OSC Board of Directors Draft Meeting Minutes

Date: Monday June 15th 2026
Time: 7:00 – 9:00 PM
Location: Tournament Capital Centre

Directors Present: Charlene Eden, John Grover, Erin Vieira, Amanda Taylor, Chloe Hetherington, Alan Richards, Joan Bernard

Staff Present: Chelsea Francis

Regrets: Luc Guilherme, Gillian Stanley, Dana Manhard

Meeting convened at 7:02 PM.

1.1 Adoption of agenda

Moved/seconded by Joan Bernard/John Grover that:

The June 15th OSC agenda be adopted as amended.

CARRIED

1.2 Approve May 2026 draft meeting minutes

Moved/seconded by Amanda Taylor/Chloe Hetherington that:

The May 19th 2026 OSC board meeting summary be approved.

CARRIED

1.3 President's report

Charlene Eden provided her report for June 2026:

Policy/Grants

A number of things have transpired since our last meeting. As Chelsea mentioned, the Gaming Grant was submitted. We did not revamp the Restricted funds policy because after some assessment, our policy was indeed acceptable. However, the policy should be revamped to better suit our needs moving forward and this will be put on the policy "to do" list for the summer months.

Trails Committee Meeting/Project Requests

I attended the Trails Committee meeting on June 9th. As always, the Trails Committee has been working hard on trail and equipment maintenance. Wildfire crews will once again be doing some trail maintenance for us this season, which is a huge benefit to the Club at no cost.

Two specific projects were discussed at this meeting, with both being considered high priority by the Trails Committee: (1) the high pruning project, and (2) the purchase of a second ATV. I requested that Tim provide a summary of both requests and why they are priority. Please see below:

High Pruning: High pruning is the removal of branches overhanging the trail on trees that are intercepting snow from reaching the trail. These branches are too high for crews to cut from ground level using hand pruning saws and power saws. When the snow is intercepted by branches, it takes snow away from the trail base leaving thin snow (or no snow areas) especially on the classic tracks. When the snow comes off the limbs, it is either in the form of wet, consolidated "snow bombs" or meltwater. When the water drips back onto the trail, it creates icy patches and falls on the areas that are already thin, exacerbating the problem spot.

In the fall of 2023, a volunteer crew undertook a high pruning project on the upper, 450m section of the Ambush ski trail. This involved removing branches overhanging the trail up to 50 feet. The branches were then collected off the trail, put into piles and burned to reduce wildfire risks and maintain the aesthetics of the trail. This project was deemed a success with notable improved snow quality through this zone. The project also came with high labour cost (volunteer time) and safety issues (volunteers on ladders cutting limbs).

To mitigate the safety and volunteer time issues, it is proposed to utilize a mechanized lift vehicle that will allow safer and faster access to the branches needed to be removed without the use of ladders. It is also proposed to utilize a chipper to remove the branches which would also be faster and safer than burning. The chipped material would be thrown back into the forest without increasing wildfire risks. It would be proposed to hire a specialized crew for this work rather than use volunteer time to mitigate risk and liability to the volunteers and club.

The proposal would be to utilize OSC funds to complete several high priority segments of trails that would also allow the club to gain an appreciation for the costs and productivity of this activity. This information would allow us to accurately apply for grants to complete all segments of trails within mature standing timber in the network.

ATV: The club currently has two Bearcat snowmobiles, a 550 Skandik snowmobile and an 800 Skandik snowmobile. In 2025, the club purchased a BRP ATV with a track kit so it can be utilized in winter conditions. After one season of use, the ATV has proven to be an effective and efficient machine for trail grooming, maintenance and operator use. The two Bearcats are in excellent condition and we expect another 8-10 years of service. The 550 Skandik is at the end of its efficient use and the 800 is also nearing the end of it service life. The 800 also has capacity issues

due to poor steering and low power, therefore it is not utilized as much as the other machines. The maintenance shop is also at full capacity for storing all our equipment so removing old and obsolete equipment is becoming a priority.

It is proposed to sell the two Skandiks that take up the majority of the small machine maintenance time and replace them with another ATV. This will modernize our small machine fleet with two newer Bearcats and two new ATVs. We expect approximately $2000 in return for the 550 and approximately $3200 for the 800. The 2025 ATV with track kit was $24,000 total so we anticipate $25,000-$27,000 depending on availability and inflation for a new unit.

I would like to discuss these two requests at the board meeting, as I believe this would be a good time to consider funding these projects, given we currently have access to the funds from our GICs.

Banking

We are still not fully up and running with RBC Express but we will be over the summer. Amanda and I are both in our busy season so mid-July is when we plan to get this fully running. We will also be looking at potentially using a payroll system outside of RBC Express.

Biathlon

As some of the Board is aware, Clay Whitman sent an email to a few Board members and two of our coaches to discuss the possibility of OSC becoming a Biathlon Club and running the electronic rifle biathlon program. I had an initial conversation with Clay who provided me with several details surrounding the current program. In terms of equipment, the Kamloops Biathlon Club currently owns five electronic rifles as well as a target the size of a shoebox. The amount of storage space required would be minimal and with the use of electronic rifles, he feels there would be no change needed to the current facility. The athletes/parents have been keeping the equipment at home at this point and then bringing it to practice, although this could change of course. Five rifles are adequate for about 15 participants. So likely no need in the short-term to buy more equipment but future purchases may be needed, and the cost is approximately $5000.00/electronic rifle.

The current program is aimed at kids, with the Track Attack or Junior Racers programs often utilized. Up to around 14/15 years of age, all biathlon training is done with electronic rifles. At that age, if youth want to get into more serious competition and move to a proper rifle, all training will have to be done at the firing range.

Last year, Rob and Roy and a couple parents who are in the ski program helped out on the biathlon side of things. A couple of the parents may be interested in continuing to help out but that would need to be discussed.

The current Board for the Kamloops Biathlon Club is Clay and three other individuals. They are potentially proposing that OSC take over the biathlon program and become a Biathlon Club and would then just transfer the equipment and program over to OSC. Clay did mention that one or more of their board members may be interested in helping out as an advisor or perhaps joining the OSC board. There is also interest potentially in them helping to get a Masters program running. They currently have $3000-4000 in their bank.

To be a Biathlon Canada Club, there is a small annual fee to be registered with Biathlon BC. Clay believed it was between $50.00 and $100.00/year. Then individuals must buy their license with Biathlon Canada. Registered Biathlon clubs then have liability insurance under both Biathlon Canada and Nordiq Canada. Clay believes the policy for each is 5 million liability but would have to confirm that. And for those who are competing/racing with proper .22 rifles, they must attain a proper competition license, and they are only covered under Biathlon Canada's liability insurance.

Clay is not living in Kamloops anymore so while he still sits on the Kamloops Biathlon Club Board and can be available as a resource, for questions, etc, he will not be involved at all on the coaching side in Kamloops.

Clay also noted that Biathlon BC has been working to get connected with new Clubs to grow Biathlon and are willing to provide resources however they can to build biathlon programs.
So I would like to have a Board discussion around this and whether this is something the Board wants to consider and thus have a deeper discussion/meeting with the Kamloops Biathlon Club and Biathlon BC.

Strategic Plan/Governance

We need to start thinking about organizing a Strategic Planning session as our strategic plan timeline is coming up in the near future. As well, before we do that, I would still really love to hold a governance session or two so Board members can learn the basics. I do know that there is a "Board of Directors-Governance vs Operational" Workshop on June 22 via CCBC, which would be great for folks to attend. And I would again like to put it on the table that I would be happy to do a couple short sessions at Board meetings. I do think it is really important that the Board have some education/training in governance. Therefore, I would like to discuss both the Strategic Planning session as well as Governance 101 training.

Director's and Officer's Liability Insurance

I just wanted to remind everyone that we have Directors' and Officer's Liability Insurance coverage through CCBC and Nordiq Canada. This question came up from a Board member who needed that information and it was suggested I just do a little reminder to everyone that we are indeed covered up to $1million. If any Board member would like me to send them the basics on what is covered, please let me know and I will forward it.

Action item:

- Chelsea to send out the current Strategic Plan to the board members for information.

1.4 Old business

Chelsea shared the following workshop series in an email to the board on May 28th:

June 22: Board of Directors- Governance vs. Operational
What's the difference? How involved should the board be in daily club operations? The answer: it depends!

July 20: Capital Fundraising
Tips and tricks to leverage your capital fundraising (new groomers, new trails, new facilities, new rental equipment, etc.)

August 17: Funding Your Skill Development Program (SDP)
How to diversify revenue streams, avoid program deficits, and keep registration fees low

September 21: Establishing a Masters Program
Guidelines for creating and maintaining a successful Masters ski program

October 19: Growing Club Memberships
Best practices to attract and retain club members

November 16: Volunteer Recruitment & Retention
Cross country ski clubs rely almost exclusively on volunteers. How do we find new volunteers and keep them engaged?

All workshops will start at 6:30pm Pacific Time and each session will run for two hours or less. If you are interested in attending any of these workshops, please sign up using the following link: 2026 Club Workshop Series.

Alan shared the following information re: the head coach posting in an email to the board on June 8th:

As far as I'm aware, we've posted with CCBC, Nordiq Canada, and Indeed locally?

My brother suggested trying to reach the ex-skiers from Canmore, who potentially would be interested in doing school here at the same time. I'm not sure the best way to reach those types of people though?

Some other suggestions (from Claude):

- Post with XC Ski Ontario and Ski du Fond Quebec directly.

- Potential Facebook coach groups (couldn't find any of these)
- FasterSkier.com or other similar xc news sites. They have a job board- https://fasterskier.com/category/news/jobpostings/
- University kinesiology or sport programs. The posting lists post-secondary education in kinesiology or sport science as an asset. Contact coaches or department heads at programs with strong Nordic traditions:
    - Lakehead University (Thunder Bay) — strong Nordic culture, produces coaching graduates
    - University of Ottawa / U of Q programs — proximity to Quebec skiing culture
    - Laurentian University (Sudbury).

Ask them to share with recent graduates and alumni networks.

- Strengthen the Posting's Appeal for Out-of-Province Candidates

One honest challenge: Kamloops is a great city, but the $40–50K range and seasonal structure may give pause to someone relocating from Ontario or Europe. When you share the posting outreach, emphasize:

- The trail system — 60 km at Stake Lake is genuinely impressive and a real draw for a coach who loves the sport
- Year-round potential — the posting mentions this; lead with it in outreach to make the move more viable
- The BC outdoor lifestyle — this is a legitimate recruitment asset for anyone in flatter Ontario or urban Quebec.

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

Amanda Taylor provided a Treasurer's Report for June:

- June expenses continued to lower profit to $20,396.50 (May 31, 2026) versus $24,108.64 last month (April 30, 2026).
- Cash in the bank on May 31, 2026 = $306,892.15
- GIC's invested- $10,000 + 5,554.40 + 91,287.27= $106,841.67 total
    - $10,000 GIC (purchased Sept 11, 2025)
    - $5,554.40 GIC (original purchase of $5,000 May 2, 2014 – keeps renewing)
    - $91,287.27 GIC (original purchase of $32,000 Mar 31, 2010 – keep adding and renewing) – skidoo withdrawal in 2011 – RTR Performance $14,340.17.

Please also see the following documents provided by Amanda (email on June 15th):
1) Comparative Income Statement (Revenues and Expenses) – to May 31, 2026 versus May 31, 2025
2) Comparative Balance Sheet (Assets and Liabilities) – to May 31, 2026 versus May 31, 2025
3) May 2026 Bank Reconciliation – with outstanding deposits and cheques.

5.2 Trail Committee's report

No report.

5.3 General Manager's report

Chelea Francis provided the GM report for June:

<u>Operations</u>

- No new applications to Head coach position. It has been added to the job boards we previously discussed, and I am working on getting it to different clubs in the East.
- At the last Trails meeting we discussed different options for improving our conditions in low snow. The strongest suggestions to explore:
    - Paving the parking lot. We did a bunch of preliminary work for this last year. This would allow us to harvest snow even from small snowfalls to be dispersed in the low spots. This would also be great for dryland training and roller skiing.

    - There is a snow “turf” that clubs in Europe have been using. You lay this matting down in bad sections and then you can ski on top of only a couple of cms on this turf.
    - Both these options are being explored cost and implementation wise.
- 5 coaches submitted for an honorarium, I will include the requests separately.
- Our two old snowmobiles have come to the end of their logical useable life. We will be listing them for sale.

Upcoming fall grants

- TNRD Regional Grant – Fall intake
- Recreation fund BC- fall intake
- Destination BC Climate Resiliency

Priorities for the fall

- Ski Skool resiliency and alternative programming
- Scalable operation planning
- Marketing
- Coach recruitment
- Demonstrated Value for pass holders

Board Discussion: Strategy for the coming season

Discussion

There was a discussion about options to strengthen the resiliency and conditions of the trail network in low-snow years. Chelsea provided further explanation about the parking lot snow-harvesting idea and the snow ‘turf’.

Action item:

- Chelsea will reach out to Lac le Jeune Resort about the possibility of a cabin for coach housing.

5.4 Ski League report

No report.

5.5 Junior Development report

No report.

5.6 Teck Cup Race report

No report.

6.1 Board Business – Proposal re: biathlon program and request for meeting

There was a discussion about the potential impacts and benefits to OSC by taking on the biathlon program. Concerns were noted about staff capacity and coaching for biathlon; benefits were noted about the opportunity to grow the biathlon sport in Kamloops and attract more skiers to Stake Lake.

Action item:

- Charlene will respond to Clay and invite him to a meeting with Chelsea and Roddy, any other board members are welcome

6.2 Board Business – Trails Committee project proposals

Amanda explained that there is a GIC earmarked for machines. There was a discussion that any investment in making the trails more resilient to low-snow years is a good investment.

There was a discussion about how to award a contract for up to $30K for high-pruning. Tim has a crew and contractor that knows the trails well, and they will likely be able to keep the cost of the project down significantly. There was also a suggestion to seek a quote to ensure we are getting good value for money.

Moved/seconded by Charlene Eden/Chloe Hetherington that:

The board authorize up to $30K for the high-pruning project as per the Trails Committee's request, with a confirmed budget, with the funds coming from Restricted Funds.

CARRIED

Moved/seconded by Charlene Eden/Alan Richards that:

The board approve the purchase of a new ATV with a track kit up to a budget of $27,000 with funds coming from Restricted Funds, and that the listing of the Scandik 550 and Scandik 800 snowmobiles for sale by the Trails Committee be approved.

CARRIED

Action item:

- Charlene will connect with Tim to discuss the contractual aspect of the high-pruning project.

6.3 Board Business – Strategic Planning session

Charlene explained that the board should have a strategic planning session. The club holds one every three years. The club always hires a strategic planning facilitator for the session at a cost of about $1200. It was suggested that the session take place in September or October. There could be a session for the board, and a session for members.

Charlene also explained that she'd like to plan some educational governance sessions for the board. Four to six sessions that could be incorporated into monthly board meetings. It was suggested that the September board meeting be scheduled for Monday September 14th with a 20-minute slot for a governance session presented by Charlene.

Action item:

- Charlene will speak to Rhonda about a facilitating a strategic planning session in October

6.4 Board Business – GICs

Moved/seconded by Charlene Eden/Joan Bernard that:

The $30,000 already allocated for the roof be taken out of Restricted Funds.

CARRIED

Moved/seconded by Charlene Eden/Amanda Taylor that:

Up to $25,000 for the already-allocated funds for the Renovator be moved out of Restricted Funds.

CARRIED

6.5 Board business – in Camera meeting

Moved/seconded by Erin Vieira/Amanda Taylor that:

The OSC board convene in camera.

CARRIED

7. Adjourn

Moved/seconded by Joan Bernard/John Grover that:

The June 15th 2026 meeting of the OSC board adjourn.

CARRIED

Adjourned at 9:00 pm.

Next meeting:

Monday September 14th 2026, 7:00 – 9:00 PM at the Tournament Capital Centre.