



**DRAFT MINUTES – EXECUTIVE MEETING  
HOLLYBURN CROSS COUNTRY SKI CLUB  
Monday, June 2, 2014, 6:30 to 9:30 p.m.  
3376 William Avenue, North Vancouver**

**Present:** Dirk Rohde, Jake Weaver, Birgit Weaver, Barb Meihuizen, Morna Fraser, Dave Morris, Byron Henry

**Regrets:** Yoel Gutmann, Mark Johnson, Kurt Foellmer, Mo Handford

**1) Welcome & Review of Agenda and Past Minutes**

- a) Meeting called to order at 7:10pm
- b) Review minutes of April meeting
- c) Motion to accept minutes: moved by Birgit; seconded by Morna; approved by all

**2) Various club issues**

- a) Program Coordinator replacement
  - i) Discussion of draft Program Coordinator job description, and of how much detail to include in membership email and website. Decision made to use truncated version for email and website; particular details can be provided to new coordinator as a guide to duties.  
**ACTION: Morna to make further edits, and prepare a shorter job description.**  
**ACTION: Morna to draft email directed to club membership; Barb and/or Dirk to send.**
- b) Van logos
  - i) Dave is arranging for a time for the new decals/logos to be applied to the van. Greg Gardiner has given \$500; the club executive should consider drafting a policy as to how long sponsor logos can/should stay on the van. **ACTION: Dave to check on how much it would cost and/or difficulty related removing/changing decals.**
- c) Paying teen coaches – compensation plan
  - i) Discussion of a draft policy prepared by Morna. Teen coaches should commit to all sessions, but there is some flexibility. Attendance at Coast Cups would also be key. Teen coaches would need to have ICC plus CCC levels; pay rate could then be based on experience? **ACTION: Morna/Dirk to arrange a sub-committee to further discuss this issue.**
- d) Program Review Subcommittee – update
  - i) A lot of work has been done; Andrea and DJ Hay are the new Track Attack program coordinators. More focus will be placed on following the CCC track attack program. Sunday morning dryland sessions, including running, hiking, and maybe an introduction to roller skiing, will run to the end of August. Beginning in September, two sessions a week will be offered until snow season, to be coordinated with race team schedule. Kajsa Heyes will run a TA summer day camp July 21 to 25.

- ii) Recent Track Attack meeting went well; race team members helped organize and run activities. Discussion with parents focused around providing more opportunities for families and kids to go to races and be supported. Coast Cup races are a part of the TA program.  
**ACTION: Morna or Barb to update website with relevant TA and summer day camp information.**
- iii) The club's Jackrabbit program should also be reviewed.  
**ACTION: Jake to look at LTAD information with respect to younger groups; he and Morna will begin evaluating current Jackrabbit program.**

e) Club newsletter

- i) Discussion of design, rough draft of club newsletter. **ACTION: Byron to prepare final PDF version for posting to website.**

f) Long Term Strategic Plan – next steps

- i) The membership survey went out; a good number of replies and lots of feedback have already been received. This information can be used as a start to developing the next long term strategic plan. **ACTION: Barb to send out survey reminder to membership. ACTION: Morna to check with Barb Grantham about her availability to facilitate a strategic planning event in the Fall.**

g) Yearly risk review

- i) Dirk attended a recent CCBC workshop where risk assessment was discussed. The club should undertake a risk assessment process in order to reduce club's risk on all fronts.  
**ACTION: Dave to investigate putting together this sub-committee.**

### 3) Financials

a) CCBC fee increase

- i) This fee increase turned out to \$18 in total rather than \$10. Discussion of how best to accommodate this increase, which will have to be passed along to members, and how existing fee structure might be altered. Need to analyze financial ramifications of different club membership fee models.

b) Nakkertok exchange

- i) Discussion of final/additional costs to be charged to participants, and to what amount club might subsidize. Proposed that Hollyburn will contribute \$25 per individual; each participant to pay the remaining \$90 in costs. Moved by Birgit; seconded by Jake; approved by all. **ACTION: Mo to provide basic accounting/breakdown.**

c) 2014/15 budget

Discussion postponed until we receive word regarding our grant application.

### 4) Past/upcoming events

a) CCBC workshop and AGM

- i) Dirk reported that these events were well-attended, and featured discussion about CCBC fee increase, as well as confirmation that Strathcona Nordics will host the 2015 BC Midgets Championships competition. More information available online at CCBC website.

b) WOP users' group meeting

- i) Dirk was the only representative from the Vancouver area. A new mission/vision/strategic direction was discussed (Dirk has document). Event trail tickets used to feature half-price

for adults and kids; now just for kids, and fees are also increasing for regular day tickets. WOP may consider subsidized fees for up to U-23 adults, and will offer bulk price for P'ayak, which features a lot of adult participation. WOP want Hollyburn to deal with after-event clean-up. There was also some discussion about Whistler Sport Legacies buying a large warming tent/canopy instead of us renting from a third party; we would pay rental fee.

c) NorAms – December 20/21

This event serves as qualifying for Canada Winter Games and for World Junior Games. There is a big push for volunteers from our club as this date is not a session weekend.

**ACTION: Barb to post officials courses dates on club website.**

d) Nakkertok exchange

i) Hollyburn participants depart June 27, return July 3.

5) **Next meeting**

a) The next meeting date will be decided later, and pending receipt of news regarding grant application. **ACTION: Mo to advise when grant application results are received.**