

OSC Board of Directors Meeting Minutes

Date: Monday, January 6th 2025

Time: 7:00 – 9:00 PM

Location: Tournament Capital Centre Room B



Directors Present: Jen Stuart, Charlene Eden, Dana Manhard, Luc Guilherme, John Grover, Erin Vieira, Klaus Mey, Jeff Young, Joan Bernard, Gillian Stanley

Staff Present: Chelsea Francis

Regrets: None

Meeting convened at 7:00 PM.

1.1 Adoption of agenda

Moved/seconded by Jen Stuart/Joan Bernard that:

The January 6th 2025 meeting agenda be adopted.

CARRIED

1.2 Approve December 2024 draft meeting minutes

Moved/seconded by Jen Stuart/Charlene Eden that:

The December 2nd 2024 draft meeting minutes be approved.

CARRIED

1.3 President's report

Jen reported that Garth has resigned from the board. He will continue to do the Friday CBC ski reports for the club, but not as a board member. Jen also announced that she will not continue as president in 2025 (after the AGM), and that Charlene is willing to step into the president role. She commented that changes in the presidency are good for the club. She invited board members to consider someone new who could join the board before the AGM.

2.1 Governance report

John reported that he reached out to a few people (Carolyn Boomer, Duncan Olthuis from the Kamloops Sports Council, and Wannes Luppens from CCBC) asking for some general information

or a presentation on governance for the OSC. Duncan replied that he'd be happy to present to the board.

Discussion:

Jen reminded the board that Charlene has also offered to do some instruction/teaching on governance for the board. Charlene commented that she has an extensive background on governance and has taught governance. John suggested that it would be beneficial for the board to hear from someone outside of the club for a different perspective. He further suggested that, since OSC is a member of the Kamloops Sports Council, Duncan would likely do this for free and that he could provide a broad overview (20-minute presentation) of governance for non-profits.

Action item:

- John will reach out to Duncan to set up a presentation at 7:10 pm on February 3rd 2025, in-person ideally.

3.1 Publicity report

No report.

3.2 Registrar's report

Joan reported:

853 Season Passes:

198 – Senior Season Pass
554 – Adult Season Pass
31 – Student Season Pass
10 – Junior Season Pass
60 – Child Season Pass

Plus the following:

8 – Membership only (no trail pass)
14 – Snowshoe only season pass
205 – Family Season Ski Pass
10 – Family membership only

1090 – total passes sold

84 Ski Development:

13 – level 1 (age 4, 5)
13 – level 2 (age 6)

15 – level 3 (age 7)
20 – level 4 (age 8, 9)
9 – track attack (age 9-12)
6 – junior development
8 – Nordic explorers (age 11-18)

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

Jeff reported that he has received the Treasurer laptop from Dave and is proceeding with setting up signatures at the bank. He is now using the Treasurer email.

Action item:

- Erin to add a financial discussion to the February board agenda.

5.2 Trail Committee's report

Klaus reported:

The Trail Committee did not meet this month. Loppet registration will go live January 3rd. We are going to start connecting with volunteers for all the jobs we have. We still need a chief of stadium. Mark Richards is our technical delegate. Announcers are all set. 4 weeks to go to the race weekend. Klaus confirmed that the loppet course is the same as last year, and it is posted on the website.

Discussion:

There was a brief discussion about adding a ski-athlon (a 15km classic + 15 km skate ski) to the loppet, or have it take place as a separate event.

There was a brief discussion about how to fix bare/low-snow spots on the trails. It was suggested that there are a few trees in locations that could be removed to allow for more snowfall onto the trail. It was also suggested that a snowblower could be purchased and used to blow snow onto the trail in critical spots.

Action items:

- Request for Chelsea to update the year on the loppet webpage.
- Klaus will bring up the issue of bare spots on the trails with the Trail Committee.

5.3 General Manager's report

Chelsea reported the following:

- \$48,868 sales through the till since the club opened, as of Friday January 3rd. Huge increase over sales last year.
- Approximately 3300 skiers through as of Thursday January 2nd with 1085 pass holders.
- Ski Skool starts Tuesday and is full for the season. Two new ski skool staff are being trained Monday and Tuesday.
- Masters clinic and lessons have been in huge demand with new slots booking immediately and long wait-lists. \$6000 revenue from these so far.
- We've been on the radio twice and in two CastANet articles so far. Tourism Kamloops made an epic little marketing video for us and I plan on doing a bit of social media marketing once I get the file.

Discussion:

Chelsea provided a few updates to her previous report:

- Sales for the season so far through the till is \$67,790
- As of this morning we've had 6094 total users. It was a very busy Christmas season with lots of snow, great grooming and ski conditions, and 500-600 people per day.
- All programs started this past Saturday. 624 people skied on Saturday.
- Masters Clinic participants gave great feedback
- Chix on Stix started up today.

There was a brief discussion about why this Christmas season was so much better than in the past few years. Weather, snow, and marketing (social media, radio, float in the parade) were suggested.

Action item:

- Request for Chelsea to do some analysis of the past 3-4 years business (not urgent).

5.4 Ski League report

No report.

5.5 Junior Development report

No report.

6.1 Board Business – Club Fundraiser

Chelsea reported that a guest would like to contribute to the OSC snowmobile fundraiser. She confirmed that a new snowmobile is the top priority on the capital/strategic plan.

John requested that a laptop and projector be set up during board meetings.

Action items:

- Chelsea will connect with Wannes about re-launching the snowmobile fundraiser and find out what percentage CCBC takes from the donations
- Jen to arrange for laptop and projector at future board meetings.

6.2 Board Business – Auction request

Chelsea reported that she has received an auction request from South Kamloops Secondary School parent council for the 2025 dry grad celebration. The request is for a 6-day punch pass with rentals. Chelsea asked board members for their thoughts. Erin suggested that Chelsea counter with something smaller. Chelsea said she typically offers two day-passes and rentals to auction requests; she gives them out as gift certificates that must be redeemed together. The club keeps good records of these gift certificates. A brief discussion took place about the pros and cons of club donations to auctions. Erin also suggested that the board consider setting an annual limit of donations. Charlene suggested the club could establish a stronger process to receive and process requests for donations, including criteria and priorities; this would make the club's decision-making more objective. Dana suggested the club could consider giving out "50% off" coupons or something similar.

Action item:

- Request for Chelsea to report at the next meeting how many gift certificates / auction requests were given out in 2024, and a synopsis of who requested them, and a summary of what information about the club is given to the recipients with the auction item.
- Chelsea will respond to the request from SKSS with an offer of two day-passes (adult or youth) and rentals.

6.3 Board Business – AGM

Chelsea reminded everyone that typically we hold a board meeting as per usual timing (March 3rd 2025) and the AGM the following week, which would be March 10th 2025 (7 pm).

Action item:

- Chelsea will set up the application process for board members. Board applications must be submitted to Chelsea by February 1st 2025, and nominees will be posted publicly by February 10th.
- Erin will set up calendar invites for board members.

6.4 Board Business – in camera

Moved/seconded by Jen Stuart/Joan Bernard that:

The board convene in camera.

CARRIED

7. Adjourn

Moved/seconded by Jen Stuart/Charlene Eden that:

The January 6th 2025 meeting of the OSC board adjourn.

CARRIED

Adjourned at 9:00 pm.

Next meeting: February 3rd 2025 @ 7 pm