buy these from us, some will go to coaches.
  - Chelsea doesn't think it was enough, particularly race jackets. Some people have shown online that they would purchase these, have heard lots of interest on trails.
  - We need to order asap so these arrive by the season.
  - May be better to have a bigger order than a smaller number of jackets.
  - Could we add 10-12 more (to what's listed in the Junior Development report) in some way?
  - If we advertised that we have jackets, they would likely be purchased very quickly.
  - We should consider how quickly will these be sold vs. how long until they may sit in storage and be sold next year.

*Junior Development Report:*

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Here is a draft estimate to update our club apparel. A few changes this year is we don't have the same minimum orders as last time and we plan on bringing in woman's sizing. I think the estimated numbers are minimalistic but its all about available budget.

Also, an additional item we received \$1200 from the Kal Tire/CCBC grant that I applied for. It was a bit last minute, so I didn't have a chance to run the request past the executive and I put in for purchase of 10 pairs of roller skis for \$3700. I am still working on getting a real number for this. The request in the grant was for enough roller skis to have a ski practice and include all interested Track Attack youth. Right now, we have enough for the JD and a few others.

Here's the list of costs of products and what I think we might like to have in stock? This might be asking too much with no guarantee of sale but then again, we don't know for sure of interest.

**Warm Up Gear 2021**

<b>Coats - Men's</b>	<b>Coats - Women's</b>
XS - (have 2) 3	XS - 1
S - 5	S - 3
M - 4	M - 3
L - (have 4) 0	L - 3
XL - 5	XL - 2
2XL - 2	2XL - 1
3XL -	3XL -
<b>Total = 19</b>	<b>Total = 13</b>

<b>Pants - Men's</b>	<b>Pants - Women's</b>
XS - (have 1) 4	XS - 5
S - 5	S - 5
M - (have 2) 1	M - 3
L - (have 2) 1	L - 3
XL - 1	XL - 2
2XL - 1	2XL - 1
3XL -	3XL -
<b>Total = 13</b>	<b>Total = 19</b>

Both Total = 32 @ \$121.80 = \$3,897.60 + tax

Grand total = \$8,505.60 + \$1,020.67 tax = \$9,526.27

Last year we charged:

- Coats: \$170 including tax
- Pants: \$145 including tax
- Race team I charged them at cost including tax

**Ways and Means - Funding Announcement:**

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- We received news from BC gaming that our grant application was approved for junior development.
- We will be receiving \$17,000 to support junior development.
  - Must be spent this year.
  - Would jackets be covered under this grant? Will review requirements.
  - Could we purchase bunny skis, skate skis, roller skis, jackets?
- Maureen will send information out to board about what the grant can cover.

**Guests Lisa Palechuk and Roy Davidson: Plan for Adult Lessons**

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- Would like to offer adult lessons for the coming season. Any thoughts from the board?

- Discussion:
  - This is a great idea. How could we offer this to members in a consistent way?
    - Offer lessons for 1 hour at a time? Longer (multi lesson / day) programs that people would take part in?
    - Eg. Lesson for an hour, package of 3 lessons?
  - Many middle to upper age adults would likely be interested. Have looked at what other clubs are offering.
    - Typically offer 1 lesson, package of 3 lessons.
    - Typically offer 1 on 1 private, small groups of up to 4 people.
    - Serena is interested in doing some teaching as well.
  - Roy and Lisa would be considered employees of the ski club.
    - Taught approximately 150 lessons last year.
    - Could offer Friday night, Saturday, Sunday lessons.
    - Could book as single, as 2 people or as group.
    - From what we've heard, these would be in very high demand. We could likely never meet the demand with our current coaches.
  - Would club want to maintain the payment and booking portion of it, or refer people to Roy and Lisa?
    - No instructor yet for general lessons.
    - We would prefer to have consistent lesson time, with booking through the club.
    - We could have a link maintained by Roy and Lisa showing their upcoming availability.
    - Chelsea's goal would be to have some sort of app for lesson booking.
    - Sovereign allows users to book through the website, but this costs lots of money.
- What would Roy and Lisa like from us?
  - What are the 1, 3, 5-year plans for lessons?
  - Would like to bump up amount of adult rental equipment as more lessons are offered.
  - Where is the club wanting to go? Which direction is the club wanting to go?
    - We're completely limited by the number of instructors and their availability. See who we have and what can we offer.
  - Ideally, people could sign up, get rentals, get lessons. Perhaps we would like to go here in the future.
    - Would like to go through Shopify for booking / payments.
  - The board needs to determine how we will service our members (in terms of lessons) through the coming years, regardless of coaches.
    - This could contribute to building up a more reliable master's program.
  - We could put a schedule together with coaches available for doing lessons on certain days, times, etc. Could have pre-set coaches and add additional coaches as available.
    - Would also like to ensure that coaches have good, solid base for teaching.
    - Older demographic learns quite differently than youth. We would like to ensure that adult coaches are qualified and able to teach properly, and in a way that adults can learn and have value from the lessons.
    - Having CANSI course would ensure that all coaches are providing similar quality of lessons.
  - Adult lessons committee: Chelsea, Dana, Roy, Lisa. Will discuss further in coming weeks.

#### **New Business:**

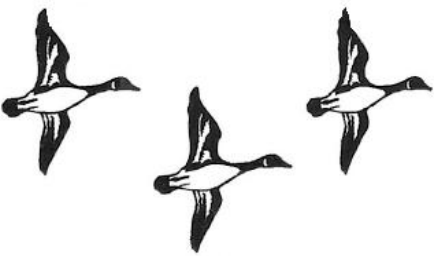
- Christmas Lights - Logo made into lights would be awesome, but we could spend \$1,000 to \$1,500 on this alone.
- OSC annual budget will be created by Dave, he will send out within the next 1.5 weeks or so. Expect to see it after Thanksgiving.

**Approval of September meeting minutes. Motion by Vesta to accept minutes from September meeting. Seconded by Rich. No discussion. Motion passed.**

Meeting adjourned at 8:55PM.  
Minutes recorded by Kailee Mortimer.

#### **Next Scheduled Meeting Dates (Held via Zoom)**

November 1<sup>st</sup>, 2021  
December 6<sup>th</sup>, 2021  
January 10<sup>th</sup>, 2021



## HIGHLAND VALLEY OUTDOOR ASSOCIATION

September 15, 2021

To Overlander Ski Club Board Members,

As you may be aware, the Tremont Creek wildfire this August ripped through the edges of our community, in Logan Lake, destroying the forested area that we have historically run our winter Cross Country Ski and Snowshoe trails. We are devastated at the extent of damage that has been done in this area and will not be able to open this area to our members, or the public, until late 2022 – if not later. We have received the following communication Noelle Kekula (District Recreation Officer) on August 31, 2021 regarding the access to our trail system: *“However, due to the amount of damage that the Logan Lake trail network sustained due to the wildfire, I will be keeping the entire trail network closed. This will include the 2021/2022 winter ski season. Until we can completely assess the entire network for damages and danger tree assess and fall the network, it will remain closed.”*

As we are heading into the winter season we would like to reach out to you, our neighboring Cross Country organization, and see if you'd be willing to extend a discount to our current Highland Valley Outdoor Association membership for season and/or day passes to ski and/or snowshoe at Stake Lake. Our membership is very active in the winter time & would love to have a place to get out and enjoy the snow with their friends and families.

We are actively working on the logistics for getting our trail system cleaned up and rebuilt this year. We are only asking that you consider this discount for the current 2021-2022 winter seasons, as we are super hopeful that we will be able to open our trails in November 2022.

Please feel free to reach out if you have any questions or concerns, we are more than happy to work with you to make this possible for our members.

Thank-you for your consideration,

Karley Millhouse & Jarrod Gaudry  
HVOA Secretary      HVOA Trails Director

HVOALoganLake@gmail.com



PO Box 415  
Logan Lake, BC  
V0K 1W0  
HVOALoganLake@gmail.com