

## OSC Board of Directors Draft Meeting Minutes

Date: Monday, September 15<sup>th</sup> 2025

Time: 7:00 – 9:00 PM

Location: Tournament Capital Centre Room D



**Directors Present:** Charlene Eden, Joan Bernard, Luc Guilherme, Erin Vieira, John Grover, Alan Richards, Chloe Hetherington

**Staff Present:** Chelsea Francis (part of meeting, via telephone)

**Regrets:** Gillian Stanley, Dana Manhard

Meeting convened at 7:00 PM.

### 1.1 Adoption of agenda

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Charlene requested that a discussion about the Treasurer position on the board be added to the agenda.

**Moved/seconded** by Luc Guilherme/Chloe Hetherington that:

The September 15<sup>th</sup> 2025 OSC board meeting agenda be adopted, as amended.

**CARRIED**

### 1.2 Approve June 2024 draft meeting minutes

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**Moved/seconded** by Joan Bernard/Alan Richards that:

The July 9<sup>th</sup> 2025 OSC draft meeting minutes be approved.

**CARRIED**

### 1.3 President's report

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No report.

### 1.4 Old business: Club GICs

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On June 23<sup>rd</sup>, General Manager Chelsea Francis shared several GIC statements with the board via email. The statements are attached in separate documents, for information.

Erin Vieira provided a summary of the statements, as follows:

	Amount invested	Anticipated interest	Investment date	Mature date
GIC 1	\$88,499.53	\$2727.84	9 Dec 2024	9 Dec 2025
GIC 2	\$5462.33	\$30.98	6 June 2025	6 Sep 2025
GIC 3	\$2809.74	\$56.19	29 Apr 2025	29 Apr 2026
GIC 4	\$5203.21	\$104.06	29 Apr 2025	29 Apr 2026
GIC 5	\$2809.74	\$56.18	29 Apr 2025	29 Apr 2026

## **2.1 Governance report**

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No report.

## **3.1 Publicity report**

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No report.

## **3.2 Registrar's report**

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No report.

## **3.3 Social Coordinator's report**

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No report.

## **3.4 Volunteer Coordinator's report**

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No report.

## **4.1 Strategic Plan report**

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No report.

## **5.1 Treasurer's report**

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No report.

## **5.2 Trail Committee's report**

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Luc reported that the Trails Committee is looking to increase the width of the small garage door in the machine shed. The narrow opening has become a safety concern. It is very tricky to back the snowmobiles in when it's slippery. The committee needs about \$6000- \$7000 for a new door, construction materials and door opener. The board has talked about this before, and Luc wasn't able to get a final price over the summer. Luc will get a price prior to starting the work but

wanted to get an approval prior to starting the work. This is something we can add to the budget if it makes more sense to do so.

Luc also reported that CCBC has asked if the club can host a TECK cup race the weekend of January 17<sup>th</sup>. Luc said that there is some interest in hosting but will need to find a Chief of the event. Luc has committed to scheduling a CCBC training session one weekend in the fall as well. This would be to get some interest from the club to help with the TECK cup race if it happens, and for the BC winter games next year in 2027. Luc commented that there is some interest in hosting some training for volunteers to become race officials, this would help build capacity to host events.

Luc also reported that the Trails Committee is meeting tomorrow to review the budget.

### **5.3 General Manager's report**

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Chelsea reported the following:

ATV: We have purchased the new ATV and it is insured and stored in the machine shed. The machine shed will require a few upgrades (bigger machine door) to house this new equipment. This work is being carried out in the fall. The ATV has been out testing the new mower so far.

Head coach: We have had no applications for a head coach. The job is posted on Nordiq Canada, CCBC, indeed and has been circulated through our social media and newsletter.

Ski league: Lisa and Zoe have both provided official notice of resignation, neither will be returning to work with us this season. Lisa has offered to do her best to ensure a smooth handoff. Kate and I have currently split up the workload as there is a lot that needs to be done immediately. I am hesitant to hire this role at this time, as a head coach should likely take over the responsibilities.

Website: The website will be ready to launch before the opening of the Zone4 registration on September 20<sup>th</sup> at 10:00 am. Michael Currie, our contracted web designer, is currently re-sizing and uploading photos from the bank that Bonnie Pryce took for us last season, everything else has been dropped into the site. Some screenshots have been forwarded in a separate email for those interested! A lot of thought went into this layout and design, and all the content was edited by myself, Kate and Alan Vyse. I am so pleased with how it has turned out, though I'm sure it will need a little fine-tuning to be as user-friendly as possible.

Reciprocals: We have new reciprocal deals with Sovereign Lake and Telemark this season, as well as we have renewed our Caledonia, Sun Peaks and Nickel Plate reciprocals. Great news for our members.

L2T course: We are hosting a Learn to Train (L2T) course for our coaches this year in partnership with Sun Peaks. This is a second level coaching course, and at the time we only have one coach certified to this level. This is an awesome investment in our long-term coaches and I'm pleased

we made it happen this year. We have six coaches registered from our club and four from Sun Peaks. There is also an intro (CC) course happening at Sun Peaks the same weekend that we will have a couple new coaches registered in.

Adult programs: Programming for the season's adult programs are well underway, with Masters camps, lessons series and expanded lesson availabilities for weekends. I don't have the capacity to run events like I did years ago, we would do well to connect with people who indicate that they would like to volunteer as a social committee member from Zone4 to see if we can get a group together who would be interested in organizing all the fun things.

GICs: By the end of the year we will have had \$90K deposited back into our account. The board needs to have a discussion on this.

Budget: The budget was developed by myself and Kate, and approved by the Trails Committee. Please see the budget in a separate attachment, send comments to Chelsea. The income statement for July 2024 – October 2025 is also in a separate attachment.

Credit cards: our credit card application has been approved for \$10K. \$7K to one card for the General Manager and \$3K to another card for Chris Jones. The board will need to develop a policy for us for these credit cards. As we do not have online banking, I will need to pay the card at the bank, and provide payment information and statements to Tracy to accurately journal.

## **6.1 Board Business – Registration**

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Registrar Joan Bernard has the following questions for the board and General Manager before registration can open on September 20<sup>th</sup>:

1. Are the ski rates staying the same this year? **Yes**
2. Ski development program – same rates? **Yes**. Same classes including Nordic Explorers? **Yes**. Same honourarium of \$400 at end-of-season for coaches? **Yes**. Any dryland training? **Yes**.
3. Who is the ski program administrator (for questions)? It was Zoe last year. **Unknown at this time, questions can be directed to Chelsea**.
4. Any adult lessons offered this year? **Yes**.
5. Volunteer categories to list on Zone4 (e.g., last year we didn't include trail grooming as we had enough volunteers already); Did include board member, publicity, trail clean-up, building maintenance, coaching and assistant coach, social committee. **Treasurer, Ski League coordinators job posting**.
6. Confirm Loppet date (February 1<sup>st</sup> 2026?); any other events? **January 17<sup>th</sup> TECK cup race**.

### Discussion:

Regarding ski rates, Charlene and Luc clarified that the club cannot change ski rates without approval from Rec Sites and Trails. Alan suggested that our website include a full list of volunteer roles with the club, both the filled positions and the vacant ones.

## **6.2 Board Business – Request from Trails Committee re: door to machine shed**

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**Moved/seconded** by Luc Guilherme/Chloe Hetherington that:

The board approve up to \$7000 for the machine shed door expansion and replacement, to cover expenses related to the purchase of a new door, construction materials and door opener.

**CARRIED**

Action item:

Chelsea to amend the budget with this item.

Discussion:

There was a brief discussion on the state of the driveway into the trail network, there are many large potholes. Tim is communicating with staff at BC Rec Sites about getting maintenance done before ski season. John mentioned he knows some club members who may be willing to pay for some improvements to the infrastructure.

## **6.3 Board Business – TECK cup race January 17<sup>th</sup> and Track Attack Championships**

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Chloe indicated she is willing to take on the Chief of Event, with the caveat there are people to support the event. John, Alan and Luc all indicated they are willing to participate on an event committee.

Action items:

Luc and Chloe will have a follow up meeting, Luc can share information and contact info of potential event helpers.

Luc will send an email to Wannes at CCBC about the willingness to host the event.

## **6.4 Board Business – GICs**

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General Manager Chelsea has the following questions for the board:

1. Are we reinvesting our GICs – how much and for how long? By the end of the year we will have had \$90K deposited back into the account. Do we need any of this money?
2. What does the strategic plan have for this year? It makes good sense to reinvest it at the best rate if we do not need it.

Discussion:

Chelsea commented that she has not found any documentation indicating what the GICs were established for; but, has memory of conversations with past board members that the GICs were allocated for lodge upgrades and a new snowcat purchase. Luc commented that the club doesn't have an immediate need for these funds. Charlene commented that long-term GIC rates are not a lot better than shorter-term investments.

**Moved/seconded** by Erin Vieira/Charlene Eden that:

GIC 1 and GIC 2 be combined and re-invested after the December 9<sup>th</sup> 2025 maturation date for a term of two years, and the other three GICs be combined and re-invested together upon their maturation in May 2026 (term length to be determined in the spring).

## **CARRIED**

### Action item:

Charlene will follow up with Chelsea about the direction for GICs.

## **6.5 Board Business – Budget for approval**

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**Moved/seconded** by \_\_\_/\_\_\_ that:

The 2025-26 budget be approved.

## **MOTION TABLED**

### Discussion:

There was a brief discussion on fund development, Erin asked Chelsea if she would apply to the Thompson-Nicola Regional District (TNRD) for a grant-in-aid; it was suggested that this grant be pursued for up to \$5000. Erin can put Chelsea in touch with some staff at TNRD if any assistance is needed.

Joan asked a question about the budget; Chelsea explained that if you remove the depreciation (\$38,000) and the cost of a head coach, the club will be operating at a surplus this year.

The budget is tabled until the October board meeting when the board has more information about the budget.

### Action items:

Charlene will ask for a meeting to review the budget with Chelsea, she will request the involvement of the Trails Committee, and Alan volunteered to be part of this meeting.

Chelsea to share a copy of the PacificSport grant with John by email.

## **6.6 Board Business – Credit Cards**

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Charlene reviewed that her recollection of earlier conversations about credit cards is that the club would have one card with a \$5000 limit. There are risks associated with a higher limit without a Treasurer in place and financial policies still to be developed. Alan confirmed that the June meeting minutes indicate that the board supported setting up one credit card. Chloe clarified that it would be Chelsea's responsibility to review credit card statements and pay them at the bank.

## **6.7 Board Business – Head coach and other hiring needs**

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John asked Chelsea if there is a plan to replace the ski league coordinators; Chelsea suggested that these responsibilities would ideally be assigned to a head coach. If a head coach can't be put in place, the next priority is finding someone to coordinate/administer Ski League. Chelsea commented that Roy Davidson is running dryland training this fall. Chelsea has a job description already written up for Ski League coordinators; it was suggested that the club post for these jobs. Charlene commented that the PacificSport grant is dependent upon a head coach being in place.

### Action item:

Chelsea to send the Ski League coordinator job descriptions to the board, and board members to provide feedback by Friday September 19<sup>th</sup>.

Joan will post the Ski League coordinator position on Zone4.

## **6.8 Board Business – Treasurer position**

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John reported that he has reached out to some law firms in town; they have replied indicating that they'll let John know if someone is willing and available to become the club Treasurer. There was a question about paying an honourarium to a new Treasurer, as an incentive; Charlene clarified that honourariums can't be paid to board members, this would include the Treasurer role. It was suggested that the club connect with Thompson Rivers University business department to see if there are any recent Accounting graduates that would be interested. John asked if there is a local chapter of Kamloops accountants; he also suggested reaching out to Volunteer Kamloops.

### Action items:

Charlene to reach out to TRU, and to Paul and Coop at Grant Thornton about a local accounting organization, and to Kristine about her interest.

John will reach out to Volunteer Kamloops and will do some research into the existence of a local Kamloops chapter of accounts.

### **6.9 Board Business – In Camera**

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**Moved/seconded** by John Grover/Erin Vieira that:

The OSC Board convene in camera.

**CARRIED**

### **7. Adjourn**

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**Moved/seconded** by Joan Bernard/John Grover that:

The September 15<sup>th</sup> 2025 meeting of the OSC board adjourn.

**CARRIED**

Adjourned at 9:00 pm.

**Next meeting: October 20<sup>th</sup> 2025, 7:00 – 9:00 pm.**