

OSC Board of Directors Meeting Minutes

Date: Tuesday, September 3rd 2024

Time: 7:00 – 9:00 PM

Location: Tournament Capital Centre Room C/D



Directors Present: Charlene Eden, Joan Bernard, Klaus Mey, Erin Vieira

Staff Present: Chelsea Francis

Regrets: Jen Stuart, Garth Rustand, Dana Manhard, Luc Guilherme

Meeting convened at 7:07 PM.

1.1 Approve June 2024 draft meeting minutes

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

CARRIED

1.2 President's report

No report.

1.3 Old business: July 30th board resolution

Erin briefly reviewed the resolution that was passed by the board via email on July 30th, 2024:

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

Staff Present: Chelsea Francis

Regrets: Garth Rustand

Moved/seconded by Jen Stuart/Erin Vieira that:

The current bank signatories be updated to include the President, Vice President, Treasurer, and General Manager. These signatories will be updated if and when the board members in these positions change.

CARRIED

2.1 Governance report

No report.

3.1 Publicity report

No report.

3.2 Registrar's report

Joan reported that she has been in touch with Chelsea and Clayton Whitman (he is organizing the dryland training for ski development) for information she needs to update the Zone4 registration page for this year. Joan anticipates hearing back from them both before the September Board meeting.

Questions for the Board to consider for discussion at the September meeting:

- Any rate changes or same as last year?
 - Board input: same as last year
- Keep CCBC fees included in season pass rate, or add to pass cost? (We have always included these in the season pass rate, even though Zone4 suggests adding this on top of the pass cost as most clubs apparently do it that way). I suggest leaving as is, since we increased our rates last year; likely don't want that additional increase of about \$22 for this year.
 - Board input: Yes, keep fees included in season pass rate
- What events is OSC having this year (e.g., loppet?) – what are the date(s)?
 - Board input: Loppet is scheduled for Sunday, February 2nd 2025
- Any other events happening that we should recruit volunteers for during registration process?
 - Board input: No
- Is OSC offering club lessons for adults this year?
 - Board input: Yes
- Any updates to Volunteer Categories to list (e.g., last year we didn't include trail groomers as Klaus already had enough volunteers for this). The current volunteer categories are: board member; publicity; trail clean-up; building maintenance; coaching; assistant ski coaching; recreation ski league coordinator; social committee.
 - Board input: Keep all the same except remove 'recreation ski league coordinator'.

Joan is shooting for a September 20th registration launch.

3.3 Social Coordinator's report

No report.

3.4 Volunteer Coordinator's report

Klaus reported that most regular ski trails have volunteers in place for clean-up. The forest around the machine shop has been cleaned up to reduce the fuel load. Big brush piles will be burnt once weather is favourable (early winter?). There is no need to cut firewood for this season as there is lots from last year. Stew, Chris B, Brian V and Luc are well into the job of fixing the rotten deck and supports on the lodge porch as well as bringing the railing up to code. The same crew will tackle the mezzanine move inside the machine shed to accommodate both cats back-to-back without having to remove a tiller.

Regarding the Loppet 2025, Klaus has contacted the City of Kamloops and the Sports Council for grant application as well as events trailer rental. Most race chiefs and team leads from the 2024 race will be back for the 2025 event (Klaus to confirm by October). Chelsea offered her assistance for the grant applications.

4.1 Ways and Means report

No report. Charlene explained that this is a former position on the Board, and that the General Manager is fulfilling these tasks. She suggested removing it from the agenda going forward.

4.2 Strategic Plan report

No report.

5.1 Treasurer's report

No report.

5.2 Trail Committee's report

Klaus reported a summary of the Trails Committee meeting held on July 23rd, 2024. The full draft meeting minutes are copied below for information:

Present were:

Club: Tim Cole, Chris Jones, Klaus Mey, Luc Guilherme, Stew Stankiewicz, Alan Vyse.

Regrets: Thomas Bennett, Charlene Eden, Jen Stuart, Chelsea Francis

1.	Minutes of June 18th accepted as revised.	
2.	Operations report from Chelsea No word on major trail improvement grant. No progress on insurance options.	

	Progress on banking system (Luc and Alan contacted by Dave H on 24 th about changeover to RBC accounts, new deposit slips, cheques and possible credit card. Luc and Alan are signatories for account).	
3.	<p>Trail maintenance report from Tim</p> <p>No word on New Gold application.</p> <p>Discussions on licence of occupation continuing. Tim will investigate if solar lights on main trails and dog trail to be added to LOO area. Will investigate if area for warming hut at Vista Lookout should be added for future consideration.</p> <p>Numerous activities completed on in progress: big rock on Eldorado reduced; 400 m of Sidewinder between Gus Johnson trail junction and fence to east cleared and trees pruned; Dog Trail walked and smoothing discussed.</p>	
4.	<p>Equipment report from Chris</p> <p>No resolution of oil spray in Engine of new Cat so far.</p> <p>Modifications for blue bearcat are underway</p> <p>One of roller requires extensive repairs. Chris and Peter Voss to complete this summer.</p>	
5.	<p>Building maintenance report from Stew</p> <p>Options for fixing railing on Day Lodge discussed. Options to be outlined. Railing needs to be brought up to code</p> <p>Will refurbish old Stake Lake sign and mount on walk underneath balcony of day lodge.</p>	<p>Stew</p> <p>Stew</p>
6.	<p>Items arising:</p> <p>Discussed Mezzanine changes. Options to be designed and costed.</p> <p>Renewal of Nature interpretation signs underway and plan for installation in September</p> <p>No progress on new website for club</p>	<p>Luc and Stew</p> <p>Alan</p>
7.	<p>New items:</p> <p>Stew to get costs estimates for 20' and 40' sea can. Will recommend purchase of additional Sea-can to Exec</p> <p>Fire Danger extreme, no use of power saws and other cutting equipment on trails until wildfire danger reduced. Examined fire smarting around machine shed discussed actions.</p>	<p>Luc</p> <p>Klaus</p> <p>Tim</p>

	Discussed rail fence for parking lot to restrict access to trails; need plan for snow removal to create barrier during operations when gate is open.	
	Next meeting: Sept 10, 2024 TCC?	Tim

5.3 General Manager’s report

Chelsea reported the following:

- Staff have been polled for intention to return, and a staffing plan has been put together. Job postings will be up by the end of this week.
- Masters Program coaches have been canvassed and a program is being developed and will be available for registration via Fareharbor around mid- to late September
- Pre-season inventory on merch and gear has been completed and necessary items have been ordered. This includes small merch orders and more children’s snowshoes.
- A program coordinator has been hired and is starting at the end of this week. A job description for the position is being drafted and a work list being put together with the support of Dana and Clay. There is a coaches meeting on September 12th and after this we can open registration and have a better idea of the programs we can offer this season.
- Ski Skool registration will open once school is back on next week. Question: are we keeping the \$20 fee or are we lowering it?
- Meeting on Wednesday with the website designer who did the Prince George website to discuss costs and design
- Working with Charlene to complete our bylaws and expect to have them ready for approval at the next board meeting
- Once the bank has our signers I can get a credit card for expenses and will develop a policy with you all on how it shall be used.

Grant applications update:

- Kal Tire grant will be submitted for September 30th. Clay is looking for the best use of this grant and will have a plan for Chelsea after the coaches meeting on September 12th.
- TNRD regional fund was submitted requesting the \$5000 maximum on September 1st for the new snowmobile
- The City of Kamloops Community Development Grant opens in October. Chelsea doesn’t yet know the terms but plans to apply.
- February 28th the Canada Post Community Foundation grant is due, we will apply for ski league and Ski Skool
- Once the club has a new Treasurer Chelsea will bring the Gaming account back to good standing and the club can decide what we need to apply for in the coming application due in the Spring
- Recreation Foundation of BC grants are due at the end of March, we will apply for this

Grant applications without a Treasurer are tricky as Chelsea cannot get the financial information that is needed for grants, so she has been using the information she has which often isn't enough for an application. Once Chelsea is listed as a signer on the bank account and a Treasurer is in place, applications will become easier and should prove more successful.

Licence of Occupation update from Tim:

- Has asked Recreation Sites & Trails BC to modify the shape of the LOO area, they proposed to make sure all of our major infrastructure is included. I also added a few areas that we may require for future considerations. Also discussed with them the nature of our other minor structures such as the warming shelters and future stand-alone solar lights and we agreed they can be managed under that partnership agreement as we have been doing. We have done the new shape and Tim will complete the application submission in September.

Building maintenance update from Luc:

- Stew and Brian V are looking after the deck and railing on the lodge, this was a must-do because of some rotten poles that were holding up the deck. We also need to move the mezzanine to allow both snowcats in the machine shed. I am working with the Trails Committee and volunteers on this to develop a plan and it should be complete before the season.
- I need to put the solar lights in this fall, no plan yet because we will need an excavator to put in three poles, but it's not a lot of work. Hope to do this in October or if a machine becomes available for the poles.

BC Wildfire reached out to Chelsea and Tim today about assigning some crew to burn brush piles and fall danger trees on the trail network.

5.4 Ski League report

No report.

5.5 Junior Development report

No report.

6.1 Board Business – Treasurer vacancy

Charlene relayed that the people that she and Jen had in mind to approach about the Treasurer position will not work out for various reasons. Charlene suggested that the club reach out to the big accounting firms in town. It would be ideal for the club to have an accountant for the position, this will help greatly with the club's grant applications. Joan said she is aware of someone who indicated they have accounting experience, she will forward the contact to Chelsea to follow up.

Action items.

- Chelsea to reach out to accounting firms
- Joan to send contact to Chelsea.

6.2 Board Business – Grant update

This item was covered under Chelsea's report in Section 5.3.

6.3 Board Business – Timeline for opening registration

This item was covered under Joan's report in Section 3.2.

6.4 Board Business – Ski Skool

Chelsea asked about registration fees for Ski Skool. Last year a \$20 registration per student was introduced and the club received some feedback about it. She explained that it does have costs with it (coaching, equipment) and ideally the program would be financially sustainable. However, there are also lots of benefits to the club offering Ski Skool for free or for a low subsidized rate.

Ideally the club would make a decision about the registration fee before October 1st when Chelsea would like to launch Ski Skool registration. Chelsea will put together an email poll for the board members for the consideration and input.

Action item:

- Chelsea will email some information and a poll about Ski Skool registration fees.

6.5 Board Business – Master's Program

Chelsea briefly reported that this will come down to the coaches' availability and preferences.

6.6 Board Business – Late Item – Professional Development / Continuing Education for General Manager

Charlene introduced that she would like the club to support Chelsea to continue her education and professional development. Chelsea briefly commented that there are courses relevant to her position on subjects such as fundraising, and non-profit governance and administration. She will present some more information at the next board meeting.

7. Adjourn

Moved/seconded by Erin/Joan that that September 3rd 2024 meeting of the OSC board adjourn.

CARRIED

Adjourned at 8:45 PM.

Next meeting: October 7th, 2024, 7:00 PM.

Erin will send calendar invites for the 2024-25 board meeting dates.

DRAFT