OSC Board of Directors Draft Meeting Minutes

Date: Monday September 21st 2026
Time: 7:00 – 9:00 PM
Location: Tournament Capital Centre

Directors Present: Joan Bernard, Gillian Stanley, Erin Vieira, Charlene Eden, Luc Guilherme, John Grover, Alan Richards, Dana Manard

Staff Present: Chelsea Francis

Regrets: Amanda Taylor, Chloe Hetherington

Meeting convened at 7:05 PM.

1.1 Adoption of agenda

Moved/seconded by Alan Richards/John Grover that:

The September 21st 2026 OSC board agenda be adopted.

CARRIED

1.2 Approve June 2026 draft meeting minutes

Moved/seconded by John Grover/Alan Richards that:

The June 15th 2026 draft OSC board meeting summary be approved.

CARRIED

1.3 President's report

Charlene Eden provided her report for September 2026:

Policy:

Over the summer, Amanda, Chelsea and I met twice to work on the draft Finance policy created by Chelsea and Kate. There are a few areas still to work through, but it is coming along nicely and I think we will likely have a draft for the board within the next month or two.

Trails Committee Projects:

The new ATV purchase that was approved was ordered and is in the hands of the Trails Committee already. I do not believe the snowmobiles have been sold yet. But I will follow-up with Tim on that.

As well, I have attached the budget Tim has created for the High Pruning project which is slated to start mid-October, provided the Board is happy with the budget. Tim has also put forth that timeline so he has time to assess the trails and create operation maps. Please note that the contractor is a skier, a local resident of Lac Le Jeune and has been involved in the forestry industry for years. He also has his own equipment (a 55-foot bucket and a chipper) which actually equates to a savings for OSC because renting it would be much most costly than the agreed upon rate in the quote which includes both equipment and labour.

Banking:

Chelsea and I have an online meeting on September 22nd to learn how to fully use RBC Express. After that, we should be fully operational within a couple weeks with online banking and once we learn how their payroll system works, we will make a decision on whether to use RBC Express or an outside payroll system like Payworks for payroll. This will be sorted before the season is fully operational.

Biathlon:

I did not connect with Clay over the summer to set up a meeting for a number of reasons including lack of a head coach, our current coaches not expressing interest in taking on biathlon and so on. I would like to discuss this at the board meeting again and see whether this is something we even want to consider, given the lack of infrastructure and staffing we have to oversee this project. After we have that discussion on Monday, I will then reach out to Clay and Roddy. They are very keen to have us take it on but I think we need to have a bigger conversation about capacity.

Strategic Plan/Governance:

I did connect with Rhonda about the possibility and she was open to the idea; however, she did feel that our last strategic planning structure was lacking in a full process (and I agree) and thus will only consider it is the Board is open to a more full strategic planning process. If the Board is open to that, she will provide us with a proposal but will need at least two weeks to get us that. And I had hoped to do the first short governance workshop at this meeting; however, my work and life demands were far greater than expected this summer and I just did not get time to design it. I would like to put this on the agenda for November, if possible.

Lastly, I will unfortunately next month's meeting as I will away on vacation.

Charlene

1.4 Old business

None.

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

Please see separate documents accompanying these meeting minute:

- Comparative Balance Sheet – Oct 1st, 2025 to Aug 31st, 2026.pdf
- Comparative Income Statement – Oct 1st, 2026 to Aug 31st, 2026.pdf
- AP Summary – at Aug 31st 2026.pdf

5.2 Trail Committee's report

No report.

5.3 General Manager's report

Chelsea Francis provided a GM report for September 2026:

Operations Report

-With the forecast for the coming season, I feel it is important to keep our operations scale-able. I am keeping staff very small to start and can hire and train staff on the fly if we are having a busy season. While this has its drawbacks, I feel it is the best approach with a looming poor winter forecast ahead.

This small staff includes Ski Skool instructors as they are working to design a backup outdoor program should we not have the snow for skiing.

-The new ATV has been purchased and is on site. The two old snowmobiles are for sale.

- The first Trails committee meeting of this season will be held in October. At the moment all of the maintenance for our machines is complete. Tim and I are doing danger tree and trail issue assessments this week. Snow removal and garbage removal contracts are in place for the season. Insurance is due in November and I will ensure to try to get us the best deal possible.
- Lodge Roof work starts this week

- High Pruning project starts mid October

- Our license of Occupation with the Lands office is in its second phase and moving forward, advertising was completed in August.

Finances

-Budgeting has started, Major event budgets are being worked on, as well as the Ski League Program budget. They will be available for review and approval for the October meeting.

-Year-end is September 30th, and once the final numbers for the current season are available the Annual budget will be built out and available for review for the November meeting likely.

-The donor who gave money to the Ski league last season has once again donated $7500 for Rob and Roy to use towards equipment and athlete funding of the program.

Coaching

We have no applications for the Head Coach role, we have been sponsoring it on Indeed all summer, and it has been listed on university job boards and any recreation or outdoor job board I could possibly fine. Rob and Roy are happy to return and keep the wheels on in the same capacity as last year. Anita is also back as coordinator and has just started working towards the

new season with me. First board report for Ski League will be available October board meeting. We received the coaching grant money (5k) from Pacific Sport in April of last year and it is currently in our account to be paid out in a matching stipend for the two coaches.

Grants

I am working on the Via sport and City of Kamloops hosting grants for our races this season. I am working on the Outdoor Recreation Council Grant for our high pruning project. I will apply for the fall intake of the TNRD funding, also likely related to a trail work project.

Community and Communications

After communication from the clubs, CCBC has decided to host our reciprocal program for us. All participating clubs will be given 25% off. This nearly doubles our reciprocal deals, and takes the pressure of hosting and renegotiating them every season off us. CCBC will host the master list of club reciprocals and market the program.

Discussion:

Chelsea confirmed that a parent (Jordana) has the electronic biathlon rifles in storage. Chelsea has not been able to connect with Roddy. Roy and Rob are not interested in being involved with or coaching biathlon. John reminded board members that Kamloops is hosting Winter Games 2028 and there is a biathlon component. Chelsea suggested that OSC can support biathlon at the Winter Games but cannot host and run it independently; it would need leadership from a biathlon club. There were comments about lacking capacity to coach biathlon at OSC and by the Kamloops Biathlon Club.

Action item:

- Chelsea to reach out to Jordana and ask if she'd like to coach/coordinate biathlon in Kamloops.

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 – High pruning project

Charlene confirmed that the pruning project budget was approved in principle in the spring. There was a brief discussion about the project details. There was a suggestion to do some project communications or announcement about the trail enhancements, including trail closures in the fall to accommodate the pruning.

Moved/seconded by Gillian Stanley/Dana Manhard that:

The high pruning project budget be approved as presented.

CARRIED

Action items:

- Charlene will follow up with Tim re: the project budget approval.

6.2 Board Business – Strategic planning

Charlene reported that Rhonda is interested in doing some strategic planning with the club; she would prefer to do a full process that would involve some prep work with board members and possibly with membership, and a strategic planning workshop (likely 2 days). There were a couple comments about November or March being a suitable time for strategic planning.

Action items:

- Charlene will reach out to Rhonda to request a proposal.

6.3 Board Business – Biathlon

The following discussion took place during the General Manager's report. No further discussion was needed.

Discussion:

Chelsea confirmed that a parent (Jordana) has the electronic biathlon rifles in storage. Chelsea has not been able to connect with Roddy. Roy and Rob are not interested in being involved with or coaching biathlon. John reminded board members that Kamloops is hosting Winter Games 2028 and there is a biathlon component. Chelsea suggested that OSC can support biathlon at the Winter Games but cannot host and run it independently; it would need leadership from a biathlon club. There were comments about lacking capacity to coach biathlon at OSC and by the Kamloops Biathlon Club.

Action item:

- Chelsea to reach out to Jordana and ask if she'd like to coach/coordinate biathlon in Kamloops.

6.4 Board Business – Registration for discussion

Joan Bernard has the following questions regarding registration. Answers are **bold.**

1. Are rates going to be the same for this year? **Yes. Chelsea explained that a rate change would need to get underway in June the preceding season, and also requires permission from BC Rec Sites & Trails.**
2. Are we still offering a $400 honorarium to ski coaches (to be paid after the season), and do they need to apply for it if they want it? **Yes and yes. An honourarium of up to $400 is available for coaches (dependent upon their level of involvement) and needs to be applied for, it is not paid automatically. This should be reflected in registration as "Up to $400 honourarium available…".**
3. Are we still stating that ski development fees are non-refundable? **Yes**
4. Do we have a dryland program this year? rate $50? **Yes and yes. Chelsea reported that Rob and Roy are leading this on Tuesdays and Thursdays.**
5. Do we offer adult lessons this year? **Yes**
6. Volunteer categories- does anyone want to change/add or delete any of these?

    Board member
    Publicity
    Trail clean up
    Building maintenance
    Coaching
    Assistant ski coach
    Social committee
    Fundraising

Klaus' request for categories for the loppet:

Special events volunteers (Overlander loppet, Sunday January 31st 2027):
Loppet race official
Loppet stadium/course assistant
Loppet timing assistant
Loppet First Aid
Loppet food coordinator
Loppet food preparation
Loppet event volunteer (miscellaneous)

Special events volunteers (Track Attack Championships, Sunday February 20th-21st 2027):
Track Attack race official
Track Attack Stadium/course assistant
Track Attack timing assistant

Track Attack First Aid
Track Attack event volunteer (miscellaneous)

When is the new OSC website going to be up and running? It just says under construction with no info as of today (Friday September 20th). **It will be operational by the end of September.**

Discussion

Joan reported that she will open registration on October 2nd.

Action item:

- Chelsea will send information to Joan re: dryland training.

6.5 Board Business – Website incident resolutions and recommendations

Board member Alan Richards provided the following memorandum regarding the website security incident, resolution, and recommendations:

Summary

Several times in the summer — July until early September — malicious software was found on the club website. It has since been identified, removed, and the site independently verified clean. The website is back online and ready for fall registration.

The underlying cause was a gap in accountability: no one's role or contract covered keeping the website's software up to date and secure. That gap still exists today, and is what this memo asks the board to address.

What happened

The website was compromised through outdated add-on software ("plugins") that manage parts of the site. Two paid plugins had gone without security updates for roughly a year because no one was responsible for updating them. The malicious code was cleverly designed to stay hidden from administrators or anyone logged in to the platform, as well as from many routine security scans, which is why it went unnoticed for months despite the site being checked several times. Visitors using desktop Windows computers were, in some cases, shown a counterfeit "verify you are human" screen that instructed them to paste a command into their computer, installing password-stealing software.

A more detailed, plain-language account is available separately for anyone who wants it.

What it cost

No money was spent to remove it. It did, however, take a considerable amount of effort from

our web designer, staff, and a volunteer board member to investigate and resolve. That is volunteer time the club got lucky to have, not something it can plan around.

What has been done

- The malicious software has been fully removed, and the site verified clean through multiple independent checks.
- All passwords for the website, hosting, and related accounts have been changed, with two-factor authentication turned on. Account roles have been lowered or removed where possible to reduce risk.
- All plugins have been updated to current versions.
- Security monitoring software has been installed to catch this kind of problem earlier in future.

Recommendation

Maintain the website manually for the next one to two months, with a board member monitoring for plugin updates in the meantime.

Bring a recommendation back to the board within 60 days on whether the club should:

- stay on WordPress with a clearer maintenance arrangement
- move to a simpler hosted platform (e.g. Squarespace), or
- move to a lower-maintenance static website.

The website carries no transactions or accounts — registration and events run through outside portals — so this decision can be made carefully rather than urgently.

A detailed technical record is held separately and available to the board, or to any professional the club engages, on request.

Action items:

- Chelsea and Alan to reach out to the website host for an additional package at a cost of approximately $150 per year to keep plug-ins up-to-date
- Erin to reach out to her friend with a cybersecurity company for a suggestion
- Amanda to report back on whether she is accruing for website re-design in the future.

6.6 Board business – in Camera meeting

Moved/seconded by Charlene Eden/John Grover that:

The OSC board convene in camera.

CARRIED

7. Adjourn

Alan will chair the October meeting as Charlene will be away.

Moved/seconded by Dana Manhard/Luc Guilherme that:

The September 21st 2026 meeting of the OSC board adjourn.

CARRIED

Adjourned at 8:45 pm.

Next meeting:

October 19th 2026, 7:00 – 9:00 PM at the Tournament Capital Centre.