OSC Board of Directors Draft Meeting Minutes

Date: Monday April 20th 2026
Time: 7:00 – 9:00 PM
Location: Tournament Capital Centre

Directors Present: Charlene Eden, Luc Guilherme, John Grover, Erin Vieira, Amanda Taylor, Dana Manhard, Chloe Hetherington, Joan Bernard

Staff Present: Chelsea Francis

Regrets: Gillian Stanley, Alan Richards

Meeting convened at 7:00 PM.

1.1 Adoption of agenda

Moved/seconded by Joan Bernard/Luc Guilherme that:

The April 20th 2026 OSC board agenda be adopted.

CARRIED

1.2 Approve February 2026 draft meeting minutes

Moved/seconded by Amanda Taylor/Chloe Hetherington that:

The February 17th 2026 draft OSC board meeting minutes be approved.

CARRIED

1.3 President's report

Charlene reported that the online banking set-up is progressing.

1.4 Old business

Email correspondence from Alan Richards on March 28th regarding OSC email hosting:

"I am recommending we move to Purelymail - easy and cheap and supports the limited needs we have at this point. I've tested using my own personal domain and a couple options to hook it into my personal Gmail and it seemed to work great.

Benefits:
- $10/year! Saves us $250 and will work better for us.
- Allows for unlimited mailboxes and users under @overlanderskiclub.com (not unlimited usage, but nothing we are going to run into)
- Allows for forwarding rules to external email or Gmail, including multiple users (pseudo shared inbox). This was a main concern for Chelsea.
- Allows for sending email from Gmail using that account (SMTP).
- Or allows for IMAP access from a phone email app (Mail, Outlook, Gmail) like any normal email.

Caveats:
- Not for sending bulk mail, but we use ConstantContact for that
- A little more technical and barebones visually, but much better than the webmail we have and gives us more control and flexibility. These addresses currently have very low volume.

Suggested next steps:
- Do we need board approval? I know the topic keeps getting put on the agenda ever since I first brought it up, but it's a tiny financial amount in the end.
- Signup new Purelymail account (Alan)
- Pay for it (Chelsea)
- Setup email records to add @overlanderskiclub.com domain. Create existing mailboxes (info, treasurer, social) (Alan)
- Test mail delivery (Alan)
- Cancel email hosting from CSEK
- Setup forwarding for Chelsea and whoever else is needed
- Create new mailboxes for other roles if and when we want them. (race office, president, gm, etc.)"

Several board members responded by email to support this, agree that a board approval isn't necessary and to thank Alan for his work on this.

2.1 Governance report

No report.

3.1 Publicity report

No report.

3.2 Registrar's report

No report.

Discussion:

There was a brief discussion that once the ski season financials are finalized, the board should review them and discuss the possibility of offering a discount code or some other benefit to members for the 2026-27 season.

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 reported that GICs are up for renewal. Two signers (board members) can complete the renewal, there are four signers on the account.

5.2 Trail Committee's report

No report.

5.3 General Manager's report

Chelsea Francis provided the GM report for November:

Operations

- Annual report for Recreation Sites & Trails is complete
- Documentation for water licence is being upgraded by IH request
- Alan has some ideas to improve the website that I will work to implement over the summer
- A Wildfire Response Plan is in draft and will be brought to the Board for review for the June board meeting
- Tim completed and submitted our Licence of Occupation to the Ministry. We are requested to switch over our tenure to this format to have better control over our area and buildings, and as the Ministry re-structures.
- The CCBC AGM is May 9th. I am in transit that day so will try to attend what I can of it, but it would be good if anyone else is interested in attending. It is virtual.

Finance

- Accounting Manual is complete. Charlene, Amanda and I will go through the changes and policies over the summer and bring the final version for board approval in early Fall.
- Our CRA payments are still manually completed vs. online, which continues to be a challenge.

Grants

- PacificSport Coaching Grant report is almost complete as well as the application for next year. Rob and Roy would like to return to coaching.
- Gaming Grant application is underway and will be submitted by the May 31st deadline
- BC Hydro Community Grant will also be applied for by the May 31st deadline
- Reporting for Nordiq Canada Grants we received for Ski Skool equipment has been completed and the final payment of that grant has been deposited into our account
- Reporting for the Sports Legacy Fund has been completed and the final payment of funds deposited
- Granting priorities are trail upgrades and Ski League equipment, however I apply for any grant I think we are applicable for and make the application work for the guidelines of the grant.

Community

- The organization that was inquiring about renting our facility for a race found another venue. I offered to give them a tour of the property, they said they would get back to me and then shortly after I heard from Tourism Kamloops that they found another venue in Vernon.

2028 Games – biathlon

Follow-up email regarding hosting the biathlon:

“Thanks Chelsea! I believe I have found our lead for BC Winter Games: same Sport Chair from this past Rossland Games. His daughter lives in Kamloops and he has some friends in the city too. We also have local Kamloops Biathlon Club volunteers and can bring in experienced officials. So I think we are in a good position!

Further… I did have an idea to host our U13 Championships in Kamloops this coming winter as a ‘test event’ and local recruitment event. It’s all electronic biathlon and easily open to any U13 kid that can ski at least a little. I am wondering if we can get some new local kids into Nordic sports! We will also encourage the growing number of electronic-only athletes to attend as well from

clubs like Revelstoke, Larch Hills, 100 Mile House, Golden and Nickel Plate. And of course, we will attract athletes from Sovereign, Telemark, Caledonia, etc.

Last year we hosted in Nickel Plate which was their first biathlon race ever. It went very well and we even had a few local kids participate (they are very new to biathlon and electronic-only). The two years before that we hosted at Telemark. We are trying to keep U13 in the middle of the Province to maximize participation. Kamloops is an ideal location.

Would Overlander be interested in providing the venue? In this case, we would bring in an outside organizing committee and involve local volunteers. We run U13 Championships with a very small team (myself and my development manager included).

I will be swinging through Kamloops on July 29th and August 19th/20th if you want to grab a coffee!

Roddy Ward"

Actionable items

- Paying out coaching honourariums. We typically pay coaches $400 bursary for coaching with us. Coaches spent more money than usual driving to host lessons at Sun Peaks, and they signed on to coach under the pretense this would be paid out. Just wanting to confirm we are still going to honour this before I initiate the process. There are 17 coaches @ $400 each so $6800 total if all coaches put in the paperwork for the honourarium.
- Paying out Rob and Roy's season expenses. Seasons expenses from both are attached, we did not provide them clear guidance on what they would be compensated for but their expenses are quite typical for racing and in line with what we would previously pay out. Please review and let me know if we will be covering all costs or, if partial, which costs.
- Joe's expenses. In the past, athletes have applied for funding from us. At a previous board meeting it was brought up to remind Joe to submit for funding. His submission was completed and sent for the last board meeting but we did not get time to discuss it. Please review the attached and let me know what or any funding we want to provide to Joe.

Chelsea Francis, General Manager

Please see attachments:

- Joe – Expenses.docx
- 2026 coach race expenses – Roy Davidson.xlsx
- Rob Kitamura_2025_26_Expense Claim.xlsx

Discussion:

There was a brief discussion about coaching honourariums. It was suggested that the coaches be canvassed to find out how much effort they put in this year because some only coaches a few times whereas others put a lot of effort in through the whole season.

Action items:

- Chelsea to work with Anita to write an email to the coaches to find out how many times they coached to determine what honourariums the club should pay. A 14-day deadline was suggested for coaches to reply in order to qualify for the honourarium.
- Chelsea to reach out to the website developer to put a 'closed' banner on the cellphone view of the website.
- Chelsea will send out communications re: Ski Skool and ski development in the summer, her usual timing is July.

5.4 Ski League report

Anita Grover provided the Ski League report for November:

Ski League year-end potluck and awards

A year-end potluck and awards banquet was held on March 29th at the Hal Rogers Community Centre. A total of 45 people attended. Games were led and awards presented by Roy Davidson. Draw prizes were organized by John Grover. This was the first time such an event was held since pre-Covid. Feedback was very positive and it will be repeated next year.

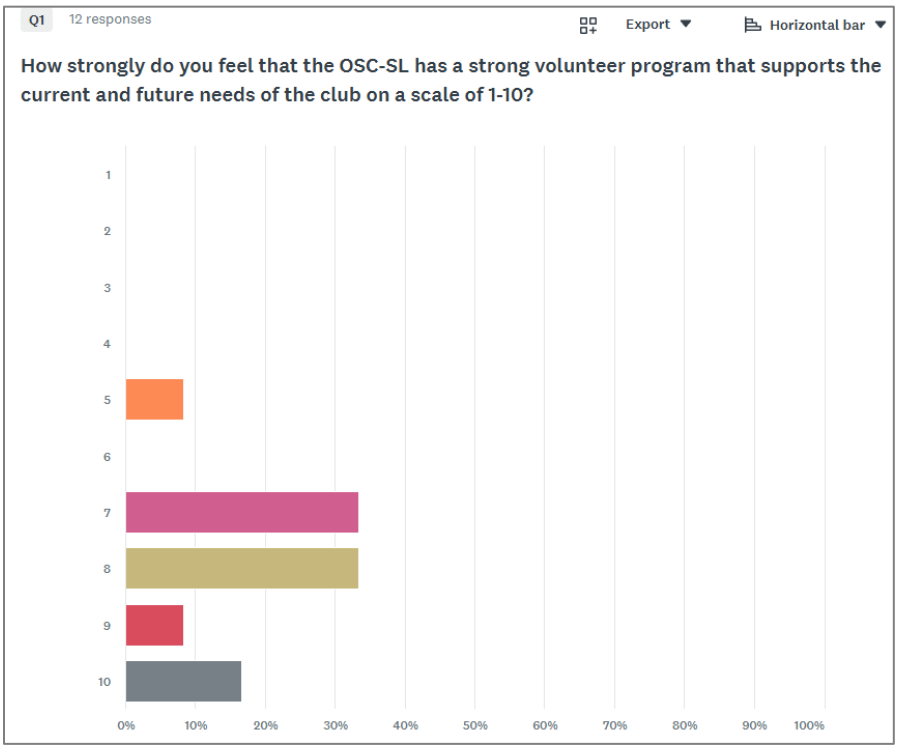




OSC ski league year-end survey results 2026

A year-end survey was sent out to all the registered emails of the 95 Ski League members. A total of 12 responses were received.

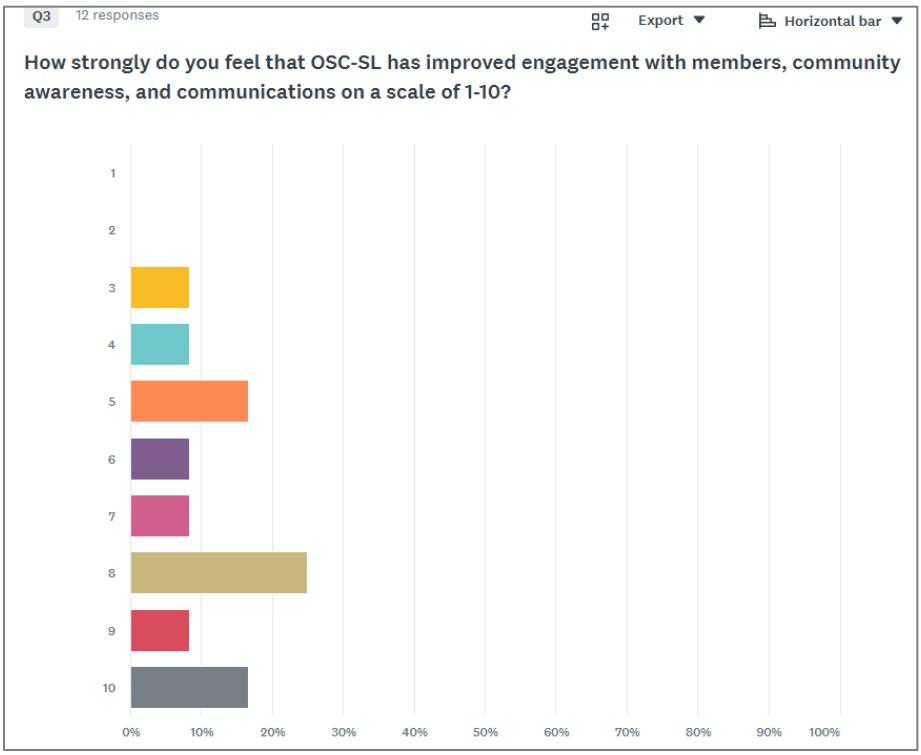
The questions were developed to measure and coincide with the current objectives of the OSC Strategic Plan. Below is a summary of its findings. Recommendations have been noted and some will be implemented into next year's program.



Average: 7.83/10

Some comments:

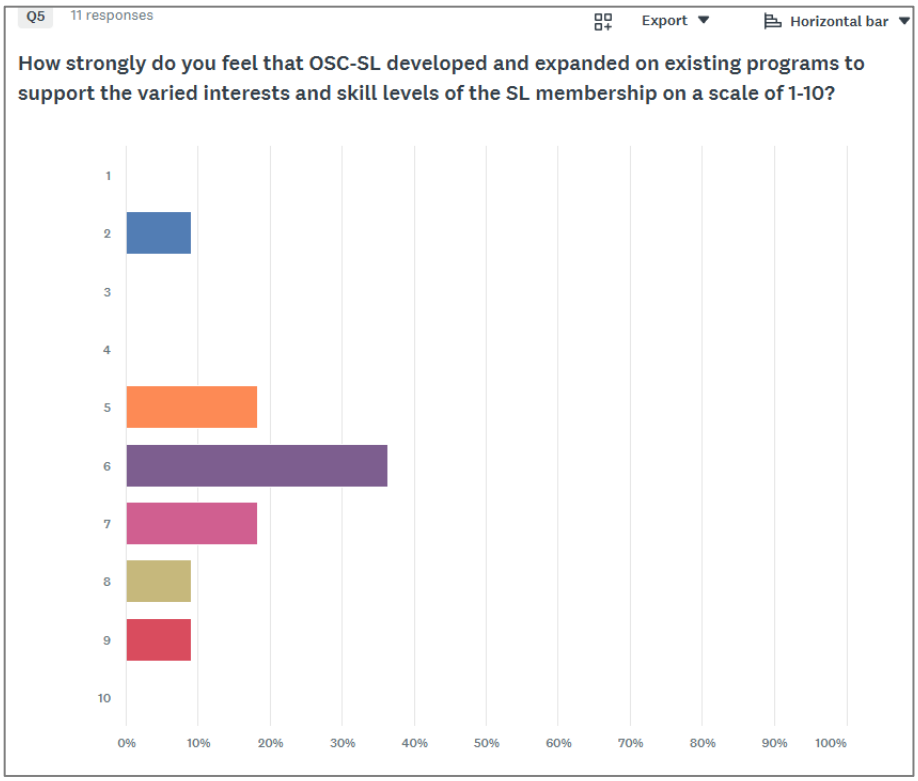
- The program is primarily volunteer-driven, the coaches are the backbone. However we could use more coaches and more parents volunteering overall in different roles. Part of this could be identifying areas to volunteer and what is entailed.
- We have a fantastic team of groomers and trail maintenance volunteers, but there's room for improvement when it comes to recruiting volunteers for the ski league and kids' programs
- Our first year and the coaches are so helpful and inclusive
- Love coaches every year. Glad you facilitate training opportunities for them
- We need more coaches to have a really good coach-to-child ratio



Average: 6.92/10

Some comments:

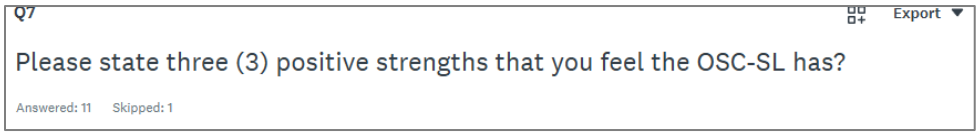
- Communications at the start of the season were better. Parents meeting was a good idea, if not well attended. Some coaches did an amazing job of adapting to low snow and adjusting what they offered. Some better overall communication at the same time would have been beneficial. Not all groups provided the same level of communication.
- I do think I received more emails about events/conditions this year. If memory serves.
- We used to get multiple updates on conditions per day, but now it seems we get only one per day. Multiple helps. A second trail cam would help too. The website isn't great for communication daily to members. It's more wired for new visitors.
- I feel there was better communication this year through Team Snap, especially for such a crazy season. I would love to see more on social media to show what the kids are doing and the creativity of the coaches, etc. Would also like to see more info from coaches at the beginning of the season about goals for the season and racing opportunities, etc.



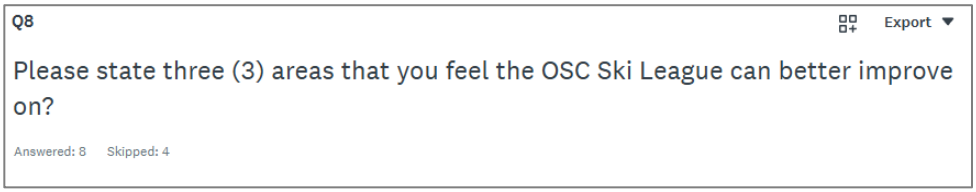
Average: 6.09/10

Some comments:

- Not the fault of the club. The snow didn't cooperate. Had the weather been good, there are gaps in racing and jackrabbits.
- I think the coaches did an amazing job of being creative with practices in a tough year. Would like to see more opportunity presented for younger kids who want to try the competitive side of the sport.



Responses: positivity, fun, inclusive junior programme, friendly community, offers variety, amazing coaches, great staff and trail grooming.



Responses:

- More information for new families about expectations (classic and skate equipment) 2 days a week (night and Saturday). As a new family we felt very lost as to what was needed in the beginning. Maybe a new-comers FAQ.
- More clarity on jackrabbits levels – what skills are needed for each one, is it only age-based? Perhaps examples of what distances/hills or skills should be accomplished to move to the next level?

Anita Grover, Ski League Coordinator

Discussion:

There was a brief discussion and positive comments about the season wrap-up for ski league. There was a suggestion that a similar social season start-up event in October would be well-received by ski league members.

5.5 Race Committee report

No report.

5.6 Race Team report

No report.

6.1 Board Business – GICs renewal

Amanda reported that there are three GICs coming up for renewal worth about $10,000. There is also a $91K GIC that matured in December that has not yet been re-invested.

Action item:

- Charlene will connect with the bank as soon as possible to discuss some investing options.

Motion via email on April 21st 2026:

Moved/seconded by Charlene Eden/Amanda Taylor that:

The three GICs maturing on April 29th with the interest be deposited into the OSC's deposit account.

CARRIED

6.2 Board business – in Camera meeting

Moved/seconded by Luc Guilherme/John Grover that:

The OSC board convene in camera.

CARRIED

7. Adjourn

Moved/seconded by Chloe Hetherington/Luc Guilherme that:

The April 20th 2026 meeting of the OSC board adjourn.

CARRIED

Adjourned at 9:00 pm.

Next meeting:

May 19th 2026, 7:00 – 9:00 PM at McArthur Island Sport and Event Centre