

## OSC Board of Directors Draft Meeting Minutes

Date: Monday, October 20<sup>th</sup>, 2025

Time: 7:00 – 9:00 PM

Location: Tournament Capital Centre Room D



**Directors Present:** Luc Guilherme, Erin Vieira, Gillian Stanley, John Grover, Dana Manhard, Alan Richards

**Staff Present:** None

**Regrets:** Charlene Eden, Joan Bernard, Chloe Hetherington

Meeting convened at 7:07 PM.

### 1.1 Adoption of agenda

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**Moved/seconded** by Luc Guilherme/Erin Vieira that:

The October 20<sup>th</sup> 2025 OSC board meeting agenda be adopted.

**CARRIED**

### 1.2 Approve September 2025 draft meeting minutes

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**Moved/seconded** by Luc Guilherme/John Grover that:

The September 15<sup>th</sup> 2025 OSC board minutes be approved.

**CARRIED**

### 1.3 Introduction of Treasurer candidate: Amanda Taylor

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Amanda Taylor attended the beginning of the meeting to meet the board and expand on her written introduction. She commented that she enjoys working with the non-profit sector; she is aware of the extra help that small non-profits need with financial management and governance. Dana clarified that the club is not a registered charity. John explained that the club's General Manager Chelsea takes care of the grant-writing. John also explained that Overlander Ski Club is a 'LSO' (local sports organization) and is affiliated with Cross Country BC (Provincial sports organization or 'PSO') and with Nordiq Canada (National sports organization or 'NSO'). There was further conversation about the club operations, staff, and financial position.

**Moved/seconded** by John Grover/Dana Manhard that:

The board invite Amanda Taylor to join the board as the Treasurer.

Action item:

John will follow up with Charlene to let her know about the meeting with Amanda, and to request that Charlene follow up with Amanda to formally make the offer.

#### **1.4 President's report**

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John relayed a brief report from Charlene that was shared via email in Charlene's absence. Key points from Charlene's report are as follows:

- One credit card has been ordered
- A budget meeting has not yet taken place; hope to have this meeting once a Treasurer is in place
- Attended the Trails Committee meeting last month, the lodge roof needs some repairs that could cost up to \$30,000
- Will provide an updated draft bylaws in time for the November board meeting
- Has been reviewing policies and making a list of what is missing, needs revision and updating; would like to hold another Governance committee meeting in the next couple of weeks.

#### **1.5 Old business: July 22<sup>nd</sup> 'Innovative non-profit funding models' webinar notes**

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There was a brief discussion about fundraising and sponsorships. The club has a 'wishlist' of projects that could be done with additional funds. There was also a brief discussion about whether the club needs to purchase anything (equipment, etc.) to prepare for Winter Games 2028. Dana suggested that better/more parking at the stadium is needed.

#### **2.1 Governance report**

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No report.

#### **3.1 Publicity report**

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There was no publicity report but there was a brief board discussion about the club optimizing its communications, including the use of regular social media updates. It was mentioned that the club has not sent out an email announcing registration yet. There was also enthusiasm around Jennifer Chromka indicating on her ski registration that she is willing to do some publicity for the club.

Action item:

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

### **3.2 Registrar's report**

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Joan Bernard provided the following report:

Membership as of October 15<sup>th</sup>: 259 people registered including four snowshoers

Just FYI the comparable registration for last year as of October 15<sup>th</sup> was 287 season passes including six snowshoers. We usually get a big jump in registration in the first two weeks of November, as the early-bird deadline is November 15<sup>th</sup>.

Current registration numbers as of October 15<sup>th</sup>:

- 189 individual seasons pass (ski and snowshoe)
- 4 individual membership (no trail pass)
- 4 snowshoe ONLY season pass (includes membership)
- 58 I am in the Family Season pass
- 4 I am in the Family Membership only

Ski Development:

- 7 Level 1 (age 4, 5)
- 3 Level 2 (age 6)
- 6 Level 3 (age 7)
- 12 Level 4 (age 8, 9)
- 7 Track Attack (age 9-12)
- 7 Junior Development
- 1 Nordic Explorers (age 11-18)
- 5 Dryland training

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

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

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Action item:

Dana and Gillian each have someone to ask about taking on some social coordinating.

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

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No report.

#### 4.1 Strategic Plan report

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There was no report but the board briefly discussed that the Strategic Plan should be on the November board meeting agenda for discussion or update.

#### 5.1 Treasurer's report

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No report.

#### 5.2 Trail Committee's report

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Luc briefly reported that the Trails Committee needs \$8000 for Tim to coordinate repairs to the driveway into the trail network (the upper part of the driveway where the worst bumps are) and some repairs to a few trail intersections (off-piste trails and a couple spots on Cartwheel). The driveway will be a temporary fix. There was a brief discussion about asking Recreation Sites & Trails BC to pay for the driveway repair; it was noted that the request has been made before but was not successful.

#### 5.3 General Manager's report

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General Manager Chelsea Francis provided the following report:

Fall is a super busy time, lots of planning and preparations for the season. An overview of where the club is at:

**Staffing** – most operations staff from last year are returning: Kate, JD, Tracy, Megan and Trevor. Maya has moved on and her 15-20 hours a week will need replacing, this will be easy to fill, I will post this job on Indeed soon. Naomi Dauffy from Ski Skool is returning, Jocelyn is not and the second Ski Skool role has been posted since August with few applicants. This is normal, the role is notoriously hard to fill. It starts January 5<sup>th</sup> and in some years I have had to split it into multiple people working part time but I prefer to keep it full-time wherever possible. I chatted with Anita Grover regarding the Program admin / ski league coordinator role and that went very well, she will be great for the role. A lot of the work for Ski League that needed to happen immediately, Kate and I took care of. I will get Anita onboarded and up to speed to start admin. Anita and I will set up a weekly check-in to discuss the program needs and opportunities once she is onboarded.

**Equipment** – Our order of replacement rental skis that we voted upon last year is in and has been picked up. I will assemble and label them all. Older gear that we no longer need will be consigned. We also received a grant for \$4000 last season for Ski Skool equipment, and another order has been placed to replace the most-needed items for this season. Michael and I went through all equipment at the end of last season and fixed whatever broken items we could, Kate completed an end-of-season inventory.

**Trail work** – The mower we purchased for the trails isn't holding up well, it has been broken several times in the span of us owning it, Chris and Stew have been great about keeping it running but it has put us behind in fall trail clearing. Klaus has put out a call for more volunteers to take over sections of trails we previously hoped to do with the mower. We will get things cleared for first snow, but the mower issues have resulted in it being more of a scramble than usual. Tim and volunteers have been working on doing some smoothing work on the off-piste trails to get them ready to operate with as little snow as possible. Chris Jones is investigating returning the mower as it has not performed to expectations.

The entrance to the trails is in rough shape, work will be done to smooth out the entrance and driveway. MOTI and Rec Sites & Trails BC has approved this work, a quote from our heavy equipment operator, Kent, to follow shortly. He and Tim are assessing what kind of machinery we need for this project and the costs. This work will be completed before the ground frost.

**End of year** – Our end of year (September 30<sup>th</sup>) just passed. Tracy (bookkeeper) and I are working on the long list of requirements to get this completed. I picked up last year's Year-end recently and it is with the records in the machine shed.

**Banking** – Our application for one credit card with a \$5000 limit is in with the bank and will be available for pick up soon. Our GIC re-investments are on hold until we decide what of the money we need to set aside for capital planning.

**Programs** – Masters camps have been slotted for January weekends. These were very positively received last year and had waitlists. Dana will be coaching Masters skills sessions again, which also received very positive feedback. I am working with Laura Kalina (the regional CANSI instructor certifier, and a super camp coach in the region) to look at how to expand these programs and attract people from out of town for Masters camps. We have Mike Madill, Kim Madill, Laura Kalina and Michael Lanyon as CANSI certified coaches this season to teach lessons. We need an additional coach to instruct on Saturdays as that is the gap in the coaching schedule, and I am working with Laura to fill that role. We have also brought on Jessica Broder from Nickel Plate to coach some weeknight groups, which was a previous gap in the schedule. We will continue to run our Chix on Stix and our three-week intro and intermediate series that we run for skate ski development.

**Grants recently applied for** – TNRD Regional grant-in-aid, REDIP Government of BC grant, City of Kamloops hosting grant, Sports Legacy Fund, Recreation BC fund. The GSAR reporting that was required to finalize the Gaming Grant account being in good standing was also submitted, now I just need to open a bank account specific for gaming funds and I can apply for gaming money in the Spring again. We won the Kal Tire grant competition for \$2000 towards SDP programs. We also just received \$3000 towards Ski Skool gear from a grant I applied to last year with Nordiq Canada.

**Coaching** – We have no applicants for our Head Coach position. Roy and Rob are interested in supporting our racing kids. Several coaches have got back to me that they actually cannot coach

this season. We are going to be down several Ski League coaches for the lower levels. There is going to be a coaches meeting later in November, Anita and I will email all the parents of participants in those levels and put out a call for coaches. I had put one out in the newsletter and social media earlier in the year and got two new coaches from that, but we will need more. I will put out another campaign. If we are struggling, what do we think we can do to make coaching more attractive? We have a ton of rental skis for the ski league program, can we offer free seasons rentals for kids of coaches? Any other ideas or suggestions on how to attract more coaches? I know this is a struggle all clubs have, sadly.

We ran our Learn To Train course in town over the October 3<sup>rd</sup> weekend with six coaches from our club and three from Sun Peaks. The on-snow portion is the December 5<sup>th</sup> weekend. It's great to get some coaches leveling up their education, we have tried to run this course multiple times in the past without success. This course is needed to coach kids above the age of eight.

**Events** – I have reached out to the couple of people who have indicated on Zone4 that they are interested in forming a social committee. I did not get anyone interested from the social media post or newsletter so far, I'll post again closer to the season. I have a couple event ideas I need help to run. If anyone has any fun ideas, please let me know!

**Goals for this season** (outside of the usual goals of having a stellar ski season where everyone is pleased):

- Increase capacity – run coaching courses to better increase coaching capacity and skills. Run an Officials course and try to build a better base of volunteers for races and events. I have also been working with Ann Carter at Sun Peaks to cost-share for the L2T course, and there may be some opportunity for us to share resources in terms of racing and hosting.
- Continued program expansion – Masters program last year was very well received, continuing to make it fun and informative and more social. Offering more sessions. Offering more ski groups and adult programs, and more events. Continue to work with TRU and the school districts to make these programs the best they can be, with the highest number of participants.
- Looking for ways to boost membership – increase community partnerships, look for ways to bring down barriers for registration i.e. in-person registration days. Marketing campaign with Tourism Kamloops, new marketing content.
- Better volunteer recognition – we are struggling a bit with our volunteer pool outside of groomers, bringing focus back onto the good work these groups do and looking for new ways to make them feel recognized and appreciated. Growing this base to meet the current club demands.
- Succession planning – continue to develop GM manual, working with Anita to develop ski league manual, building out documentation for the Head Coach role. Making onboarding of new roles easier and smoother, a lot of knowledge in the club isn't documented and it always makes transitions harder than they need to be.

**Donation request from Kamloops Canoe & Kayak Club** – typically for things like this when we have voted to give our support we donate a couple days passes with rental equipment. Please let me know if and what we would like to offer in support. Request below:

Dear Chelsea, Overlander Ski Club Management Team,

The Kamloops Canoe & Kayak Club (KCKC) is excited to announce its Community Online Auction, taking place from November 9<sup>th</sup> to 22<sup>nd</sup>, 2025. This event will engage paddlers, alumni, and local supporters while raising funds from our club's competitive and recreational programs.

Auction details:

Bidding opens: Sunday, November 9<sup>th</sup> 2025

Bidding closes: Saturday, November 22<sup>nd</sup> 2025 at 9 PM

Pick-up: Sunday, November 23<sup>rd</sup> 2025 from 1:00-5:00 PM at the TCC

We're reaching out to ask for your support by donating a silent auction item that represents your business or brand. Your donation will directly benefit a variety of programs including Women on Water, Indigenous summer paddling, and lessons for clients of Kamloops Immigrant Services.

2025 Highlights

- Damian Hickey was selected to the U17 National Team for Olympic Hopes in the Czech Republic
- Harris & Douglas Hunter represented Canada at the Marathon Worlds in Hungary
- 5 athletes represented Team BC at the Canada Summer Games, earning Silver and Bronze in C4 events and top finishes in kayaking events
- Our U18 Team brought home two gold, one silver and two bronze medals at Nationals in Regina.

Since 1990, KCKC has provided the Kamloops region with a safe, fun and welcoming environment for paddlers of all ages. Your donation will ensure we continue to grow and inspire future paddlers.

How you can help:

We'd love to have your company represented at this year's auction. You can donate a product, service, gift card, or experience that reflects your brand.

To donate or get more information, please contact Ariane Gavelin at [secretary@kamloopscanoeandkayakclub.ca](mailto:secretary@kamloopscanoeandkayakclub.ca) or 250 320-8772. We'd love to have all donations collected by Friday November 7<sup>th</sup> 2025.

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**Lac le Jeune Resort** is pleased to be working with us again this year. They are going to continue to offer Stay-and-Ski packages, are donating a stay as a Loppet prize and doing discounted rooms

for the Loppet, and are also looking at some other opportunities such as hosting an Apres Ski event on a weekend.

**Reciprocals** – We have added Sovereign Lake, Telemark and Kelowna Nordic this year to our existing list of Caledonia, Nicke Plate and Sun Peaks. Members get 25% off at these ski areas with an OSC season's pass.

**Our Ski Skool Program** is booked full for another year and starts on January 5<sup>th</sup>.

**Annual Report and Operations Report** are to be submitted to the Ministry by October 31<sup>st</sup> every year. These are a requirement of our agreement with Rec Sites & Trails BC. They are both complete and will be sent for comment in a separate email.

**Telus** – Our Telus bill appears to be set to auto-pay from our account. I recently noticed we seem to pay an absurd amount for our basic land line. The Trails Committee thought this was set up a long time ago and as Telus decides to just change the package, we have contacted them to get a better deal or nobody noticed. I called Telus to see if we can set up a different, cheaper package and keep our existing number. Our account is held in Mike Steward Smith's name, which, for anyone who doesn't know, is a founding member of the club who still skis and is well into his 80s. I reached out to Mike and he was happy to help get the account signed over out of his name so we can switch our package.

**Insurance** – Attached is our insurance quote for the season. Last year I went on a hunt trying to find us a better insurance deal as our previous one was very high. I also worked with an appraiser with the board's approval to get our assets properly appraised and insured as this process hadn't been completed in many years and our buildings' insured values were way out of date. I got a couple of different quotes this year to ensure we were getting the best deal possible again. Please approve.

**Contracts** – our snow removal service with Blackstone Excavating is in place again for this year. Finding good snow removal services for our remote location is notoriously hard so I am pleased to be working with them again. Our Waste Bin with Interior Waste Solutions is in place for November 15<sup>th</sup> – March 31<sup>st</sup> again.

**Bills** – The Treasurer email has not been checked for months, I think I have finally tracked down all of the vendors that send their billing to that email and got us caught up on outstanding payments.

**Website** – I have received positive feedback for the website via email from members. The webcam and weather are now hooked up, and changes continue to be made based on feedback from myself and comments from the public. The new back-end interface is way more complicated than the old website (expected) but I am figuring out how to adjust things myself as well, so that wording can be updated or changed. Greater changes like adding pages, the designer will need to do, but we have a great skeleton in place.

Please also see the reports Chelsea emailed to the board:

- *25\_26 Operating Plan (1).pdf*, prepared for Recreation Sites & Trails BC
- *24-25 Annual Report.docx.pdf*
- *2024-25 report and 2025-26 Sport Plan Overlander.pdf*

#### 5.4 Ski League report

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No report.

#### 5.5 Junior Development report

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No report.

#### 6.1 Board Business – Overlander email hosting

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Alan Richards provided the following report. He is looking for feedback from Chelsea and from the board about what the club needs for email in terms of features, number of accounts, etc.

Currently, our [\\*@overlanderskiclub.com](mailto:*@overlanderskiclub.com) emails are hosted through CSEK Media from Kelowna, our old webhost up until Sept 2025. It appears they subcontract this to everyone@net. We are not sure exactly which email accounts exist at this point, other than Info@... And treasurer@... . Chelsea has access to both of these.

Given we are moving our web hosting away from CSEK, and given the low usage and poor experience with the current email accounts, I'm proposing we move to a new email platform. This will also likely reduce costs.

Current web + email hosting is \$724/year.

Email only from CSEK would be \$243/year for the three accounts we currently have.

The new web hosting is \$420/year, I think.

##### Requirements

Custom domain (obviously!)

Multiple email accounts, at least five

Not a ton of storage, current info@ email is at 1.5GB

Spam filtering

POP/IMAP functionality to use with any standard mail client on computer or mobile

Ability to forward emails to personal email accounts or have distribution lists

Good email reputation.

The idea is to have emails for roles which can remain throughout personnel changes. This makes account access and recovery more seamless. Users could use the email address directly with

webmail or an email client like Outlook. Or, could set-up forwarding to a personal or different email (e.g., [chelseaoverlanderski@gmail.com](mailto:chelseaoverlanderski@gmail.com)). With the correct set-up, they would be able to send outgoing mail from this account too, I do the same today with multiple different addresses in my single main gmail account.

#### Options

1. Basic IMAP accounts and webmail. Unlimited accounts/addresses. Forwarding, etc. Essentially similar to what we have but under our own control. Ability to use normal mail clients to access. More expertise required to manage.
2. Modern web client, app, more features. Microsoft365 (\$4.75/user/month), FastMail (\$6.25/user/month), ProtonMail (\$6.99/user/month), Google Workspace (\$9.20/user/month), Ionos (\$15/month for five accounts).
3. No email, just forwarding. No outbound. Ability to have many forwarding pairs set up, and a catchall for all other addresses. CloudFlare (free).

My assumption is we don't care about calendars, cloud storage, other apps, etc.

Although prices are higher with the options in #2, most of these would still be cheaper than our current hosting if it is just a few users.

#### Recommendation

Honestly, for what we need, I think a minimal, cheap but good provider like Purely Mail would be enough. Or, for the same cost as we have currently, we could switch to FastMail or event add an Account using O365.

#### Questions:

- How many accounts?
  - [info@overlanderskiclub.com](mailto:info@overlanderskiclub.com) – current main account
  - [social@overlanderskiclub.com](mailto:social@overlanderskiclub.com) – Current, unsure if used
  - [treasurer@overlanderskiclub.com](mailto:treasurer@overlanderskiclub.com) – Current, bills are going here
  - [President@overlanderskiclub.com](mailto:President@overlanderskiclub.com) – maybe useful?
  - Competition or race or raceoffice @overlanderskiclub.com – definitely would be useful to continuity, most clubs have something like this
  - [gm@overlanderskiclub.com](mailto:gm@overlanderskiclub.com) -> [chelseaoverlanderski@gmail.com](mailto:chelseaoverlanderski@gmail.com)- ??
  - [lessons@overlanderskiclub.com](mailto:lessons@overlanderskiclub.com)- ??
- Is the assumption that we mostly want forwarding or IMAP/webmail to personal web clients correct?
- Any value in having multiple people able to receive or monitor the same inbox?
- I want to confirm email newsletters go out through a dedicated service?

#### Potential options considered

ProtonMail, Google business, Fastmail, Zoho mail, Microsoft365, Ionos, MXRoute, PurelyMail

### Zoho Mail

- Part of a much larger suite of tools; \$1.25/user/month for 5GB; migration from IMAP. Free up to five users from this link <https://www.zoho.com/mail/custom-domain-email.html>.

### Ionos (formerly 1&1)

- German
- \$1/month (\$3/month after first year); 25 email accounts, each 2GB
- \$12/month (\$15/month) five accounts each with 50GB
- IMAP and webmail, migration tool

### ProtonMail

- Swiss-based, big focus on encryption, privacy, security
- Modern webmail and apps, very well regarded
- \$3.12/month (\$6.24 later) 15GB, 1 user, 10 email addresses, 1 custom domain
- \$6.99/user/month 15GB, 10 email addresses per user

### Google Workspace

- \$9.20/user/month 30GB each

### Microsoft365 Business basic no teams

- \$4.75/user/month 1TB, includes office

### Fastmail

- Fairly modern client, snooze, privacy features
- Can have shared emails (is this distribution lists?)
- \$3.75/user/month 6GB
- \$6.25/user/month 60GB only this plan can have third party clients like outlook or mail. At least one user on this plan to use a custom domain.

### MXRoute

- Very minimal, IMAP or basic webmail only. Good docs and good attention to reputation.
- \$49/year (\$4/month) 10GB unlimited domains, unlimited accounts

### PurelyMail

- \$10/year, unlimited accounts and storage unless you exceed soft limits
- Good docs, very minimal, IMAP and webmail only, similar to above.

### Discussion

Alan updated that he and Chelsea have determined that there are three email addresses and Chelsea now has access to all of them. Chelsea has commented that she doesn't like the webmail system that they use, it isn't user-friendly nor does it have the tools she would like. In the short-term, the club has paid for another six months of email only while the web hosting has moved. In

the long-term, board members expressed their view that creating/maintaining [\\*@overlanderskiclub.com](mailto:*@overlanderskiclub.com) email accounts gives a professional impression, rather than Gmail accounts.

No decision is needed at this time. Tabled to a near-future meeting.

## **6.2 Board Business – Request for donation from Kamloops Canoe & Kayak Club**

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### Discussion

John suggested that OSC could provide a couple of passes, but that there be an expectation of a reciprocal offer from Kamloops Canoe & Kayak Club.

### Action item:

Chelsea to provide two day passes and rental equipment to KCKC and communicate that OSC receive a reciprocal benefit such as the ski league kids going for a day to Shumway Lake.

## **6.3 Board Business – Insurance quote approval**

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Item deferred to November meeting. Dana will follow up with Chelsea re: questions.

## **6.4 Board Business – Attracting coaches**

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Chelsea's report identified that there is quite a gap in available coaches for the lower levels of ski league so far this year. Ideas to incentivize coaches:

- Free rental equipment for kids of coaches
- Free ski development classes for kids of coaches

Chelsea has also asked for the board's input on the possibility of splitting the PacificSport coaching grant between Roy and Rob, who are supporting the racers by going to races with athletes, waxing, etc.

### Discussion

Dana briefly reviewed the ski league coaches receive a jacket for the season, a \$400 honourarium, and coaching lessons for free. A point was made that ski league registration should clearly communicate that parent coaches are required; there was also a suggestion that all parents should have to take the online Level 1 coach in order to register kids for ski league. The board also discussed offering free rental equipment for kids of coaches. It was generally agreed by the board that Chelsea should go ahead and approach Roy and Rob about sharing the coach role with PacificSport funding.

## 6.5 Board Business – Teck Cup Race January 18<sup>th</sup>

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Chloe provided a report via email about the Teck Cup Race in January. Key points from her emailed report:

- Luc, Natalie, Dana, Jennifer, Klaus and Chloe met on October 16<sup>th</sup> to discuss plans for the race
- Due to other races happening on January 17<sup>th</sup>, the Teck Cup race date is being switched to January 18<sup>th</sup> which has been approved by CCBC.
- Alan and Chloe are working on ordering timing equipment
- Further into ordering, Chloe will provide a draft budget to the board
- Working with Klaus to coordinate some equipment rentals that can be shared between the Cup Race and the February 1<sup>st</sup> Loppet (e.g., washrooms, announcer, technical advisor)
- Georgia Manhard has advised that CCBC's preferred race format is interval start classic (this will be used during BC Winter Games 2028)
- Necessary roles are now filled
- Happy to answer any questions
- Chloe also reported that Nancy Beaumont would like to be informed when the club has a date for the Level 2 Official Course and a contact, and she can find us a course conductor.

## 6.6 Board Business – Request from Trails Committee

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**Moved/seconded** by Luc Guilherme/John Grover that:

The board authorize the Trails Committee to spend up to \$8000 on the aforementioned required repairs to the driveway and the trails.

**CARRIED**

Action item:

Chelsea to update the budget accordingly.

## 6.7 Board Business – in camera

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

The OSC Board convene in camera.

**CARRIED**

## 7. Adjourn

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**Moved/seconded** by Dana Manhard/Gillian Stanley that:

The October 20<sup>th</sup> 2025 meeting of the OSC board adjourn.

**CARRIED**

Adjourned at 9:35 pm.

**Next meeting: November 17<sup>th</sup> 2025, 7:00 – 9:00 PM at the Tournament Capital Centre.**