

## OSC Board of Directors Draft Meeting Minutes

Date: Monday November 17<sup>th</sup> 2025

Time: 7:00 – 9:00 PM

Location: Tournament Capital Centre Room D



**Directors Present:** Luc Guilherme, John Grover, Erin Vieira, Amanda Taylor, Dana Manhard, Chloe Hetherington, Gillian Stanley, Alan Richards, Joan Bernard

**Staff Present:** Chelsea Francis

**Regrets:** Charlene Eden

Meeting convened at 7:03 PM.

### 1.1 Adoption of agenda

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**Moved/seconded** by Gillian Stanley/Chloe Hetherington that:

The November 17<sup>th</sup> 2025 OSC board agenda be adopted.

**CARRIED**

### 1.2 Approve October 2025 draft meeting minutes

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**Moved/seconded** by Luc Guilherme/Gillian Stanley that:

The October 20<sup>th</sup> draft OSC board meeting summary be approved.

**CARRIED**

### 1.3 President's report

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Charlene Eden provided her report for November 2025:

First, my apologies for the delay in getting the Criminal Record Check letter out to everyone. I have sent it via email to all Board members, but it is also attached as a separate document. As a reminder, it is a requirement for all Board members to conduct a criminal record check to sit on the Board of Directors. If you have had a criminal record check in the past four years AND have not had any criminal convictions, you do not need to do another criminal record check (as we are required by law to have one done every five years). But you do need to provide us the capacity to view the Criminal Record check. This is a legal requirement for every Board member because our organization works with vulnerable sectors.

As well, a reminder to all Board members that you need to provide me with a signed copy of our OSC Code of Conduct. A copy of the Code of Conduct is also attached as a separate document. I appreciate the respectful and kind behaviour that we have seen at the Board meetings and I know this will continue. Please also do let me know if you have any questions about the Code of Conduct. And I would appreciate those who have yet to sign it bringing a signed copy to the December board meeting.

Thank you once again to Amanda for joining our Board as our Treasurer. Amanda, Chelsea and I were able to meet via zoom on November 3<sup>rd</sup> and we had an excellent discussion about OSC's financial structure, processes and gaps. We have another meeting planned to continue these discussions and to further discuss the budget, online banking (including payroll) and policies.

Chelsea also connected with RBC to get Amanda included as a signatory on our account. The credit card is also ready for pick-up so Chelsea. Prior to it being used however, we will draft up a policy to discuss with Amanda at our upcoming meeting. And once we have a draft policy, we will share it with the entire Board for discussion, feedback and approval.

I am still also hoping to have a budget meeting that includes Tim and perhaps Alan from the Trails Committee, given that there are some potentially large expenses coming up for building repair work. But this will be organized once Chelsea, Amanda and I have our second meeting on November 19<sup>th</sup>.

Chelsea and I are also working on a Board Report template for her reports. She has formatted this month's report around some initial suggestions but feel free to provide suggestions on the format. This is just a starting point...and thank you to Chelsea for working with us on this.

As mentioned via email, you will all be receiving a Bylaws draft by December 1, with the goal of using a chunk of the December meeting to discuss them in more detail.

#### **1.4 Old business**

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Action item from October 2025 board meeting:

- Charlene and/or Chelsea to follow up with Jennifer Chrumka about taking on publicity and if that would mean joining the board.

Item deferred from October 2025 meeting:

- Overlander email hosting.

#### Discussion

Chelsea has sent Jennifer an email to follow up (about a week ago). There was a brief discussion that Jennifer could do publicity for the club as a volunteer without being on the board.

## 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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Joan Bernard provided the Registrar's report for November 2025:

Membership to November 14<sup>th</sup> as of 6:00 pm: 861 people registered, including 10 snowshoers.

Just FYI the comparable registration number for last year as of November 14 was 887 seasons passes including 9 snowshoers. There will be a registration frenzy tomorrow (November 15<sup>th</sup>) as that is the early-bird deadline. I will provide updated numbers at the meeting on Monday.

Current registration numbers (November 14<sup>th</sup>):

690	Individual Season pass (ski & snowshoe)
14	Individual membership only (no trail pass)
10	Snowshoe ONLY season pass (includes membership)
139	I am in the Family Season Ski Pass
<u>8</u>	I am in the Family Membership only
861	

Ski development:

12	Level 1 (age 4, 5)
10	Level 2 (age 6)
14	Level 3 (age 7)
20	Level 4 (age 8, 9)
8	Track Attack (age 9-12)
9	Junior Development
<u>5</u>	Nordic Explorers (age 11-18)
78	

Dryland Training: 6

Please see the Zone4 links I sent out for details of membership, volunteer options and ski develop registrations.

## Discussion:

Joan reported updated registration numbers: 980, as compared to 990 at mid-November last year. Joan commented that kids' registrations are down compared to last year.

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

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Gillian Stanley reported that she met with a few people who have volunteered to be on the Social Committee this season. Chelsea also participated in the meeting. The committee has several ideas for events such as a New Year's Eve ski; a sunset ski tour-de-soup; a scavenger hunt; a new member orientation day; a ski-the-outer-loop day; and an end-of-season 'brew-ski' event for the first week of March. Gillian has spoken with someone at Caledonia who organizes a brew-ski event there. She is happy to organize the event but will be out of town in early March and couldn't be present at the event. Alternatively, she could plan it for next season (March 2027). There was a suggestion to start small this year and plan a bigger event for next year. Chloe commented that she could assist with the special event permitting and liquor licensing. Gillian is meeting again with the committee next week to continue with planning.

### **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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Amanda Taylor reported that she is going through the finances, accounts and statements that Charlene and Chelsea have shared with her.

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

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Luc Guilherme reported updates on behalf of the Trails Committee:

- They have reviewed a 5-year budget that Chelsea has compiled
- Fall maintenance has been done on the xc and off-piste trails
- There was a groomers' meeting last Sunday; there are 12 groomers this season which includes one new one
- Wildfire crews did some work on the trails for us, they built piles of branches and other fuels and are working on burning them (about 50-60 piles)
- Equipment and buildings are ready to go for the season. The committee is discussing the lodge roof, which needs repairs or replacement.

- The committee is very happy with the new quad, it's been used for prepping the off-piste trails
- The committee is going to purchase a second AED for the club, to be placed in the machine shed
- The committee is disappointed with the mower that was purchased last year; it was first used in September for fall trail maintenance and has needed several repairs already; Luc will try to return it for a refund.

### 5.3 General Manager's report

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Chelea Francis provided the GM report for November:

#### Financial updates

- Charlene, Amanda and I met last week to get Amanda up to speed on the financial ongoings of the club. It was an excellent first meeting and we ended up covering a lot of topics. We have another meeting scheduled next week to go over the budget and other needed policies.
- Year end is due, myself and Tracy (bookkeeper) are working on this. We will get Amanda's sign-off when all the required documentation and numbers have been collected.
- Insurance is due at the end of November. I will bring two quotes to the meeting for discussion.
- We were awarded to \$2000 Kal Tire grant for the Ski League again this year.

#### Operational updates

- After some research I believe we should sign up for a Workplace Zoom account. It's the difference of \$50/year and offers us the features we are looking for. It would total \$299.88 annually.
- Gillian and I met and discussed lots of fun ideas for events for the season. Next social committee meeting is November 26<sup>th</sup>.
- Spoke, Cycle Logic, and I are working together to schedule another demo day with the proposed date of December 21<sup>st</sup>. This will hopefully include the Salomon, Atomic and Fischer demo fleet.
- Nancy at CCBC found us a course conductor for the OL2 the last weekend in November. I only have two people interested from the newsletter so far, no one from Sun Peaks. I will post on social media in the hopes of getting more people.

#### Trails updates

- The driveway has been completed for the season. It was fixed with gravel and small equipment. The driveway will continue to heave and pothole in the future. The club needs to investigate ripping up the asphalt so we can grade the driveway in the spring.
- Work on the door for the machine shed is complete, Luc installed an excellent new system which will fit the new ATV and be much safer overall.

- Groomer meeting was on Sunday, we have one new groomer this season. The usual topics of safety, machine operation, expectations etc. were covered. Tim also presented a slide show of some best practices for grooming.
- The mower we bought for the trails last year has unfortunately not played out a success. While well-rated online, it cannot handle the vibrations of the trail mowing. Luc is going to reach out to the manufacturer and let them know of its short-comings. We will likely just sell it, it does not work for our purposes.

#### Staff updates

- Ski Skool Coach and Head Coach positions are still vacant; I recently updated and reposted the job postings
- I found a Saturday lessons coach.

#### Strategic Plan

- Place-holder for future reports

#### Community/Partnership news

- Topics of discussion: Astronomy society and dark sky reserve. See email from Tourism Kamloops, below.

Hi Chelsea,

Thanks for your reply.

We're exploring the Nocturnal Preserve designation; a sub-category of a Dark Sky Preserve that allows for lighting but focuses on protecting nocturnal wildlife.

A representative from the Royal Canadian Astronomical Society (who issues the designations) mentioned the Stake Lake area already meets the light pollution levels for a Nocturnal Preserve.

To fully qualify, the Overlander Ski Club would need a few adjustments such as:

- Switching to/using low-wattage bulbs
- Ensure lights are facing downwards and/or shielding lights
- Adding timers and/or motion sensors
- Basic trailhead-style signage (stay on trails, leave no trace, etc.)

If this seems like something you and the board would be open to, it would be great to meet in person to discuss how we could collaborate on the opportunity.

We have two further donation requests. The first is from Lorena's School of Highland Dance:

Dear Overlander Ski Club,

Lorena's School of Highland Dancing, owned and operated by Lorena Harrison, has been part of the Kamloops community for over 40 years. The school currently has about 30 registered dancers ranging in age from 8 to 17.

Our dancers are preparing for an exciting journey to Scotland in the summer of 2026 where they will compete in various Highland Games and competitions over a two-week period. To help make this incredible opportunity possible, our studio is actively fundraising through raffles, silent auctions and community events.

We are reaching out to see if Overlander Ski Club would be willing to support our efforts with a donation – such as a trail pass, gift card or merchandise item – that we can include in one of our upcoming raffles or auctions.

Your contribution will directly help our young dancers offset travel, competition and training costs while also recognizing your business as a valued supporter of local youth and cultural programs.

We truly appreciate your consideration and community spirit in helping our dancers represent Kamloops with pride on the international stage.

Kind regards,  
Colin Demontier  
On behalf of Lorena's School of Highland Dance

The second is from the Kamloops Blazers Fundraising Committee:

Hello,

The U18 Tier 2/3 Kamloops Minor Hockey teams are co-hosting the annual River City Showdown Tournament at various rinks in the Kamloops community, the weekend of January 2<sup>nd</sup> – 4<sup>th</sup>, 2026. I am volunteering as one of the fundraising committee members this season and we are looking for raffle basket and silent auction items / fun and unique experience gift certificate donations for the tournament. One of our basket themes is showcasing Kamloops and we would love to build it with experience donations from the Kamloops community.

We really appreciate any support from local area businesses for our great group of hard working youth sport athletes. Our teams consist of players from Kamloops, Ashcroft/Cache Creek, the Shuswap region, Merritt and Clearwater.

I am hoping it is OK for us to send you this Sponsorship Letter for consideration, as I thought advertising at our event would be a great target group of families from 16 teams and 320 young hockey players from all over the BC Interior and lower mainland.

Thank you for taking the time to read over our letter,

Amy Middleton  
Kamloops Blazers Fundraising Committee.

I also received this interesting email:

Hi Chelsea,

I got your email from Clayton Whitman. I am reaching out early to let you know we are hoping to run our BCWG 2028 biathlon events at Overlander with eco-aims! My understanding is that Overlander has been using eco-aims with Track Attack etc. This is great! I know we are early but if the club is planning any initiatives leading up to BCWG 2028 please include us if you think we can be of service. Even some athlete recruitment rallies etc. I am sure we can help in some way.

All the best,

Roddy Ward

General Manager

Biathlon BC

Founder & Head Coach

[www.pure-xc.com](http://www.pure-xc.com)

Action items:

- Do we want to support these two donation requests
- Which direction do we want to move with insurance
- What are our concerns with the Astronomy Group, and how do we forge a positive working relationship

Discussion:

Chelsea reported that she hired a Ski Skool coach earlier today.

There was a brief discussion about the correspondence between Chelsea and Roddy Ward of Biathlon BC. Board members recommended proceeding with caution as the requirements for hosting biathlon events at XC ski clubs can put a lot of stress on clubs' capacity.

Action item:

- Chelsea will follow up with Roddy by email to ask for a clear set of expectations, including what they will contribute to manage the event. Chelsea will clarify that OSC has no plans to run any biathlon events in 2025-26.

## 5.4 Ski League report

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Anita Grover provided the Ski League report for November:

Numbers for programs

Level 1 Bunnies	12 registrants
	1 coach
Level 2	10 registrants
	1 coach

Level 3	14 registrants 2 coaches
Level 4	20 registrants 2 coaches
Track Attack	8 registrants 2 coaches
Junior Development	9 registrants 2 coaches
Nordic Explorers	5 registrants 1 coach
Waitlist	1

Total registration: 79, down from 91 last year

Coaches: 11 coaches (plus 4 spares), down from 20 last year

Coaching numbers are down this year and continued efforts are made to solicit new coaches. A year-end coaching survey to the coaches may be an option to solicit feedback and identify potential vacancies in the next year.

#### Programming

The older racing team has been doing some dryland training in the form of roller skiing at MacArthur Island and Lac le Jeune. These practices are offered once a week on Thursdays and include the use of Biathlon last rifles.

No formalized Biathlon program will be offered this year due to a lack of an official Biathlon coach.

#### Communication

Communication with the parents and coaches continues with Team Snap however provides us with many challenges. The addition of a one-stop events/lessons calendar on the website is in the works and hopes to provide smoother communication to the parents and community as a whole.

#### Fundraiser

A waxing demo and fundraiser will be held at Stake Lake on November 15<sup>th</sup> to raise funds for travel for the Race Team.

### **5.5 Junior Development report**

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No report.

## 5.6 Teck Cup Race report

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Chloe Hetherington reported on the Teck Cup Race:

- Budget is roughly \$2000, with revenue to-be-determined. The budget can be viewed here: [https://docs.google.com/spreadsheets/d/1QICagvRvyi3G-n9mPdGWuCJv5Xk4Vj\\_J/edit?usp=sharing&oid=115720883471748538581&rtpof=true&sd=true](https://docs.google.com/spreadsheets/d/1QICagvRvyi3G-n9mPdGWuCJv5Xk4Vj_J/edit?usp=sharing&oid=115720883471748538581&rtpof=true&sd=true)
- Working with the race committee on getting the race notice ready before December
- Awards not covered by CCBC have been ordered (\$300.40 including tax, shown in the budget)
- Plan to use the new club corporate card on expenses like the porta-potty rental. Working with Chelsea on these types of invoices. Should Treasurer be looped in, or only at threshold of X dollars?

Other notes:

- This may be duplicated with part of Chelsea's report but we are still working to get a level 2 course lined up. Chelsea has secured some venue options so we are waiting to hear from Nancy Beaumont on facilitator availability.
- Proposal to order branded toques for coaches/volunteers: discuss potentially ordering toques as a thank-you gesture for volunteers at races and possibly for coaches as well. Have we done something like this in the past, was it helpful or not worth it? Quick mock-up and estimate from one online supplier for 30 toques would be around \$500.

Discussion:

Chelsea confirmed that Chloe can work with her on the budget for the race. There was a brief discussion about ensuring there is up-to-date information on the OSC website about the race.

## 6.1 Board Business – Insurance quote approval

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Chelsea explained that CCBC did a survey last year with XC clubs across BC about their insurance policies and coverage; the results of the survey showed that OSC pays more for insurance than most other clubs in BC. This led the club to do a deep dive into its insurance policies.

Chelsea has been in touch with Western Financial, a Fernie-based firm whom the club has not worked with previously. Western Financial provides insurance to many other XC clubs in BC and they are familiar with CCBC insurance policies. The policy they offer would be \$4000 cheaper for OSC but would not cover the snowmobiles; therefore, they would need their own separate policy for this year.

Chelsea also mentioned that a current 'blind spot' for OSC insurance is for the rental fleet and the potential injuries by guests using the rental fleet.

Action items:

- Chelsea will have a conversation with CCBC to get a better understanding of insurance requirements
- Chelsea will connect with other XC clubs about their insurance policies (i.e. Sovereign)
- Chelsea to ask Western Financial about insuring the septic tank
- Chelsea to follow up with the board via email with more information about insurance options and a recommendation, and to request an e-mail vote on this by the board. Deadline is end of November.

## **6.2 Board Business – Club Zoom account**

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No discussion or decision needed. Chelsea will set up a Club Zoom account.

## **6.3 Board Business – Donation requests**

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The board briefly discussed both donation requests and decided to turn them down.

Erin volunteered to create a donation policy for the club and bring a draft to the December board meeting for review. The policy will prioritize giving donations that have promotional value for the club, have the possibility of reciprocal benefits, and provide benefit to club members.

Action item:

- Erin will bring a draft donation policy to the December meeting.

## **6.4 Board Business – Astronomy group / dark sky preserve**

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Chelsea elaborated on the request from Tourism Kamloops regarding a possible 'Nocturnal Preserve' dark sky designation for Stake Lake. She explained that an arrangement was made between OSC and the Kamloops Astronomy club many years ago. The astronomy club has a key to the gate at the stadium to allow their members to access the property and the dome; additionally, the astronomy dome uses OSC's power. Chelsea explained that the astronomy club has a new board, this is an opportunity to meet with them and start a relationship in a good way and ensure the arrangement works for OSC.

The board discussed their concerns about the impacts of a Nocturnal Preserve to Overlander Ski Club and the possible risks to OSC:

- Strong desire to continue to offer lit night-skiing for enjoyment and safety; very much not in favour of light reduction to meet Nocturnal Preserve requirements
- Potential impact of people visiting the astronomy dome during ski season including boot tracks and mud on the ski trails, more vehicles parking at the stadium and tire tracks.

There was mixed support by board members to the idea of turning trail network lights off one or two nights per ski season to allow the local astronomy club to use the dome in a dark environment.

Action items:

- Chelsea will meet with the astronomy club to explain OSC's position and find out what they would like. Chelsea will set up a meeting and invite a board member to participate in the meeting with her.
- Chelsea will meet with Tourism Kamloops to explain OSC's position and concerns with Nocturnal Preserve requirements, and decline the idea.

### **6.5 Board business – Toques or swag for race volunteers**

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Chelsea commented that she is ordering branded buffs (neck tubes) for the club, she can add to the order if Chloe wants some. Luc also suggested branded glasses or mugs.

### **6.6 Board business – in Camera meeting**

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**Moved/seconded** by Dana Manhard/Joan Bernard that:

The OSC board convene in camera.

**CARRIED**

## **7. Adjourn**

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**Moved/seconded** by Gillian Stanley/Chloe Hetherington that:

The November 17<sup>th</sup> 2025 meeting of the OSC board adjourn.

**CARRIED**

Adjourned at 9:00 pm.

**Next meeting:**

December 15<sup>th</sup> 2025, 7:00 – 9:00 PM at the Tournament Capital Centre.