OSC Board of Directors Draft Meeting Minutes

Date: Tuesday May 19th 2026
Time: 7:00 – 9:00 PM
Location: MacArthur Island Sports Centre, Room 216

Directors Present: Charlene Eden, Amanda Taylor, Luc Guilherme, Dana Manhard, Gillian Stanley, Chloe Hetherington, Joan Bernard, Alan Richards

Staff Present: Chelsea Francis

Regrets: Erin Vieira, John Grover

Meeting convened at 7:03 PM.

1.1 Adoption of agenda

Moved/seconded by Gillian Stanley/Alan Richards that:

The May 19th 2026 OSC board agenda be adopted.

CARRIED

1.2 Approve October 2025 draft meeting minutes

Moved/seconded by Dana Manhard/Luc Guilherme that:

The April 20th 2026 draft OSC board meeting summary be approved.

CARRIED

1.3 President's report

Charlene Eden reported that the GICs have been placed into an account in the short-term, while the board makes a decision about the funds.

1.4 Old business

Amanda Taylor sent the Comparative Balance Sheet (March 31st 2026) and the Comparative Income Statement (March 31st 2026) to the board via email on April 25th.

Chloe Hetherington sent an email to board members on April 30th about the opportunity to host the BC Track Attack Championships scheduled for February. CCBC required a confirmation as soon as possible. Although a formal motion wasn't needed, many board members responded to the email in support of the idea (none were opposed). See agenda item 5.5 and 6.1 for more information.

2.1 Governance report

No report.

3.1 Publicity report

No report.

3.2 Registrar's report

Joan Bernard reported that she shared the OSC Membership Refunds Policy (Policy #5.2) with the board by email. There is a line regarding restricted asset that needs to be addressed at some point; needs to be removed, as memberships are not a restricted asset.

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 reported a summary of comparisons, the finances are about $88,000 down compared to last year. More expenses are still coming in.

5.2 Trail Committee's report

No report.

5.3 General Manager's report

Chelsea Francis provided a General Manager's report for May:

Operations

- Getting another couple of quotes for the roof, work will be scheduled for the early fall shortly
- No applications to the Head Coach job yet
- Deadline for coaching honorarium applications is May 31st
- Anita and I are working with CCBC to schedule a coaching level 1 course for December for us, we will really need to get some new coaches certified.

Grants

- Gaming Grant is almost done and will be submitted before May 31st deadline
- Coaching Grant is complete and will be submitted with updated club financial statements this week
- For the Community Gaming Grant, we need to update the old Restricted Funds Policy to match current restricted funds reserves. I need to provide proof this was voted on in a board meeting for the grant.

Chelsea reported to the board via email on April 27th:

- Sent email to Joe K regarding $3000 payment for race expenses
- Web designer was contacted regarding making the website with closed banner mobile friendly
- Will meet with Roddy from Biathlon BC on July 29th.

Discussion

Sovereign XC club is also seeking a head coach. There was a suggestion to promote OSC's job posting on Indeed with a paid ad. There was another suggestion to try to reach the Ontario market with the job posting since many young people are looking for a way to move to BC.

Ski League is planning a roller-ski session for adults and kids.

Action items

- Chelsea will post the head coach job posting on Indeed
- Chelsea will post it on the Governance of Canada job bank (free).

5.4 Ski League report

No report.

5.5 Race Committee report

Chloe Hetherington provided a Race Committee report for May:

Overlander Ski Club to host the 2027 Track Attack Championships on February 20th – 21st 2027 (CCBC race schedule here: https://crosscountrybc.ca/competition-schedule). Chloe to see who from this past season would be willing to be on the race organizing committee and start building a group of volunteers. Many volunteers and helpers will be needed. Georgia Manhard sent this year's race start-up information for reference, and said the 2027 package should be ready in mid-August. This race will require some coordinating over the summer to get things booked and have information ready for fall.

5.6 Race Team report

No report.

6.1 Board Business – race/loppet discussion

The Track Attack Championships will be a good preparatory exercise for the club prior to the 2028 Winter Games. Need to start looking into accommodation options for athletes (Lac le Jeune Resort). Also need to host a banquet for ~ 300 people on February 20th 2027, may want to book Columbo Hall for this.

A few options for volunteer recruitment were suggested, including a volunteer form through the City of Kamloops, the Chamber of Commerce, and Volunteer Kamloops.

There was a brief discussion about hosting a Teck Cup this year, generally board members thought it would be too much to take on.

There was also a brief discussion about hosting a loppet this winter. We would need to finalize a date soon. In lieu of a loppet the club could host a fun/casual race.

Action items:

- Amanda to contact Columbo Hall re: Track Attack event
- Luc to reach out to Klaus to gauge interest in organizing a loppet

6.2 Board Business – Restricted Funds Policy

Please see 5.5 Restricted Funds Policy.doc that was distributed with the agenda.

Note from Treasurer Amanda Taylor: There should be an externally restricted fund policy for donors/grant funders outside the organization, and an internally restricted fund policy (internally

restricted funds by the board where motions are required) because we, the board, cannot internally restrict externally restricted funds. A note to the annual financial statements prepared by Stone & Hazel should be made for 'restricted cash' next year to document internally restricted funds for the purposes of applying for the gaming grant and to detail for our members. All externally restricted funds were spent by the end of the 2025 fiscal year that were donated/granted.

The board had a discussion on what the internally restricted funds are. There is an understanding that GICs ended up being unused restricted funds. The challenge is that there have been changes over the years, and the specific reason for the funds being restricted has become skewed (e.g., for a roof, renovator, or roller, to name a few). This needs to be justified to Gaming.

Joan and Charlene volunteered to look through old minutes and policies to understand the history of how money was moved into restricted funds, and find out what the club has agreed to spend the restricted funds on. Then, the board can tweak the policy to reflect what financial statements say.

It was clarified that the time sensitive issue is the deadline for reporting to Gaming. The Policy adjustment can be done later.

Action items:

- Joan and Charlene to review old minutes and policies re: restricted funds.

6.3 Board Business – GIC renewal

Amanda explained that the board needs to understand the restricted funds, and how much we need for the future. There was support by board members to keep GIC funds where they are for now, while the board understands the rest of the finances.

6.4 Board business – in Camera meeting

Moved/seconded by Joan Bernard/Chloe Hetherington that:

The OSC board convene in camera.

CARRIED

7. Adjourn

Moved/seconded by Joan Bernard/Alan Richards that:

The May 29th 2026 meeting of the OSC board adjourn.

CARRIED

Adjourned at 8:37 pm.

Next meeting:

June 15th 2026, 7:00 – 9:00 PM at the Tournament Capital Centre.