



HOLLYBURN
Cross Country Ski Club

**MINUTES – EXECUTIVE MEETING
HOLLYBURN CROSS COUNTRY SKI CLUB**

**Monday, October 6, 2014, 7:30 to 10:30 pm
3376 William Avenue, North Vancouver**

Present: Dirk Rohde, Yoel Guttmann, Jake Weaver, Birgit Weaver, Morna Fraser, Dave Morris, Byron Henry, Andrea Hay, Kurt Foellmer, Mo Handford, Barb Meihuizen, Mark Johnson

Regrets: n/a

1) Welcome & Review of Past Minutes

- a) Meeting called to order 7:45pm.
- b) Review minutes of September meeting. Minor edits to correct Coast Cup dates; noted that Mo Handford, not Morna Fraser, was checking on t-shirt suppliers.
- c) Motion to accept amended minutes: moved by Dave; seconded by Birgit; approved by all.

2) 2014/15 Season Prep

- a) Registration update: The registration process went well this year; we met targets with no significant over-subscription. Discussion about program limits, and those required by Cypress. Agreed to proceed with the same general registration numbers as last year, with the possibility of adding a few skiers to some sessions. Secondary registration will be limited to three days, and will re-open only for those on the waitlist.
 - i) The possibility of having the session coordinators check or note coach attendance was discussed, as was the idea of a simple sign-in sheet.
ACTION: Mark to work on this together with Nancy and session coordinators.
 - ii) A list of available back-up or substitute coaches would be useful.
ACTION: Barb to create list for distribution to coaches.
 - iii) After some discussion, generally agreed that teen coaches should sign some type of contract-type document as a more formal commitment to their coaching duties.
ACTION: Mark to obtain coach contract sample from Jake, and modify appropriately.
 - iv) The question of whether or not club volunteers should pay membership fees was discussed. Agreed that while teen coaches should pay this fee, adult volunteers (many of whom have no children in a club program) should not have to pay.
- b) 2014/15 dates: A date for the volunteer appreciation event/evening has not yet been set. Likely will happen in April; further discussion to take place.
- c) T-shirts: The board decided that kids will receive a short-sleeve t-shirts, with a long-sleeve version for adults.
ACTION: Mo to continue working on this project.
- d) Club clothing and coach vests:
 - i) Clothing samples from Hayman have been sent, and will be at Deep Cove Outdoors for the AGM. The Podiumwear racing suit samples were shipped from Ottawa on September 26 but haven't shown up yet. Podiumwear is a US company, and can be difficult to work with due to border/shipping issues. Hayman has new racing suits; unfortunately these are not yet available for viewing. Pricing hasn't changed; just need to revise Zone4 site. The subsidy level for enrolled children/teens, coaches and volunteers will be 30% for warm-up suits and

50% for racing suits (applied before taxes). The subsidy level for all other club members is 10% for warm-up suits and 10% for racing suits (applied before taxes).

ACTION: Barb to send message ahead of AGM to inform members.

- ii) Coach vests: Samples will be obtained from Podiumwear and possibly Hayman. Vests should be a different colour from club jackets/warm-up suits. Some discussion took place as to how many vests to order, given that most coaches tend to keep a vest for the entire season. A cycling-style vest might be most versatile. More information/options from the supplier(s) should come shortly.

ACTION: Barb to generate a list of coach t-shirt sizes.

ACTION: Yoel to see what different “vest” options might be.

- iii) This club clothing role will be a volunteer position next year.
- e) Other issues: All coaching courses are booked, and all are in North Vancouver. Mark needs volunteers to help move the coaching binders/materials from CCBC; typically, this consists of two big storage bins per session. Courses happen every weekend for the next two months, mainly at Delbrook and BC Mills house at Lynn headwaters. Location information will be added to the club website. Cookies/juice should be provided at sessions.

ACTION: Mark, Morna and Dave to consult/confer on course organization/delivery.

3) Financials

- a) 2014/15 budget preparation: The draft budget was discussed, and met with general approval. More consultation needed with Jake with respect to certain race team planned expenditures. The club will purchase a Ski-erg double-poling machine, which assists with technique, training, and testing. The club will also purchase a new tent/canopy. A number of other possible uses for the grant money were also discussed:
 - i) A race team trailer could be helpful for transporting skis, luggage, as well as for waxing. A trailer is available to borrow for the next few trips; this would provide an opportunity to better evaluate this idea.
ACTION: Dave to further investigate costs of purchasing and fitting-out a trailer; also to arrange to borrow one for the immediate future.
 - ii) Funds could be used to help volunteers attend camps/races.
 - iii) The club needs new skate skis for levels 3 and 4 jackrabbits, particularly more with NNN bindings. Roughly 16 sets should be purchased.
ACTION: Mo to investigate, price.
 - iv) Radios for use by coaches could be useful. Perhaps these should be bought by CVCC.
 - v) A revision of the website might be a good idea. This would involve a transition to a different – and easier – technical platform, such as Wordpress, for example. This issue will be re-visited later in the year.

4) Past/Upcoming Events

- a) AGM – October 15 – Deep Cove Outdoors will host. Two representatives from Cypress will also attend, and give a short presentation.
- b) Sigge’s annual Ski Swap will take place November 2nd.
- c) Coast Cup #1 happens November 30. Most of the major volunteer positions are filled; still need a Chief of Timing.
- d) NorAms are scheduled for December 20/21. A variety of volunteer jobs need to be filled; these will be posted on Zone4.

5) Various Club Issues

- a) A coach for the adult program is still needed.
ACTION: Kurt and Jake to explore more coaching options/candidates.

- b) Program review:
 - i) Nancy Hill will be the new program coordinator, replacing Alison Heath.
 - ii) Work on the review is ongoing.
ACTION: Jake and Morna will meet with Nancy before the Jackrabbit coaches meeting.
 - iii) October 19 is the date for the TA season kick-off party at Molly Nye. A coaches' meeting will take place before the social. Coaches' meeting at 4:45; social event starts at 6pm.
 - iv) An FAQ regarding the teen coaches program should be prepared.
ACTION: Morna and Byron to prepare a draft document.
 - v) Long-term Strategic Plan meeting is scheduled for October 26th at the Delbrook rec centre Maple room from 2 to 6pm. Barb Grantham will run the session.
ACTION: Morna to draft a write-up to get people involved; arrange for snacks/light refreshments.
 - vi) Risk Review Subcommittee: work is still in progress.
 - vii) Foodsafe course for food volunteers: Organizing/hosting a training session would let the club develop a core of qualified people. A trainer can be booked individually. Date and location to be finalized; November 9 is the tentative date.
ACTION: Dirk to consult with a trainer about arranging a session.

6) New Business

- a) A policy is needed to guide the race team coaching staff with respect to adjusting program fees for some athletes in unusual circumstances.
ACTION: Jake to propose a policy for the board's consideration.
- b) A special buy night(s) for club members will be offered by Different Bikes, likely on October 23 and 24.
ACTION: Mo to confirm a date, and inform Dirk.

7) Upcoming Meetings

- a) October 26: Strategic planning kick-off session.
- b) November 16: Strategic plan follow-up.
- c) November 24: All coaches meeting.
- d) January 12: next board meeting.