

OSC Board of Directors Meeting Minutes

Date: Monday, October 7th, 2024

Time: 7:00 – 9:00 PM

Location: Tournament Capital Centre Room C/D



Directors Present: Jen Stuart, Luc Guilherme, Joan Bernard, Klaus Mey, Erin Vieira, Garth Rustand (Zoom), Dana Manhard (Zoom)

Staff Present: Chelsea Francis

Regrets: Charlene Eden

Meeting convened at 7:07 PM.

1.1 Approve June 2024 draft meeting minutes

Moved/seconded by Joan Bernard/Klaus Mey that the September 3rd 2024 OSC board minutes be approved.

CARRIED

1.2 President's report

No report.

1.3 Old business: September 3rd 2024 board resolution

Date: September 11th 2024

Directors Present: Klaus Mey, Charlene Eden, Jen Stuart, Luc Guilherme, Joan Bernard, Garth Rustand, Dana Manhard, Erin Vieira

Regrets: None

Moved/seconded by Erin Vieira/Charlene Eden that:

That the club charge \$8 per student for the Ski Skool Program, with the provision for free participation for families who would benefit from subsidized Ski Skool fees, and that the club work with schools and/or the school district to receive requests from students for subsidized fees, and that the club track the number of students who claim the subsidy.

CARRIED (2 opposed)

2.1 Governance report

No report.

3.1 Publicity report

Garth Rustand reported:

- List of Kamloops media was distributed to board members with the agenda. Open to any additions other board members have. To be used for events, openings, other general content about OSC.
- Idea: printed free passes. He regularly runs into people who might use a free pass to try out skiing for a day. Could be distributed by board members, volunteers and staff. Perhaps keep it personal at first and expand elsewhere if it works. Not sure about rentals or lessons.

3.2 Registrar's report

Joan Bernard reported:

- Zone4 registration launched on September 20th at 8 am
- Early-bird rates are in effect up until and including November 15th.

3.3 Social Coordinator's report

No report.

3.4 Volunteer Coordinator's report

Klaus Mey reported:

- Trail clearing is in full swing
- Trail clearing day with volunteer appreciation bbq on Thanksgiving Monday October 14th starting at 9:00 looks to be well attended
- Has asked Chelsea to put out a public call for Santa Parada volunteers
- Has started getting things organized for the loppet. Contacting sponsors, toilet rentals, organize event trailer, and will call for the first race committee meeting later this month.

4.1 Strategic Plan report

No report.

5.1 Treasurer's report

No report.

5.2 Trail Committee's report

Klaus Mey reported:

- Kelly Geoghegan is one of the club's groomers and he worked on the Bearcat to add a light tower, flashing lights, winch and all the wiring. This would have cost the club \$6000 but he is only charging \$1000 and donating \$5000 in labour and materials. The Trails Committee would like the board to send Kelly a Thank You letter for his work and donation. As we aren't a registered charity, we cannot provide a tax receipt. Perhaps he could be mentioned in an upcoming newsletter with a photo of him and the Bearcat snowmobile (confirm with him that this is OK).
- The Trails Committee would like to purchase a gantry lift. This would replace the homemade lift the mechanics use in the machine shed. The lift runs in the \$2000-3000 range. The lift would be used for lifting engine parts, to repair parts on the Cat but more often on the snowmobiles.
- The Trails Committee would like to recommend to the Board that the club hire an appraiser to get the true values of the buildings we have rather than estimates by an estimate broker. The committee thinks the estimate for the water system are too high (maybe \$75,000) so is the stated value of the lodge. The committee also feels the Sea Cans would not be damaged in a fire and shouldn't be insured.
- Lodge porch repairs will cost a maximum of \$1500
- Luc has started with the mezzanine removal and re-building process.

5.3 General Manager's report

No report.

5.4 Ski League report

Chelsea Francis reported:

Grants

- KalTire grant for up to \$2000 for dryland equipment submitted Sept 30. Waiting to hear that we have gotten it.

Dryland

- Sessions going well, Thursdays for 1.5 hrs
- 6 or 7 out of 10 registered at the trainings (a few have missed all sessions so far)
- Kids are enjoying sessions and have been roller skiing every week – will continue until too wet/cold
- Looking at potentially attending Teck Regional Camp in Vernon in November

Ski League

- Registration numbers as of Oct 7:
 - Level 1: 2
 - Level 2: 4
 - Level 3: 8
 - Level 4: 9
 - Track Attack: 11
 - Junior Development: 3
- Coaching:
 - 11 returning coaches (not including Track Attack or Junior Development coaches, Roy, Dillon, Clay commitment is to be determined based on other coaches stepping up)
 - two as spares
 - nine for levels 1-4
 - three new coaches: 1 for bunnies, level 3, Track Attack assistant coach

5.5 Junior Development report

No report.

6.1 Board Business – Meet candidate for Treasurer position

Jen introduced Jeff Young, the candidate for the Treasurer position. Jeff moved to Kamloops in 2020. He took up cross country skiing and has been a member of OSC since 2021. He has been an accountant since 2012 and has experience budgeting, forecasting, and tax work. Jen explained that there is an opportunity to set up duties for the bookkeeper and for the accountant. Chelsea commented that she has started the budgeting process. Dana commented that the club is considering shifting the year-end, for a few reasons. Chelsea also commented that she could use some assistance with grant applications and reporting. Jen explained that the Treasurer works closely with Chelsea as the General Manager because she manages the operations and the operating budget.

Jeff left the meeting. Jen said she met earlier with Jeff and already had a discussion with him about the role including the AGM, timely payments, financial reporting, and more.

Moved/seconded by Jen Stuart/Joan Bernard that:

Jeff be appointed to the role of Treasurer of the club.

CARRIED

Action item:

Jen will follow up with Jeff.

6.2 Board Business – IN CAMERA ITEM

Moved/seconded by Jen Stuart/Luc Guilherme that:

The board move in camera

CARRIED

6.3 Board Business – IN CAMERA ITEM

Moved/seconded by Jen Stuart/Luc Guilherme moved that:

The board move out of in camera and re-convene in regular meeting.

CARRIED

6.4 Board Business – ‘Taste of Fall Auction’ request from Xavier Wallace

Jen reported that Xavier is part of the BC Ski Team and he is training out of Canmore with the Alberta Ski Academy. He is still racing under the Overlander Ski Club banner. He has asked OSC to contribute to a fundraiser auction taking place in Canmore/Calgary as well as an online auction, taking place on October 25th.

Jen suggested contributing a ski punch card. Garth suggested teaming up with Lac le Jeune resort for a donation. Board members also discussed the possibility of providing complementary memberships and season’s passes to the club’s two elite racers, Xavier and Joe.

Action item:

Chelsea to follow up with Lac le Jeune Resort to determine if they’d like to contribute to the auction as a partnership: ideally, two days of skiing for two adults + accommodation at Lac le Jeune Resort (whether they will provide one or two nights). If the resort isn’t interested in partnering, OSC can provide one punch card and a club jacket to the auction.

Moved/seconded by Luc Guilherme/Joan Bernard that:

The club provide complementary memberships and season’s passes to Xavier Wallace and Joe Kitamura.

CARRIED

6.5 Board Business – Special Olympics funding

Jen reported that she is expecting Curtis to ask for season's passes for the special Olympics athletes. She suggested that the club stay consistent and offer the passes. Jen will reach out to Curtis early to provide the offer.

Moved/seconded by Jen Stuart/Dana Manhard that:

The club pay for season's passes for the special Olympics athletes (up to four), similarly to recent previous years.

CARRIED

6.6 Board Business – Requests from Trails Committee

6.6.1 Thank You letter

The letter has been put together by Chelsea and Luc printed it. All board members present signed the letter.

6.6.2 Purchase gantry lift

Luc explained that the current lift in the machine shop should be replaced with a professionally engineered lift. It will commonly be used for servicing the snowmobiles. The cost is a maximum of \$2500.

Moved/seconded by Luc Guilherme/Joan Bernard that:

The club purchase a gantry lift to replace the sub-standard snowmobile lifting device up to \$2500.

CARRIED

6.6.3 Hire appraiser

Chelsea commented that the club has not reviewed their insurance policies for about 10 years. Jen remarked that paying insurance for the lodge may not be a worthwhile expense for the club. She also commented that OSC is paying more insurance than any other xc ski club in the province. Garth asked what insurance we are currently paying: Jen clarified it's for our infrastructure and assets, but that the lodge and out-buildings are over-valued. Chelsea clarified that the insurance policies expire in early-to-mid November. Chelsea has asked for quotes from two other insurance companies but hasn't heard back yet.

Action item:

Chelsea will work with Garth to select an appraiser and get a quote. Board members can pass a motion to hire the appraiser via email.

6.6.4 Purchase mower for trail maintenance

Klaus explained that over the years the club has tried a few different mower set-ups. The trails committee is now recommending that a mower be purchased to be pulled behind a quad or a truck. A well-designed mower set-up will reduce the number of volunteer hours. Luc added that the trail committee has selected a bush mower that is currently available in Calgary and can be delivered fairly promptly.

Moved/seconded by Jen Stuart/Luc Guilherme that:

The current year budget (in development) include up to \$6000 for the purchase of a mower.

CARRIED

6.7 Board Business – Discussion on governance and quorum

Jen reported that Klaus has asked what constitutes quorum for OSC. A brief history of Jen's experience since joining the board was provided, such that majority meant "50%". It was decided that "majority" means more than 50%.

Klaus further commented that if board members cannot attend a meeting, it is imperative that they let other club members know so that it can be determined ahead of time if quorum can be met.

6.8 Board Business – late item – Kamloops media list

Garth Rustand briefly reported that he has developed a list of Kamloops media for OSC to include in their communications. He invited board members to add to it.

7. Adjourn

Moved/seconded by Jen Stuart/Klaus Mey that that October 7th 2024 meeting of the OSC board adjourn.

Adjourned at 9:00 pm.

Next meeting: