



**MINUTES – EXECUTIVE MEETING  
HOLLYBURN CROSS COUNTRY SKI CLUB  
Monday, December 2, 2013**

**3376 William Avenue, North Vancouver**

**Attendance:** Morna Fraser, Barb Meihuizen, Birgit Weaver, Jake Weaver, Dirk Rohde, Dave Morris, Alison Heath, Mo Handford, Byron Henry, Kurt Foellmer, Karen Campbell (guest)

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

- Meeting called or order: 7:45 pm
- Small amendments to previous minutes:
  - Change “the Jake” to “Jake’s”
  - Drop date on Coast Cup 1
- Minutes approved with changes noted above. Motion by Birgit, seconded by David.

**2. Registration Update**

- Numbers, coaches. 30 more members this year, for a total of roughly 625, thanks to university racers, additional racing team members, and more kids in jackrabbit/track attack programs. Slightly over-registered on Sunday afternoon; need more coaches. Greg Robertson may be available to coach; he’s on the waitlist and is qualified. Some race team members who took coaching course could also coach if they are 16 or over; could be paid honorarium.
- **ACTION: Alison and Barb to confer and confirm number of coaching “holes” for Sunday.**
- **ACTION: Morna will phone Greg Robertson to check interest/availability.**
- **ACTION: Jake will check to see if any race team athletes would be interested in volunteering, and on which dates they would be available.**

**3. Various Club Issues**

- Nakkertok exchange update. Vancouver end of exchange now concluded. We provided a good and varied program considering lack of snow. **ACTION: Barb and Dirk will collaborate to produce a brief email report to club members about the Nakkertok exchange, put Facebook link on club webpage.**
- Club clothing. One set has arrived; Hayman stuff should arrive later this week.
- Policies and procedures manual. Discussion mainly focused on high-level structure and content of this guide; detailed edits will occur later.
  - Coaches and equipment sections should move up, directly after safety. Governance/board material can move down.

- Content needed regarding university/college racers, and master/adult programs.
  - Additional content and/or clarity required regarding safety equipment policy; board descriptions and position titles; financial/refund policies (including CRA requirements), coach and athlete policies (including reference to race team policy/guideline document); CCBC policy regarding biking.
  - Some changes from Karen may be forthcoming regarding safety (from a legal perspective).
  - Russ will continue to act as central contact for all comments. **ACTION: all Board members to send comments additional comments/edits via Dropbox by December 20.**
  - **ACTION: Karen to make all suggested changes and edits, in consultation with Russ, and to produce another draft by early January.**
  - **ACTION: Alison to investigate what constitutes an appropriate ratio of coaches to athletes.**
- Waxing hut electrical update. Cypress is going to take care of this with no cost to us. Work has started, but completion date still unknown.
  - Contingency plan for no snow. If Cypress is open, we will ski. **ACTION Dirk to send email to all club members highlighting our policy, and providing link to Nordic conditions page on Cypress website; Alison to get coaches to re-send this message to their groups a few days later.**
  - SDP souvenir. Water bottles and holders ordered.

#### 4. Financials

- Van replacement update. The new (used) van has been acquired and is in service.
- Haywood donation. Kurt reported that Heywood is definitely out as a sponsor this year, but that we should still thank them for past support. Going forward, we need to find ways to better communicate with donors (more emails, pictures, etc.) **ACTION Mo to write letter to Haywood (Dirk to sign).**
- Subsidy for Kajsa. Athletes must apply in writing to request subsidy, indicating how funds would be used to cover training, travel, entry fees, and indicating How will they plan to share their experience and contribute to the club and ski community.
- Subsidy for Brendan Waddell. Brendan is committed to coaching Track Attack athletes one night per week and both weekend days, and will also attend races to support Track Attack athletes. **ACTION: Jake and Mo to draft a contract for Brendan.**
- Contract for Master program coach. **ACTION: Kurt and Mo to draft contract for Chris.**

#### 5. Past/Upcoming Events

- AGM happened October 18.
- Ski Swap happened November 3.

- Coast Cup #1 – December 1 event cancelled; December 29 is possible replacement date. Challenge to find needed volunteers with appropriate experience. **ACTION: Dirk to keep looking for key volunteers**
- BC Winter Games, P'ayak and the need for volunteers. Not discussed.

#### 6. **New Business**

- Website update. **ACTION: Alison to look at club website content and wording re: coaches (*ie* we need them).**
- Timing of payments to CCBC with respect to insurance coverage during summer race team training. **ACTION: Barbara to check.**
- Swedish coach. A coach with significant experience with the Swedish and Norwegian teams is interested in moving to Vancouver for a year to work as a coach. Could possibly be a shared position between Hollyburn and CVTC. **ACTION: Jake to further investigate grants/costs, timing, etc.**

#### 7. **Upcoming Meetings**

- Monday, January 13, 7:30 pm