

OSC Board of Directors Draft Meeting Minutes

Date: Tuesday, April 22nd 2025

Time: 7:00 – 9:00 PM

Location: Tournament Capital Centre Room D



Directors Present: Charlene Eden, Joan Bernard, Erin Vieira, Alan Richards, John Grover, Dana Manhard, Gillian Stanley (via phone)

Staff Present: None

Regrets: Chloe Hetherington, Luc Guilherme, Jeff Young

Meeting convened at 7:10 PM.

1.1 Adoption of agenda

Moved/seconded by Charlene Eden/John Grover that:

The April 22nd 2025 OSC board meeting agenda be adopted.

CARRIED

1.2 Approve March 3rd draft meeting minutes

Moved/seconded by Joan Bernard/Alan Richards that:

The March 3rd 2025 draft meeting minutes be approved.

CARRIED

1.3 President's report

I first wanted to say welcome to our new Board members as well as welcome back to all our returning Board members. I am looking forward to continuing the work for OSC. I do not have a lot specific to report but there are a number of items I would like us to discuss in the meeting.

First, there will be a CCBC Club Workshop and AGM in Kamloops on May 9th – 11th. I am hoping to be able to attend the full day workshop/meeting on May 10th depending on work but I think it would also be great if others were available to attend. This will be an agenda item.

I would like us to have a discussion on our Strategic Plan and how we move that forward. I think we are in need of a couple subcommittees to work on specific items and hoping that we can create those subcommittees and start really putting a timeline in to finalize some of the items on the Strategic Plan.

Board meeting next month will likely be held at the Mac Island Sports Centre as we cannot use rooms at TCC as the BC Lions will be using the entire facility. As well, we will no longer be able to book rooms through the Sports Council after the June meeting so we will now be required to pay for the rooms, should be continue meeting at TCC. I would like to discuss this as well.

As well, I will not be able to attend a board meeting in June as I will be cycling across Canada thus I would like to discuss a plan for that meeting and what makes sense for the Board.

- Charlene

1.4 Old business: April 3rd 2025 board resolution

At the March 3rd 2025 OSC board meeting, directors passed the following motion:

That up to \$25,000 be approved for the Trail Committee to spend on an ATV with tracks contingent upon the board's approval of the 2025 financial statements.

Subsequently, the board and membership approved the financial statements at the Annual General Meeting on March 10th 2025.

On April 3rd 2025, President Charlene Eden put forward a motion via email as follows:

To approve the purchase of an ATV with tracks to a maximum of \$25,000.

The motion was seconded by Dana Manhard.

CARRIED (7 in favour and none opposed).

2.1 Governance report

No report.

3.1 Publicity report

No report.

3.2 Registrar's report

No report.

3.3 Social Coordinator's report

No report.

3.4 Volunteer Coordinator's report

No report.

4.1 Strategic Plan report

No report.

5.1 Treasurer's report

No report.

5.2 Trail Committee's report

No report.

5.3 General Manager's report

Ski league

One key issue we are aware of is the future and direction of the ski league. This is a complex issue will take more than one sit-down to solve. Clay Whitman has offered to sit in for this conversation, which I would encourage. He has been instrumental to keeping the wheels on the league for the club this season and has great insight and vision.

The board needs to decide what direction they would like to see it move in – if we need to hire a seasonal head coach, etc. The ski league needs re-structuring. Speaking with other clubs, meeting with Clay and possibly Zoe, and polling our own club are all routes we can take. My suggestion would be to form a sub-committee to conduct some research to present to the board, and the board decide which direction to move the ski league in. Ski leagues need leadership and have very involved and experienced coaches and administrators in most other clubs to ensure this. Ski league planning and work starts in August, someone would need to be in place before then.

Website

I am working on getting a good company to do our website. I wanted to work with someone who had done Nordic websites before and emailed many clubs regarding who they work with but have struck out. Several clubs were also searching for someone to do a new website. I have reached out to a couple of local designers with good online reviews and have met with two and have another meeting this week with the company I thought was better suited. I will follow up with the board when I have a better idea of a rough cost after the meeting. If anyone has any local companies they have worked with and were very pleased with, feel free to let me know. I am hoping to have the website mapped for the May meeting, and the majority of the content loaded for the June meeting. This way the board will have the opportunity to offer input at each major step. I hope to soft launch the website in August so any bugs or issues can be worked out before registration opens in September.

Gaming grants

Community gaming grants are due April 30th, this was a priority for me. We are in bad standing due to not submitting reports in 2021 and 2023. Our gaming grant account is with BMO. BMO informed me that "we do not have any accounts with them nor have we in the past." I can't get any information on who the account holder was within our organization, and BMO will not provide me any more information. I sent BMO our account number that I have on file and they said, "that account does not exist." I went through boxes of all our paper records and did not find any copies of old BMO statements in order to do the reporting. I have emailed the Gaming Grant committee to find out if we have any other options in this predicament but have not heard back. I have emailed/texted Dave but also have not heard. I have asked Maureen (who used to do the grant applications) but she does not have any suggestions. I asked the bookkeeper if she has any info, also no. Without any way to submit the reporting for 21/23, I cannot put in the grant, although I have completed most of the work for it. I am really hoping to put this grant in but am in a stalemate. Suggestions welcome...

Dryland training

Clay Whitman is starting summer dryland training for our interested ski league kids. He had a meeting on April 7th with the kids and families interested in racing and training. He has the best sense of what the needs of the club are moving forward, race-wise. Let me know if the board or committee or whomever would like to set up a meeting with him.

Banking

RBC informed me our current cheques expire at the end of April. I have ordered more for Tracy, but if there are any floating around past April for any reason, they will bounce.

Pacific Sport Coaching Grant

Re: the decision to not reapply for the Pacific Sport Coaching Grant – I let Carolynn Boomer know, her response is below. She is also a good resource and expressed interest in helping us with our coaching dilemma. We still owe them a report for this year that I will submit before the deadline.

“Thank you Chelsea for letting me know that Overlander will not be applying for the 2025-26 coach development funding. Please keep in mind that the extra perks that are included in this program will also cease for your records. This includes no more free meeting room space [at the TCC] and the City of Kamloops Activity Guide advertisement under our PacificSport section will be removed also.

PacificSport will of course continue to work with OSC for things such as Unplug and Play, coach education, and professional development opportunities and athlete services. Please feel free to reach out to me or my staff at any time.”

Nordiq Canada Ski Skool Grant

I applied for a grant for our ski skool expenses earlier in the year that we were granted. Funds will be deposited to our account, I will take care of all the reporting. Confirmation copied and pasted below.

“Cross Country BC is very proud to be working with Nordiq Canada to support 2024/25 ski s’kool programming across BC. I am pleased to confirm that Overlander Ski Club will be receiving a 2024/25 Ski S’kool Program Grant for \$8760 from the Nordiq Canada Equity Initiative. These funds are to reimburse your 2024/25 Ski S’kool expenses, as reported to CCBC. Your funding amount includes a 5% administration fee added to your grant which is payable to CCBC for grant administration. Your admin fee to CCBC is \$425.”

- Chelsea

Action items:

The board had a brief discussion on the need to solve the issue with the club’s gaming account. Charlene said that she will meet with Dave (former club Treasurer) and Joan offered to phone Alan V (former club president).

5.4 Ski League report

See 5.3.

5.5 Junior Development report

No report.

6.1 Board Business – Ski League

Charlene re-iterated some of the suggestions put forth by the General Manager. Dana commented that the ski league is parent run, a 'club within a club' that directs itself with minimal oversight by the OSC board or general manager. He shared his thoughts that there aren't currently a lot of kids that want to compete. Gillian suggested polling the membership to determine the desire for a staffed ski league. John suggested striking a sub-committee of the board and invite Clay (and perhaps staff) to find out what enthusiasm there is within the club membership; depending on the results, the board could decide to hold a special meeting or workshop to further discuss this. Charlene cited the example of the expanded Masters program this year which came about because the membership was polled and the results indicated a desire for it. Dana commented that he has some information about what other clubs charge for their ski leagues.

Action item:

Sub-committee with John Grover, Dana Manhard, and Alan Richards. John will reach out to Clay to invite his involvement. John will spear-head the meeting with goal of reporting to the board by the May 20th meeting.

6.2 Board Business – Board Bylaws

Charlene confirmed that the club Google drive has documents such as draft bylaws, the Strategic Plan, etc. All board members should have access to these. She is looking for a few volunteers to form a governance committee to assist with the finalization of bylaws.

Action item:

Gillian and Joan offered to help Charlene with this. Charlene will set up some meetings over the next one or two months.

6.3 Board Business – CCBC workshop and AGM May 9th – 11th 2025

Charlene shared that CCBC is hosting a full day workshop at the Accent Inn in Kamloops on May 10th. The purpose of the workshop is to convene club leaders from across BC to exchange ideas and discuss common club issues. The day will include the AGM that day. There will be a dinner on Friday May 9th.

6.4 Board Business – Strategic Plan

Charlene shared the Strategic Plan on screen. She explained that Chelsea is working on some of the policies. The committee struck (item 6.2, above) will work on finalizing bylaws. Charlene commented the organizational chart needs to be made more clear and finalized; there have been some significant changes since the last time the organizational chart was updated. Charlene clarified that the Strategic Plan updates/finalizations is the responsibility of the board (as opposed to the membership, at an AGM). Charlene also commented that finalizing board roles and responsibilities, and volunteer roles and responsibilities should be a priority.

Action items:

Dana volunteered to do a first-draft of an organizational chart, using his club history. Charlene commented that there is already a draft, but she is unsure where it is – she will look and send it to Dana if it can be found. Dana will bring his draft to the May meeting.

Erin will add Strategic Plan to the May OSC board agenda.

6.5 Board Business – Future meeting space for board meetings and Pacific Sport grant

Charlene reminded everyone that the OSC may not use the TCC for its meeting in May due to the BC Lions training camp. The June board meeting will take place at the TCC but that will be the last meeting. John suggested that someone should speak with Carolyn to confirm that OSC can no longer use the TCC meeting rooms, as a result of not applying for a Pacific Sport grant.

Charlene asked for a volunteer to Chair the June 16th board meeting, John offered to do it.

Action item:

John will get in touch with Carolyn about the club's affiliation with PacificSport.

6.6 Board Business – In camera

Moved/seconded by Charlene Eden/Joan Bernard that:

The OSC board convene in camera.

CARRIED

7. Adjourn

Moved/seconded by Charlene Eden/Erin Vieira that:

The April 22nd 2025 meeting of the OSC board adjourn.

Adjourned at 9:00 pm.

Next meeting: May 20th, 7:00 – 9:00 at MacArthur Island meeting room 216.