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**OSC Board of Directors Meeting**

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| Date: | Monday May 6th 2024 |
| Time: | 7:00 pm |
| Place: | Virtual meeting via Zoom |

**Directors Present**: Jen Stuart, Charlene Eden, Joan Bernard, Dana Manhard, Erin Vieira, Garth Rustand

**Regrets:** Luc Guilherme, Klaus Mey, Chelsea Francis

**Guest:** Clay Whitman

Meeting convened at 7:05 PM.

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| **Agenda Item** |  | **Person** | **Item Number** |
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| **1. Opening Remarks** | 1.1 Approve April 2024 meeting minutes | J. Stuart |  |
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|  | 1.2 President’s Report (No Report) |  |  |
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| **2. Governance** | 2.1 Governance (No Report) |  |  |
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| **3. Membership** | 3.1 Publicity Report (No Report) |  |  |
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|  | 3.2 Registrar’s Report (No Report) |  |  |
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|  | 3.3 Social Coordinator’s Report (No Report) |  |  |
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|  | 3.4 Volunteers Report (No Report) |  |  |
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| **4. Strategy** | 4.1 Ways and Means (No Report) |  |  |
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|  | 4.2 Strategic Plan Update (No Report) |  |  |
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| **5. Operations** | 5.1 Treasurers Report (No Report) |  |  |
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|  | 5.2 Trails Committee (No Report) |  |  |
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|  | 5.3 General Manager’s Report (No Report) |  |  |
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|  | 5.4 Ski League (No Report) |  |  |
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|  | 5.5 Junior Development (No Report) |  |  |
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| **6. Board Business** | 6.1 Clay Whitman’s biathlon proposal |  | 6.1 |
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|  | 6.2 Ski league coach |  |  |
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|  | 6.3 Treasurer vacancy |  |  |
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|  | 6.4 Grant update |  |  |
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|  | 6.5 Club website |  |  |
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| **7. Adjourn** |  |  |  |

**1.1 Adoption of draft board meeting minutes**

Moved/seconded by Charlene Eden/Joan Bernard that:

The draft meeting minutes from the February 5th 2024 board meeting be approved.

**CARRIED**

Moved/seconded by Jen Stuart/Dana Manhard that:

The draft meeting minutes from the March 4th 2024 board meeting be approved.

**CARRIED**

President Jen Stuart commented that the club did not hold a board meeting in April.

**1.2 President’s Report**

Jen remarked that she does not have a President’s Report this month. In lieu of this, there was a brief conversation about board reports each month as part of the agenda package. Charlene explained the board reports should be submitted in advance of the meeting, and the meeting itself is an opportunity to ask questions about the reports, it helps the meeting run efficiently. The board reports should speak to board business. Jen suggested that Charlene send out something that describes what should be in each of the board reports.

**Action item:**

Charlene to send out a brief note that describes the purpose and scope of the monthly board reports.

**2.1 Governance Report**

No report

**3.1 Publicity Report**

No report

**3.2 Registrar’s Report**

No report

**3.3 Social Coordinator’s Report**

No report

**3.4 Volunteer’s Report**

No report

**4.1 Ways and Means Report**

No report

**4.2 Strategic Plan Report**

No report

**5.1 Treasurer’s Report**

No report

**5.2 Trail Committee’s Report**

No report

**5.3 General Manager’s Report**

No report

**5.4 Ski League Report**

No report

**5.5 Junior Development Report**

No report

**6.1 Board Business – Clay Whitman’s biathlon proposal**

The following summary was provided by Clay Whitman:

**This Spring**

I am planning a biathlon program for kids ages 10 and up using the Eco-aims biathlon rifles in May and June. This would be done in Kamloops at a field or empty parking lot. I will be coaching the program with a couple helpers.

The Kamloops biathlon club will organize registration and handle the budget/finances for the program. We don’t need any budget or funding from Overlander. The program will be covered by the Biathlon Canada insurance policy which we can provide. The training activities we are planning (roller skiing, running, general physical literacy and fitness training) are also covered under the Nordiq Canada insurance policy.

We have three asks for the Overlander Ski Club:

1. Can we provide Garth with some information about the program and some photos, and have him create a biathlon page on the Overlander website under the ‘Programs and Lessons’ page.

2. Can the Overlander Ski Club promote the spring biathlon program to its membership through a newsletter and social media post

3. Can I use the Overlander TeamSnap account to create a biathlon ‘team’ as the parents of the Track Attack program are familiar with this app.

**Fall/Winter**

If the partnership for the Spring program is successful, we could then explore offering an Eco-aims biathlon program through Overlander in the Fall/Winter.

I would present a proposal to the board where the Overlander Ski Club would offer the Eco-aims biathlon program as an add-on to the Track Attack program. The program would start in September alongside the Track Attack dryland training program. In winter we would offer the program on Saturday afternoons from 13:00 – 14:30. The registration would be done through the Overlander Zone4 registration. I would prepare a budget proposal for the board, which would be revenue neutral or revenue generating.

As a reminder the Eco-aims rifles use camera technology. The yare not firearms and there is no projectile of any sort. We wouldn’t need Overlander to purchase any equipment or make any modifications to the facility. We would just store a few small items like interlocking mats and some wooden rifle rests in the container.

**Discussion:**

Clay provided an overview of the summer roller-skiing program which will take place May – August for athletes ages 10 – 14. The intention is to build excitement for skiing and help get young athletes ready for September training. He suggested that OSC help by administering the registration and the promotion OR just the promotion while Clay does the registration.

Jen: likes the idea and it will help keep people excited for skiing. Would be happy to have OSC help with promotion via website and social media.

Charlene: question about who assumes liability for this.

Dana: clarified that if the kids were registered with OSC for the 2023 ski season, they are covered.

Joan: commented that Zone 4 registration period is until the end of June.

Clay: commented that he is registered as a coach and can get insurance through Cross Country BC. Ideally this would be an Overlander program, it’s best and easiest way of doing it.

Dana: commented that the OSC website will need to launch a registration page for this.

Jen: likes the idea of OSC handling registration as it could roll right into dryland training for members. Next steps: liability forms (CCBC website?) and social media promotion.

Clay provided an overview of the proposed fall/winter program, an Eco-aims biathlon as an add-on to Track Attack. This will add value to fall dryland training and winter track attack programs. He clarified that this would be an optional add-on for Track Attack athletes, not as an alternative to Track Attack. It would require an extra hour or hour-and-a-half at Saturday lessons and training, September – February/March, and would be held in the Stadium area. He suggested that registration and promotion would be done by OSC and that an additional fee of $50-100 for the Eco-aims add-on. He clarified that Eco-aims arms use camera technology, no projectiles, battery-operated.

Jen: commented that the proposal sounds great. The club needs to give some thought to transitioning the head coach role. She thanked Clay for the proposal and let him know that the Board would discuss it and follow up with him.

*Clay left the Zoom meeting*

**Board discussion:**

Jen: likes the proposal and it’s not a big ask of the club. Provides added value and more options for young athletes. The summer roller-skiing program seems quite easy, OSC just needs to create a registration process.

Dana: doesn’t see any reason to not do all the things Clay is discussing. Coaches should get together and discuss the commitment for next year, including how many coaches are needed (require minimum two for any program) and what parent involvement we’d need.

Joan: commented on the challenges of Zone4 and complex registration options, especially for the May – August roller-ski program.

Charlene: suggested we do registration on the OSC website or via email, in lieu of using Zone4. Clay could take that on, and OSC could promote the roller-ski program.

Jen: commented that we may need to ask CCBC about liability for this; we should phone and ask. She will follow up with Clay about the summer roller-ski program, suggesting putting the fall biathlon program ‘on hold’ for now.

**Action item:**

Jen will email Clay about the roller-ski program.

**6.2 Board Business – Ski league coach**

Jen reported that kids’ enrollment is down compared to previous years but demand for adults’ programs are on the rise. She commented that, ideally, a new head coach would oversee both youth and adult ski programs, for recreational and elite athletes.

Garth agreed it’s a great idea and has collateral social benefits.

Jen suggested that the club create a job profile. Dana commented that a head coach wouldn’t necessarily do all the coaching but they would be doing the organizing, planning, etc. in addition to some coaching and supporting kids at races. He also commented that the compensation needs careful consideration. The head coach position could potentially be a full-time position for someone.

Charlene suggested the club contract a couple people that could coach Masters clinics and find out what the appetite is for this work in the short-term. There are grants available for this purpose. Also need to keep in mind we’ve just hired Chelsea as our full-time GM, and our operations capacity has increased.

Jen suggested hiring a contractor to get some events/clinics underway this year, and in the meantime the club can begin a process for hiring a head coach. Dana agreed that a job posting is needed.

Garth also suggested a partnership approach, such as with Lac le Jeune resort for lodging, tours and events.

Charlene remarked that she would like to determine some details of the position before drafting a job description. She suggested a small committee convene (Charlene, Jen, Dana) to consider the role, the pay and benefits. She suggested that they speak with other clubs and with CCBC to learn from their experiences; the board should also discuss this with Chelsea about this and look at the budget.

**Action items:**

Garth will phone Lac le Jeune resort re: potential partnership with OSC

Jen, Charlene and Dana to form an *ad hoc* committee as discussed.

**6.3 Board Business – Treasurer vacancy**

Jen reported that she ahs asked Dave if he’s willing to help the club with treasurer duties until we can fill the vacancy. In the short-term, the club can assign more responsibilities to the book-keeper, acknowledging this will come at an increased cost. Preference is for the treasurer to have a strong aptitude for finances, but not to be the accountant or book-keeper for the club.

Both Jen and Joan suggested they have contacts that they can ask about the opportunity.

Erin suggested that the club create job descriptions/roles and expectations for the Treasurer, the book-keeper and the contracted accounting firm. Charlene remarked that Dave has at least started this process.

Dana suggested that the club provide some expenses for the Treasurer, such as mileage reimbursement for errands etc. Charlene cautioned that the club needs to exercise diligence and caution with this to ensure there is no financial gain for any board member positions.

**6.4 Board Business – Grant update**

Chelsea was not present to provide a detailed update on the grant applications. Jen remarked that a Gaming grant has been submitted.

**6.5 Board Business – Club website**

Jen reported that the Trails committee has discussed the club website a few times, and that the website needs a refresh. Caledonia Nordic Club recently re-did their website and it looks and functions wonderfully.

Garth relayed that he has discussed the website with Chelsea. Michael has looked into it and suggested that the best strategy would be to start over from scratch. Garth has offered his help to Chelsea.

Jen remarked that ideally a new website would be up and running by next ski season.

Erin clarified that the club would be looking for a contractor to build the website, then have Chelsea make regular updates to it and manage the content. She further commented that the club should seek a fairly local firm and ensure that customer service and support is a priority.

**Action item:**

Garth will work with Chelsea to do some research into a website update.

**6.6 Board Business – New item: budgets**

Jen remarked that she will reach out to Dave to find out if he can assist with pulling together budgets while the Treasurer position is vacant. Dana further commented that the board needs to see and approve budgets for the year. Charlene also commented that we can prepare budgets, approve budgets, and approve them as needed.

**Action item:**

Jen will send an email to all board members and the trails committee asking for input on the budget.

**The meeting adjourned at 9:05 pm.**

**Next Meeting:**

June 3rd 2024, 7:00 – 9:00. Board social gathering to follow, details TBD.