



**MINUTES - EXECUTIVE MEETING
HOLLYBURN CROSS COUNTRY SKI CLUB
Monday, January 18, 2016, 7:00 to 9:00 p.m.
961 Whitchurch Street, North Vancouver**

Present: Nancy Hill, Andrea Hay, Dave Morris, Doug Grimes, Yoel Guttmann, Birgit Weaver, Jake Weaver, Dirk Rohde
Regrets: Morna Fraser, Corinne Mounce, Mo Handford

- 1) Review of Agenda and Past Minutes
 - a) Meeting called to order 7:10pm
 - b) Discussion of minutes from previous meeting. Motion to accept minutes (with Dirk's corrections) moved by Dave, seconded by Andrea, approved by all.
 - c) Additions to agenda: summary report on club clothing; skate ski policy.
- 2) Program Reports
 - a) Jackrabbit – A few additional registrations have been added past the deadline; these skiers were good fits with their groups. A refund has been extended to one family. Efforts are being made to get more/newer parents involved with the program. Not having a lodge available this year is not great, however the snow situation is good this year. Early indications are that lots of 9 and 10 year olds will be going to Midgets. Things are generally going well with the Jackrabbits program this year.
 - b) Track Attack – A total of 29 skiers are registered for Midgets this year, and preparations are underway for the upcoming Coast Cups. The TA groups are going well; having the time trial sprints at beginning of the season helped with putting together the groups. Evening sessions are also going well, especially Thursday, although Wednesday is not as busy.
 - c) Adventurers – This program only takes place on Sundays as that is the only time we have coaches. For next year the club should consider who might be good coaches for this group/program.
 - d) Racing Team
 - i) The team posted good results in December events (Canmore NorAm and BC Cup event at Sovereign Lake). A highlight was Annika Richardson qualifying for the upcoming Youth Olympic Games in Norway.
 - ii) We had five athletes compete at the World Junior Trials in Thunder Bay, with excellent results. In particular, Anna Goodwin was selected to the Canadian World Junior tour team.
 - iii) Working with Graeme has proved valuable; the club needs to work on fundraising so that he can continue next year. The club should look to create a fundraising committee; David Helliwell is willing to help.
 - iv) Coach technique training sessions led by Jake and assisted by Graeme took place in late November and early January; both sessions were very good.
 - v) Hollyburn is being recognized on the national scene as we are producing good athletes. Tom Holland, director of high performance for CCC, would like to get some kind of funding help for us.
 - vi) Eastern Canadian championships are happening the same week as BC Cup 2.
 - vii) The BC Championships is a very important event for the whole club; need to work on getting volunteers, and good participation from athletes.
 - e) The coaching coordinator role this fall proved to be time-consuming. Ran one ICC course, one CC course, one L2T dryland, and one L2T on snow. Numbers were down significantly, and it was a challenge to get enough for one class of each, versus previous years when two classes of ICC and CC were run. Many TA coaches need further training, even some level 3 and 4 coaches.
 - f) Adult Program – Nine individuals have registered and Bob Putnam is running it. Doug is providing administrative support.
- 3) Past/Upcoming Events
 - a) Ski Camps – Both the November 21-22 and December 5-6 camps went well. The issue of how WOP handles passes is problematic due to incomplete or erratic record-keeping/billing. The late-November camp had good participation and, although loosely organized, proved a success. The club should try to do an early camp every season.

- b) Coast Cup #1 took place on November 29 with 160 registrants; best ever!
 - c) BCWG Trials on January 2 also went well. Lawrence Taylor (Nordic Racers) took the lead role for this event. A total of 16 athletes participated.
 - d) Coast Cups 2 and 3 will take place January 30 and 31. Saturday is a classic interval start; Sunday is a skate team relay sprint. Jake will arrange for a wax hut for each day. Dave would like someone to assist with first aid.
ACTION: Nancy to look into finding someone to assist Dave.
 - e) P'ayak – Plans are well-advanced for this February 27-28 event. A “food person” is needed, and possibly someone to help with marketing and sponsorship. The creation of a marketing committee should be considered for next year’s event.
 - f) BC Championships – A food person is also needed for this March 4-6 event; Morna will approach some people. The club could benefit from someone doing PR and media releases, perhaps in combination role involving sponsorship, advertising, and media relations. The BC Championships website is up; the race notice will be posted in a week or two. Dirk will update the website as the event draws nearer. The RFP for catering has gone out, and we have received several proposals.
- 4) Financials
- a) Budget Update – Further to the information Mo emailed, including both summary and detailed profit/loss statements, everything is tracking as expected. The club made a profit of \$1,500 for Coast Cup #1.
- 5) Current Club Issues
- a) Late Registration Policy and Fees – General agreement that late registrations can be accepted provided the addition of a new skier is not disruptive for the group or the coach. Both coach and session coordinator need to be consulted.
ACTION: Byron to update club policy.
 - b) Refunds for early withdrawal – Situations where a skier is not fitting in can be dealt with on a case-by-case basis; a full refund may be appropriate.
 - c) Jackrabbit/Bunny Program Coordinator – This role may need to be split, with one position focusing on classes, kids, and skills development, and another position overseeing special events like the sprints, Birke, Lantern ski, etc. Every event needs a purpose; what is the purpose of holding a Birke, for example? Too many events can overwhelm the program. Ideally, the club should find someone as soon as possible so that training can happen this year.
 - d) Strategic Planning – nothing to report at this time.
 - e) Risk Review Subcommittee – Doug has made a lot of suggestions for the document, Dave to address. Are we living up to what’s there? We have an excellent document: we need to live it. The “roller coaster” incident from 2013/14 provides a warning example.
ACTION: Andrea to send email to all coaches reminding them of the Rollercoaster one-way rule.
 - f) Club Website Update – There are challenges with operating system incompatibility between current web server and the new platform. In April/May the board should have a meeting for everyone to talk about what they want from the new site.
- 6) New Business
- a) Clothing – Yoel has distributed the jackets; racing suits were held in Customs for long time. Warm-up suits are very small this year; as always, it’s important that people try sample suits before ordering. The prospective new clothing coordinator volunteer didn’t remember volunteering – so back to searching for a new coordinator.
 - b) Increased fees – The club should consider letting people pay some added amount in lieu of volunteering. General agreement we should raise general membership fees, perhaps in conjunction with a special deal/reduced rate for key volunteers.
 - c) Skate skis – TA skiers are using the club skate skis, in some cases borrowing them for holidays. Three skate ski pairs are missing. A sign should be posted noting that skis are to be distributed only by session coordinators, who will take note of people borrowing for Midgets or Coast Cups. It would also be a good idea to change the clubhouse door code.
ACTION: Dave to contact Martin Richardson re: changing door code.
 - d) Sponsor – One of the coaches questioned Teck’s role as an “environmentally unfriendly” sponsor of a variety of cross country ski events. The individual can be put them in touch with Reid Carter, CCBC board member, or Jeff Sim (also on the board). Teck will again be a sponsor for next year, although at a reduced amount.
 - e) Unclaimed t-shirts – Nancy has given last year’s unclaimed t-shirts to new club members. Some could also be given to any outstanding volunteers.
ACTION: all to email Nancy with suggestions.
 - f) Lantern ski – Birgit noted that we need to clean up old lanterns. Indeed, a general clubhouse clean-up would be a good idea.

ACTION: Andrea to get DJ's father to investigate making new storage cubbies for the clubhouse.

ACTION: All to consider who/how/when to do clubhouse clean-up?

g) Mock start-gate – Does the club have a mock start-gate on which younger skiers could practice?

ACTION: Dave to build one.

h) Gift certificate for Bob Putnam – Dave reported that Bob and Morgan enjoyed their weekend in Seattle.

7) Next Meeting – March 11; annual dinner meeting.