



**MINUTES - EXECUTIVE MEETING  
HOLLYBURN CROSS COUNTRY SKI CLUB  
Thursday, May 16, 2013**

**Morna's House – 3376 William Avenue, North Vancouver**

**Attendance:** Morna Fraser, Barb Meihuizen, Birgit Weaver, Jake Weaver, Dirk Rohde, Russ Stothers, Yoel Guttmann, Dave Morris; Alison Heath, Bobbi Handford, Karen Campbell

**Regrets:** Mo Handford and Kurt Foellmer

**1. Welcome & Review of Past Minutes**

- Meeting called to order 7:07
- No changes required. Previous minutes approved. Motion by Russ Stothers seconded by Dave Morris

**2. Various Club Issues**

- Club Survey - Karen sent documents to us for review. We received a good response rate. Karen is prepared to do a detailed review of the results at a later date. Major issues can be addressed, lots of other feedback is very individual. **ACTION: Yoel will prepare a summary for us to review.** Consider addressing responses to the survey in the FAQ section on the website as well as distributing a copy to the members. **ACTION: Alison will draft possible questions for the doc.**
- Club secretary replacement - send out an email to the community including a job description. **ACTION: Morna will prepare a job description and draft an email for distribution.**
- New member areas/logins for website - discussed content to display to members only. **ACTION: Barb to review the document for Mountain Interactive, the website developer to understand what can be posted.** There is a need for a communication method for dispersing information to the race team members.
- Electrical problems in waxing hut – Cypress will look into getting the work done and give us an estimate for the repair.
- Tuff Kid Run - the April run event is over. We may consider promoting for the November event. This will be up to the program coordinators.
- National Safety Council for van - we should be able to draft our own policies and procedures regarding our Club Van. We do not necessarily have to be registered and adhere to the policies of the NSC. We will be advised on this by a police officer (Jeff Sims) investigating the necessity. **ACTION: Dave, Jeff and Barb will draft a copy of what the policies might look like for the van.** This will be forwarded to Russ to incorporate into the larger policies and procedures manual.

**3. Financial and Budgeting**

- Nationals budget request - Club came in under budget and we will be reimbursing racers, who participated in the full 10 day event, a portion of the fee to go to Nationals .

- Budget for 2013/14 - We will hold off on this until the end of August.
- Race Team Funding Initiative - an effort has been spearheaded to raise funds directly for the race team. This will increase the overall budget of the race team.
- Club will look into the policy in place for money allocated to certain athlete upon achievement of a certain level. **ACTION: Yoel to investigate other clubs policies and report back.**

#### 4. Past and Upcoming Events

- Volunteer Appreciation Evening - a great success. Thank you to Tammy Stothers.
- P'ayak – dates finalized - February 22/23, 2014. Loppet will be February 22 and kids program will be on the 23rd.
- BC Winter Games Trials – Possible date is Dec 29th, 2013; Dirk will be contacting people as possible leads for this event.

#### 5. Program Review

- SDP - Survey was given to the coaches in order to solicit feedback on the SDP. We had a good response. No major changes moving forward into next year. Weeknight coaching numbers remain a concern. We will try a few different approaches in an attempt to attract and retain the commitment of coaches for evening sessions. Track attack coaches will be advised that they are expected to coach both a weekend and weeknight session. We also offer early registration to 4 level 3/4 coaches for signing up for a weeknight only. We will promote the weeknight options more clearly to parents and coaches and will also offer graduates of the program an honorarium (a gift card or club clothing) for coaching in the evening. We will target the race team and adventurers who are older than 14 years old to get involved in a ICC course. We will explore 2 coaching position at an earlier time during the week, perhaps a Monday or Tuesday after school.
- Track Attack/Target - We will not have a Target group next year. Groups will be set up as in the past but will have exposure to different coaching styles, ie: the more competitive coach. We will communicate this change to the membership. Greg Inkster will continue to assist Dave with the training plan for the kids. Dave will work on a more comprehensive dry land coaching plan for the kids.
- Adventurers - review next meeting
- Race Program - review next meeting
- Adult Program - review next meeting

#### 6. Club Documents

- Policies and Procedures document - Karen Campbell attended to discuss the document we are putting together. She posed questions to the group for us to answer in order to better understand the content of the document. Document requires more accurate job descriptions of the executive and volunteer positions. Understanding the director and officers insurance involved within the club is important. **ACTION: Barb to investigate the need for coverage.**
- Karen to take the document and revise it to be reviewed by the executive.
- Required for continuity and consistency throughout the years

#### 7. New Business

- Provincial bike race June 8/13 in Comox. We will not be using the club van to transport our athletes due to insurance issues with carrying non club members.

- Exchange with Nakkertok. Barb to find out more details on the exchange and see who might be interested.

**8. Upcoming Meetings**

- June 3, 2013 at 7:00pm.
- Meeting adjourned at 10:47pm.