



**MINUTES – EXECUTIVE MEETING
HOLLYBURN CROSS COUNTRY SKI CLUB
Monday, May 25, 2015, 7:30 to 9:30 p.m.
3376 William Avenue, North Vancouver**

Present: Dirk Rohde, Yoel Guttmann, Birgit Weaver, Morna Fraser, Dave Morris, Byron Henry, Andrea Hay, Mo Handford, Nancy Hill, Jake Weaver, Barb Meihuizen, Doug Grimes

Regrets: Kurt Foellmer

- 1) Review of Agenda and Past Minutes
 - a) Meeting called to order 7:12 pm.
 - b) Jasper down jackets added to agenda (current club issues).
 - c) Discussion of minutes from last meeting. Motion to accept minutes; moved by Jake, seconded by Morna; all in favour.

- 2) Past/Upcoming Events
 - a) Volunteer Appreciation – This April 22 event/evening went well, with a good turnout. The venue is quite noisy, however. Next year’s evening should be back in the new Hollyburn lodge.
 - b) CCBC Workshop and AGM – Jake and Dirk attended this May 2nd event, and gave presentations, both of which went well.
 - c) BC Championships – Given the good response from chiefs and key volunteers, the club will go ahead with hosting the 2016 BC Championships March 4-6. These dates are one week after the P’ayak. Discussion of possible ways to encourage other volunteers to participate in these events, as well as Coast Cups. The club should also consider making the BC Championships part of the clubs’s 2016 program. Early communication is key.
 - d) 2015/16 Calendar – Discussion of remaining events for 2015/16 schedule.
 - i) **ACTION: Doug, Morna, Nancy, Dirk, and Jake to finalize coaching courses/training sessions.**
 - ii) Nancy brought forward the idea of having a floating senior coach to help out with Jackrabbits. **ACTION: Birgit and Doug to consider how best to make this happen.**
 - iii) October 18: TA coaches’ meeting/orientation. Dryland training will continue for this group; Martin Utley will also continue to help.
 - iv) November 16: Jackrabbits get-together. November 21 might be a possible date for Jackrabbit coaches training session. **ACTION: Doug and Nancy to confirm date.**

- 3) Financials
 - a) Update: Fiscal year-end is August; most expenses have come through. Depreciation is not reflected yet, nor insurance. Overall, the club brought in less registration fees this year, but more donations. Operating costs were higher (primarily the van), but we have charged other clubs for van use.
 - b) Discussion regarding possible hiring of Graham McLean to coach on an occasional/part-time basis. Jake would like approval to bring Graham to a number of training camps this summer (timing/dates to be confirmed), and in the expectation that funds could be found to continue in the new fiscal year. Over that coming year, part of any gaming grant received as well as a

private donation could cover roughly \$15,000 in costs. Graham would work with the race team, TA group, and our coaches. General agreement that, aside from this possible expense, it would be a good idea to keep \$25,000 in reserve; that would leave about \$10,000 to spend this summer.

MOTION: Moved by Mo, to approve spending up to \$9000 to the end of the fiscal year to hire Graham McLean for coaching and mentoring services, assuming sufficient participation/interest; seconded by Morna; approved by all.

ACTION: Jake will meet with coaches and Doug, Andrea, Morna, and Nancy to develop a work plan to best utilize Graham during the next fiscal year.

ACTION: Jake and others will also develop monitoring, feedback, and metrics to be discussed with Graham.

- c) Lottery grant application update – Application is being put together by Julie, who is just waiting for a few more bits of information. **ACTION: Morna and Jake to follow up with Julie to review application before it's submitted.**
- d) Athlete funding – Mo, Jake, and Dirk met to discuss applications for \$500 for each of Eliza Jane and Annika to help offset their expenses in attending the world junior trials. These applications were approved.

4) Current Club Issues

- a) Strategic Planning – Who could take lead role? Discussion of possible candidates. General agreement that the Board should look at the existing plan and extend it as preparation for picking up the thread next year. June 22 is a possible meeting date. **ACTION: Morna to arrange meeting/discussion with executive.**
- b) Search for Registrar and Bookkeeper – Mo has prepared a job description for a club administrator. **ACTION: Mo to send description to Dirk, who will to send out to club membership.**
- c) Risk Review Subcommittee – All are encouraged to take a look at the material Dave has written, and provide any needed/missing content. **ACTION: Dirk to follow up with Dave to determine what next steps might be.**
- d) Coaches' vests order – Yoel to proceed with order; vests will be here for fall.
- e) Jackets for Jasper – our special club order has been delivered. Some jackets have sub-standard club logos. **ACTION: Yoel and Andrea to check on these jackets.**
- f) Gift cards for John Heilig and Jessica Heyes – Morna has bought gift certificates to La Regalade restaurant.

5) New Business

- a) PNE/Playland has a group program for fundraising. The club might be able to get money back from online ticket sales. **ACTION: Dirk to look into this.**
- b) ICC and CC courses to be set up for November. **ACTION: Morna, Nancy, and Doug to discuss.**
- c) New pictures for website. **ACTION: Dirk to follow up with website hosting company.**
- d) Race team results from Nationals should be published in club newsletter. **ACTION: Byron to begin work on next issue.**
- e) Question whether or not draft minutes should be posted on club website? General agreement that only final, approved minutes will be posted.

6) Next Meeting – June 22, 7pm; strategic plan update.