

OSC Board of Directors Meeting Minutes

Date: Monday November 4th 2024

Time: 7:00 – 9:00 PM

Location: Tournament Capital Centre Room C/D



Directors Present: Jen Stuart, Joan Bernard, Garth Rustand, Dana Manhard, Klaus Mey, Jeff Young, Erin Vieira, Charlene Eden (via phone)

Staff Present: Chelsea Francis (via phone)

Regrets: Luc Guilherme

Meeting convened at 7:05 PM.

Adoption of agenda

Moved/seconded by Joan Bernard/Garth Rustand that:

The November 4th 2024 agenda be adopted.

CARRIED

1.1 Meet new board candidate

Gillian Stanley introduced herself. She has been skiing her whole life, she has lived in Kamloops since the 1980s, she recently retired and is looking for a good club to contribute to. The board did a roundtable of introductions.

Gillian left the meeting.

Moved/seconded by Jen Stuart/Dana Manhard that:

Gillian be invited to join the OSC board.

Discussion:

Charlene commented that board members should keep in mind that the board is potentially getting re-structured as bylaws are being completed.

CARRIED

1.2 Approve October 2024 draft meeting minutes

Moved/seconded by Jen Stuart/Klaus Mey that:

The October 7th 2024 OSC board minutes be approved.

Discussion:

Jen reported that the club together with Lac le Jeune resort contributed one night accommodation, breakfast, and two days of skiing for two people to the 'Taste of Fall' auction supporting Xavier Wallace and his race team.

CARRIED

1.3 President's report

Report from Jen Stuart:

Over the past month I have been working to find examples of general manager contracts from other clubs in the province to help us develop an updated contract for our GM. I have been able to get examples from Telemark and Sovereign. The contract from Sovereign is professionally put together and was the best option to model our contract after. Charlene and I have been looking at options for health benefits to include in the contract and options for compensation.

I am meeting with Gillian Stanley on November 3rd to discuss the role of a director-at-large. I will discuss the outcomes of this discussion during the board meeting.

3.1 Publicity report

Report from Garth Rustand:

Free passes proposal

OSC free passes could be a versatile and cost-effective way to give people a comfortable, low-risk way to learn more about Nordic skiing and snowshoeing. The passes could include day trail pass, gear rental, and optional group lesson.

Formats

There could be two: printed business cards and PDFs.

Distribution

Following are some ways that we could get them into the hands of likely new skiers:

1. OSC board members, employees, volunteers, can give them away to interested friends or family

2. Retailers (Spoke’N Motion, Runners Sole, Cycle Logic, Consignors, etc.) can add the pass to gear sales
3. Give-aways or contests via radio or other media
4. Small corporate groups on request
5. Limited number for season pass holders that can be picked up at the toll booth
6. Other?

Costs

These are very approximate and would depend on volume:

Layout and printing might cost about \$500

Potential lost rental revenue?

Cost of instructor?

Timetable

2 weeks for layout of card / PDF and printing

Possible pre-marketing of passes as Christmas gifts (?)

Plan distribution starting closer to season opening (here’s hoping) later December.

Benefits of free passes to OSC

Low-cost and scalable depending on the response

Personalized way to engage with friends, family and supporters.

3.2 Registrar’s report

Report from Joan Bernard:

As of November 1st 2024, membership is 481 people registered, broken down as follows:

- 354 Individual season pass (ski and snowshoe)
- 3 Individual membership pass (no trail pass)
- 7 Snowshoe only season pass (includes membership)
- 110 in the Family Season Ski Pass
- 7 in the Family Membership only (no trail pass)

For comparison, data from the past five years:

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

As of November 1st 2024, ski development enrollment is broken down as follows:

- 5 Level 1 (age 4, 5)
- 7 Level 2 (age 6)
- 15 Level 3 (age 7)

11	Level 4 (age 8, 9)
12	Track Attack (age 9 – 12)
6	Junior Development
6	Nordic Explorers (age 11 – 18)
62	Total

3.3 Social Coordinator's report

No report.

3.4 Volunteer Coordinator's report

No report.

4.1 Strategic Plan report

No report.

5.1 Treasurer's report

No report.

5.2 Trail Committee's report

See document from Klaus Mey, [Management Committee minutes Oct 30th 24.docx](#).

5.3 General Manager's report

No report.

5.4 Ski League report

Report from Chelsea Francis on behalf of Zoe, the program coordinator:

Dryland

- Sessions are going well, every Thursday for 1 ½ hours
- Typically about seven athletes, with two-three coaches depending on the week
- Roller skiing every week
- About five are signed up for the on-snow cap at the end of November in Vernon

Ski League

- Track Attack and Junior Development had meeting October 30th for season info. Tentative startup for December 7th if the snow allows!
- Waxing demo for ski league set up for November 13th at Spoke & Motion

Ski League registration numbers – as of November 2nd [slight update from Joan Bernard's report, above]

5	Level 1
8	Level 2
15	Level 3
13	Level 4
12	Track Attack
6	Junior Development
6	Nordic Explorers

Coaches

- 16 coaches for Jack Rabbits, Track Attack and Junior Development
- 4 spares
- Coaching courses are in the works to be set up for December or early January.

5.5 Junior Development report

No report.

6.1 Board Business – Employment contracts

Chelsea is looking for input on how to complete the staff contracts with a start and end date. Some suggestions were made, including language in the contracts about the club guaranteeing a percentage of hours or a certain number of hours for seasonal staff as well as the expectation that staff would be working even if the trails aren't open. Charlene requested a synopsis from Chelsea describing how many staff are affected, how many hours for each of them, and the cost for these hours. Jeff also suggested a minor tweak to the contract regarding eligible employee expenses.

Action item:

Chelsea will put together a spreadsheet as discussed and send it around via email to board members. Jen suggested that the board finish this item via a motion over email.

6.2 Board Business – Club insurance

Quotes for insurance shared by Chelsea Francis, for input from the board:

	Aviva	Cansure
Property premium	\$17,403	\$21,987 + \$250 fee
Bison Snowcat premium	\$10,377 (with Chutter)	Included
Total	\$27,780	\$22,237 (\$3000 refund will apply from Chutter policy)

The Cansure policy includes the Bison Snowcat all on one policy, whereas it’s currently insured separately with Chutter. If choosing that option, we would cancel the Chutter policy (refund estimated at just over \$3000). If going with Cansure, the payable amount will initially be about \$2000 more than Aviva – but will save about \$5000 over the year re: Bison Snowcat included.

Discussion:

Jen further explained that our insurance needs to be renewed right away. Chelsea has been trying to get an assessor to come out to the trails and assess the value of the infrastructure, but it hasn’t happened yet.

Garth is aware of two qualified commercial appraisers in Kamloops, he suggested we seek their help next year. He also commented that an appraisal could cost a couple thousand dollars.

Moved/seconded by Jen Stuart/Dana Manhard that:

The board direct Chelsea to purchase the Cansure policy.

CARRIED

6.3 Board Business – Photography proposal

Chelsea has reached out to local photographer Bonnie Pryce to find out the cost for professional photos for Chelsea to use on the new club website (anticipated to be up and running by next fall) and on social media. Bonnie has indicated she would do the photography in exchange for a payment of two seasons passes and a bottle of wine. Chelsea believes this is a good offer for the club as the going rate for photography and editing runs around \$150/hour. This expense is not in the budget and requires board approval.

Discussion:

Board members agreed this sounds like a good deal.

Moved/seconded by Jen Stuart/Joan Bernard that:

The club pay Bonnie for her photography services for the payment of two seasons passes and a \$50 gift certificate for a bottle of wine.

CARRIED

6.4 Board Business – Publicity proposal

Garth explained that the proposal is meant to provide a low-risk way for potential new skiers to try nordic skiing at Stake Lake. Jen commented that she doesn't think the club has the capacity to offer lessons as it is currently included in the proposal. She further suggested that the club enhance 'Free Ski Day' (an annual event at OSC) by adding free lessons just on that day (rentals not included). Joan also remarked that the club also runs 'bring-a-friend-Friday', which is a good opportunity for members to introduce their friends to the sport. Charlene suggested we ask Chelsea for input on this and also provide some background info on 'bring-a-friend-Friday'.

6.5 Board Business – In Camera item

Moved/seconded by Jen Stuart/Joan Bernard that:

The OSC board convene in-camera.

CARRIED

7. Adjourn

Moved/seconded by Jen Stuart/Erin Vieira that:

The November 4th 2024 meeting of the OSC board adjourn.

CARRIED

Adjourned at 9:07 pm.

Next meeting: December 2nd 2024, 7:00 – 9:00 PM @ Tournament Capital Centre.