

## MEETING NOTES Overlander Ski Club

Date: Monday, November 7<sup>th</sup>, 2022  
Time: 7:00PM  
Location: Virtual (Zoom)



**Board Members Present:** Jen Stuart, Joan Bernard, Rich McCleary, Luc Guiherme, Chelsea Francis, Charlene Eden, Cheryl Beattie, Dana Manhard, Dave Hallinan

**Guest:** Kim Christiansen

### General Discussion

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- Kim Christiansen joined the beginning of the Board meeting to discuss how she would like to help the club develop new business processes.
- Kim does not want to join the Board but is looking to support the Governance Committee to build business processes
- The Board was supportive of this
- **Action: Jen to connect Kim with the Governance Committee members to arrange a meeting**
- Kim excused herself from the Board meeting
  
- The Board agreed that there may be times when staff of certain members of the Board may be asked to leave the meeting. For example, Chelsea may be asked to leave the meeting if the Board would like to discuss matters regarding her employment.

### 1.1 President's Report

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#### Discussion:

- Special Olympics – Jen, Luc and Dana to meet to discuss race trail options for the race
- Rachael Komori to help support club communications as a volunteer.

#### Report:

##### Level 1 Officials Course

- Occurred on November 5th. (I am writing this before taking the course, so I am sure I will have something more useful to say about it on Monday).

##### Special Olympics

- We still don't have a volunteer to take on the Special Olympics liaison role.
- Luc and I are doing our best to keep things rolling with what the Special Olympics groups needs from us.
- Our next priority is to find potential courses for the race, particularly the 10 km course that will impact the network as little as possible.

##### Special Olympics Kamloops Cross Country Program

- Only one participant so far.
- Joan has provided a code for zone 4 to pay for that membership

#### Newsletter

- I was able to get the second newsletter out and it went more smoothly than the first.
- The article written by Xavier Wallace about the Hauge Glacier camp was the highlight of the newsletter for me

### 3.2 Registrar's Report

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- As of 8:30 tonight we have 720 members signed up: 705 ski trail passes, 10 snowshoe passes and 5 members without ski passes.
- We have 107 kids in ski development classes, with Levels 2 and 4 full, and 1 or 2 spaces left in each of the other classes.

### 5.1 Treasurer's Report

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#### Discussion:

- AGM will be able to be held sooner in the year because Dave has been able to get the financial information into better shape
- Revenues were down last season likely due to the cold weather that occurred over the Christmas holiday season
- **Action: Dave to work with Joan to get information on the age of the clubs members**
- All invoices to go to the Overlander Treasurers email address

#### Report:

##### Financial Overview

The clubs' finances continue to be in a strong position, revenues generated by means of membership and daily trails fees finalized at just over 95% of the budget figures. Overall operations revenues did not achieve budget given to extreme cold weather in December that likely was off putting for new and novice skiers.

Day revenues were off and corresponding this impacted equipment rentals for both ski equipment and snowshoes.

Club revenue are over 400% of budgeted as of the end of the fiscal year, of note membership revenues continues to be strong reflective of increased membership. Of note within the Grants funding both the TOTA and the Gaming Grant were received in this period, this accounts for approximately \$320,000. Also, donations received over the past year due to the clubs' fund-raising effort to support the purchase of the new Bison sno-cat have been taken into revenue this year. These donations totaled over \$140,000 and provide a significant support in the purchase of the new machine.

Costs associated with the club operation are well under budget at 91%. There are a couple of anomalies to this variance, insurance has exceeded the budget. These increases are being experienced across all industries as global disasters and global warming continue to impact the premiums for insurance coverage and new of this year was the need to insure the new sno-cat. The stand-alone insurance policy has been executed for the new sno-cat. Given the significant value of the asset the insurance premium is just over \$10,000 which provides for full replacement value for the with a deductible of \$10,000 on an investment of \$480,000.

Equipment parts exceeded budget; this is due to the break-down experienced by the old now cat during some of the final days for this year's operation.

Club expenses are at approximately 68% of budgeted expenses. Costs associated with memberships is reflective of the increase in members who signed up this past season and JD expensed, of recent cost to support racer travel to events.

Provided with this update is a working paper "00 Income Statement vs 2021 22 Budget.xls" for your review.

#### Other

Work is under way to complete the annual financial statements. Last year this information was provided to the accounting firm mid-January this year it is expected that financial package will be provided to the accounting firm before the end of November which will allow for an AGM to be held in January or early February.

Work is underway transitioning between the two fiscal years, priority is being placed on the payment of invoices and expenses related to the prior fiscal.

Over the past couple of months, a couple of vendors have sent in statements indicating significantly past due invoices (2019 and 2020) follow up is under way to determine if its lost cheques or missed (not received) invoices.

**MOTION - The treasurer moves that the board receives this report as information.**

## 5.2 Trails Report

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### Discussion:

- Wood stove in the lodge is no longer available to be used (condemned)
- Chelsea requires Board approval for the additional costs to replace the wood stove
- Question as to whether a quote from other wood stove providers has been looked at
  - It was felt that this quote was a reasonable price for the stove and install.
- **Motion: Board to approve new costs for the wood stove and installation as presented by Chelsea – Board Approved**
- Chelsea will provide a date for the new stove installation (December 1st).

### Report:

- We have finished hiring, offer letters were sent out and accepted, and staff have started training. Work parties have been at the lake prepping the lodge and rental fleet for use, putting up the stuffies and other pre season tasks.
- Snowmobile operators' worksafe course is running Friday November 25th for staff.
- Water system is almost operational, just needs a flow meter part installed that is on order. Once it is in place then testing starts and we need 3 good tests to get our permit to operate for the public. We should have our permit by November 25th if all goes to plan
- Our old woodstove in the lodge is no longer to code, we had an inspection done on Friday and we should have a quote coming in early next week. Last year a new one was approved, but the prices have increased a bit. If the quote is approved it should be installed in the lodge at the absolute latest the start of December.
- Safety and first aid supplies have all been inspected and inventoried. Things out of date or that need replacing have been ordered.

## 6.2 Agenda Items

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### 1. Potential for subsidizing coach memberships to help with challenges with the number of coaches for ski league this year (Stuart)

- Struggling to find coaches, could pay for membership or skis.
- This may be a bigger conversation than just today's discussion.
- In comparison to other clubs, they have some type of threshold for volunteers to receive a free ski pass or other incentives.
- Could pay for coaches gas mileage, similar to groomers.

### 2. Social Media pages and Website (Stuart)

#### Website Discussion:

- There needs to be a process developed for updating the website
- How do we ensure that the website is kept up to date year round?
- Chelsea will keep the website up to date for now
  - Potentially Rachael Komori can help keep the website updated

#### Social Media Discussion:

- All information regarding trail conditions should be communicated using Nordic Pulse and not using the Overlander Insider
- The Overlander Facebook page and Instagram account should be used to communicate community building information

- **Motion: to transition away from using the Overlander Insider page and start communicating trail conditions on Nordic Pulse – Board Approved**
- Link to Nordic pulse will be added to the website and on the Overlander Insider to support members to start using the program. Over time the Overlander Insider Facebook page will be deleted.

**Agenda Item Notes:**

- Should set expectations around social media. Have standards around how to communicate with the Board, when we will reply to people on social media.
  - Would like to move conditions from social media pages, move to posting this on the website.
- 3. Rachel Komori volunteer to help support club communications (social media and newsletter)**
  - 4. Social Media Pages (only one page with condition information on Nordic pulse)**
  - 5. Grant to support coaching**
  - 6. Criminal Record checks**
    - Rich will get letter to Jen and Charlene for the Board to get criminal record checks
    - The Board should also complete the vulnerable sector check in the event they find themselves volunteering on events with minors/vulnerable people
  - 7. Plan for opening**
    - Grooming team meeting in November
    - The parking lot is planned to be plowed on November 8th.
    - Opening date planned for November 26th to allow the grooming of the network and staff onboarding to be completed.
    - What are the risks to the club with people skiing ahead of opening day
      - **Action: Dana to reach out to CCBC on insurance coverage for skiers ahead of the club opening**
  - 8. Staff contracts**
  - 9. Membership number status**
  - 10. Reciprocal Agreement**
    - Chelsea working with Sun Peaks to finalize the details of the reciprocal agreement

**Meeting Adjourned.**