

**MINUTES of OSC Directors’ Meeting September 14, 2020**

1. **Opening Remarks**

**1.1 President’s Report (Vesta)**

Newsletter to come this week; otherwise no President’s report

1. **Governance – no report**
2. **Membership**
	1. **Registrar’s Report (Joan)**

None; need to know if we will have ski development program.

Discussion:

-2020/2021 rates to be the same as last year.

-Buffs – not to be included in membership

- Ski League Plan: Rich (after discussion with Lynda Ritchie and Dana) will query coaches re plans for ski development program; we will not be ready to go right away, but will report back by mid-October.

Discussion re opening. Could open now for members without kids, and include message that members with kids should wait until advised (about October 15) that the program is organized, up and running. Consensus is to go with this plan and open zone4 now; Vesta to include this in a newsletter this week.

Quite a bit of interest in ski development programs from coaches (to meet this week); interest also from families. Video lessons, games for families are a possibility for those who don’t want to register for regular sessions.

* 1. **Communications/Publicity (Vesta)**

Vesta will prepare communications re our safety and programs to make people feel welcome.

Big White not doing night skiing, but we have no reason not to have night skiing.

Need to have discussion re people coming all at once, and adjust if needed for start of ski lessons; plan is to have someone policing the distancing by having 2 people on staff there not just 1.

* 1. **Social coordinator (Chelsea)**

- Question re expansion of Christmas lights as suggested last year. Consensus is to go ahead with this, including more lights (cost $3000 last year; could spend $1500 more this year for more displays). Night skiing Saturday night to be added; would take pressure off Saturday morning crowds.

**MOTION**: to spend $1500 for more Xmas lights. **M. Chelsea, S. Alan; CARRIED**

-Do we want to come up with small socially distanced events? Consensus: Yes, Chelsea will come up with a proposal for this for next meeting.

-Merch: Keep items we have. Any more items to add? Masks? No. Any other merchandise ideas- send to Chelsea.

* 1. **Volunteers Report:** none;

Discussion re role of Volunteer Coordinator: Trail volunteers, ski race volunteers already looked after. Social events are main need for volunteers; need to define role to help coordinator. Vesta to assist.

**4. Strategy**

**4.1 Ways & Means (Maureen)**

Applied for a Capital projects from Gaming – we will hear by Nov. 1

Update on Blazers: unknown if there will be any grants this year.

SIDIT: also unknown if we will get any grants this year

Wannes : money from CCBC may be a possibility; grants: Kal Tire, Women’s Lead Forward grant for coaching; Nordic Canada Women’s Committee grant $2000, apply by Nov15 (female coaches? athletes?) – Dana and Maureen to check (also Lynda Ritchie)

Maureen mentioned Investing in Canada infrastructure funding; we need a definite plan for daylodge to get this; could apply next year if we have developed a plan.

**4.2 Strategic Plan** – no report/progress; defer to next meeting

**5. Operations**

**5.1. Financial report (none): budget wish list**

 1**. Dana: need more ski suits**; need to decide how many we want; likely $1860 for race suits; plus costs for warm up suits etc; we are out of everything; need to come up with a list of needs and order more. **Order ASAP**, then can apply for a grant (give $ amounts to Maureen). May need to spend approx. $5000 this year. Dana will provide more details on needs and $ amounts

Discussion re tracking amount of revenue; is trackable through Shopify records, coding in our accounting system.

**MOTION:** that we spend up to $6000 on race suits, warm ups and coats for ski club members**. M. Dana, S. Alan. CARRIED.**

**2. Rental skis** – 180 and 190 cm size; Dana has ordered these.

**3. Videos** - $1500

**4. Utility Terrain Vehicle (UTV)** – rental for 1 month @ $1800

**5.2 Trails committee (Alan)**

**Trails Report for September 15 th 2020 Executive meeting**

 Lee, Chelsea, Luc and I have been busy preparing the Trails for a new Covid look. The resulting

Covid mitigation plan is attached

 The break-in at the Machine/service shed was very disruptive but we did not lose anything of value. The Sea Can in the stadium was also broken into but again there was no significant loss

 Lee has been working on a Covid era Ski School and his proposal being revised. The program will be much reduced from last year. We are investigating using the Orienteering Club’s large tent as a gathering shelter for students. The tent has removable sides and would provide an open air environment.

 The trail brushing crew have started their preseason work

 The shelter on Drifter was repaired earlier this month by Chris jones, Gary Plant and Ken Nicholson. We plan to have four more repaired before the season starts using material donated by Brad Armstrong of Braddick Roofing. Klaus and Lisa area are contacting all of the trail volunteers

 The oldest brushcutter, which crews found heavy and unwieldy, has been sold and two new machines purchased. Chris is the master of selling old equipment!

 The trails committee is investigating the rent or purchase of an ATV for use in trail maintenance. These vehicles are open to the air and can be used by 2-4 people.

 We need to make changes in the basement to accommodate Covid plans. We don’t have a cost estimate yet.

**COVID Mitigation Plan** almost complete; Vesta, Alan and Lee to finalize, approve and put this plan on the website.

**NOTE: Draft COVID Risk Mitigation Plan: (18 pages) is included in the following PDF:**

**Stake Lake Draft COVID Risk Mitigation Plan Sept 14 2020:**

(use Control + Click) to open the link)

<https://mail.google.com/mail/u/0?ui=2&ik=7930541bf8&attid=0.2&permmsgid=msg-a:r1888730185327560598&th=17492dc527da324e&view=att&disp=inline&realattid=f_kf48u9o72>

Discussion re the following draft policy; **Alan to add a sentence re case by case analysis as required in case of COVID illness.**

*Overlander Ski Club’s****sick leave policy****outlines our provisions for employees who become sick and need to be absent from work. The following policy specifies how sick leave will be accrued and how it may be used.*

*This sick leave policy applies to all our employees.*

*Our employees may be unable to perform their duties if they get sick. Our company follows**BC’s*[*legal guidelines that apply*](https://www.dol.gov/whd/fmla/)*to sick pay. Every employee is entitled to 5 days of sick leave without pay. In addition we will offer 1 day of paid sick leave for each year of service including the year of hiring.*

*Our employees can take sick leave when they want to:*

*●      Recover from sudden illness*

*●      Recover from accidents/injuries*

*●      Receive mental/psychological care or counseling when necessary*

*Employees who want to attend to routine healthcare (e.g. doctor’s/dentist’s appointments) should use contact the Ski Trails supervisor and arrange work schedules.*

* **Break in** was resolved, nothing missing except 1 criminal
* **Ski S’koo**l likely to be carried on in a reduced manner (fewer groups, likely 1/day, 3 days/wk); need to add a shelter – 14 x 24 ‘ tent could be borrowed from the Orienteering Club (stored in machine shed); to put up between machine shed and lodge.
* **UTV**: already on wishlist
* **Need to make changes in basement** to accommodate distancing requirements eg. Vestibule; Luc and Lee have a plan, expenses not major

**5.3 Ski League (Rich):** a few camps are occurring, not much else to report

**Precautions at camps (Rob K):** Telemark etc going ahead, 50 people in a cohort; may have tighter age groups, things still in a state of change, uncertainty;

**CCBC (Dana):** 1.races: not sure what will have to be done re bibs, timers, people in area; groups of 50 may be allowed, but logistics may be very difficult to manage;

 2. CCBC coming out with a fluoro-free policy on waxes and everything else, as these are now banned by the EU

**Discussion re Races: potential problems** with adhering to Dr. Bonnie Henry’s guidelines for numbers of people, race groups of 50 or less needed; parking if a race is to be hosted.

**5.4 Operations (Luc):**

I have replaced the Wifi link between the ticketbooth and the machine shed. I used a couple of active antennas and moved them higher up the roof on the machine shed. It has a very good signal between the two buildings now. The security cameras are working well and we could add more cameras if we want. The total cost will be about $250 - $300. Each unit was $90 and there was some cable and terminators I had to use.

I have the FTP site details from the webpage provider now and will setup the web cam and weather station soon. This is because Telus has stopped their FTP service.

I will be looking at building renovations with Lee when I get back to see what needs to be done to "Covid" proof the buildings.

**5.5 Juniors (Dana)** (same comments as Ski League)

**6. Board business**

**6.1 August minutes**: to be circulated by email for approval

 **6.2 Action Items List Update** – carry forward to next mtg, no change

 **6.3 Capture Email discussion to minutes**:

- break-ins dealt with in operations section above

-fishing dock: checked by Vesta, looks good

**7. Other/new business**

**7.1 COVID planning**

**Discussion re extra costs** due to COVID: mainly extra staff – doubling up during the day to monitor COVID procedures; holidays – 3 staff (ticket booth, rentals, COVID monitoring), also more cleaning supplies;

**Consensus:** go with rates as listed, monitor costs; estimated staff cost increase could be 50% to 100% more based on number of days open, etc.; may have to reduce discretionary spending if needed; lots of unknowns.

**Watch rental income** to see if revenue will cover the increased staff costs for the extra person who will be hired to do rentals; can reassess part way through the season if needed, eg. Change rental prices (add COVID surcharge for added cleaning)

**7.2 Other**

Vesta to email Mike to request a financial update by email to Board Members.

Meeting adjourned at 8:53 pm.

**NEXT SCHEDULED MEETINGS:**
October 5, 2020, November 2, 2020, December 7, 2020

Stake Lake Draft COVID Risk Mitigation Plan Sept 14 2020:

(use Control + Click) to open the link)

<https://mail.google.com/mail/u/0?ui=2&ik=7930541bf8&attid=0.2&permmsgid=msg-a:r1888730185327560598&th=17492dc527da324e&view=att&disp=inline&realattid=f_kf48u9o72>