



**MINUTES – EXECUTIVE MEETING
HOLLYBURN CROSS COUNTRY SKI CLUB
Monday, September 21, 2015, 7:30 to 9:30 pm
3376 William Avenue, North Vancouver**

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

Regrets: Kurt Foellmer

- 1) Review of Agenda and Past Minutes
 - a) Meeting called to order: 7:37pm
 - b) Discussion of minutes from last meeting. Motion to accept minutes: moved by Mo, seconded by Dave, approved by all.

- 2) Registration and 2015/16 Season Planning
 - a) Corinne reported that she met with Morna and Doug met last week to discuss coach registration issues. The Zone 4 email/communication system is not operational, consequently an email to the Masters group was sent manually.
 - b) Dirk is working on a registration email to the general membership. Early registration opens September 22 – 30. Regular registration will run from October 4 – 9.
 - c) Andrea, Morna, Doug and Corinne will meet to review coaches (October 1st), and to set up skier groups. Ratio is 1 to 4 for bunnies, 1 to 6 for TA.
 - d) Dirk has changed the registration system such that volunteer opportunities are broken into three sections: coaching, key volunteers, and other volunteers. Race team volunteer positions will not be visible.
ACTION: Corinne will edit website listing of these positions, and send final list to Dirk, who will adjust Zone 4 lists.

- 3) Past/Upcoming Events
 - a) AGM & buy night– October 14. Different Bikes is hosting the AGM and “buy night”. Buy night will run from 7 to 8pm, with the AGM happening from 8 to 9pm. Dirk will speak about the past season, and is prepared to answer questions about a variety of issues, and also promote the 2016 BC Championships. Doug, Andrea, Nancy, and Morna will also speak briefly. Mo will present the financials, and also speak about this year’s plans for the grant funds. Three race team members who attended a training camp in Sweden will also speak.
ACTION: Dirk to develop agenda.
ACTION: Jake to arrange for the racers to give a presentation.
 - b) Different Bikes is also offering special pricing to Hollyburn members for a limited time.
ACTION: Corinne to send out email alerting membership to this opportunity.
 - c) Coast Cup #1 – November 29. Volunteers needed for this event.
ACTION: Dirk to add (WOP) notation after certain positions listed on website.
 - d) British Columbia Winter Games Trials – January 2, 2016. Need to find a chief of competition. Coaches will also be needed for this event, although it may be a small field.
ACTION: Dirk to begin search for a chief of competition.

- e) BC Championships (Organizing Committee members needed!) – March 4-6, 2016. Organizing committee members are needed for this event happening at WOP. An event committee will also be needed. Dirk could handle both event chair and chief of competition roles, but would prefer to do just one. Mo will oversee budget/financial matters. Any individual signed up as a volunteer for this event will need to take the upcoming officials course on November 14.

4) Financials

- a) The club was successful in obtaining a lottery grant, and will receive \$40,750 this year (was \$42,875 last year). In developing a budget for this upcoming season, each key coordinator will need to estimate the funds needed to run their particular program. The club's budget will be presented at the AGM. Discussion of how to budget for various items or programs, including possible subsidies for WOP/Coast Cup events. Other subsidy possibilities include BC Midgets, P'ayak, Coast Cups and BC Championships.
- b) Given that the grant amount is 75% of the amount the club requested, we will need to trim the club "wish list". Discussion centered around payment/expenses for an external coach, and for junior and volunteer coaches (including WOP passes). Agreed that the club does not need to purchase a trailer.
- c) With respect to Graham Maclean, it was agreed that the club is prepared to pay up to \$27,000 from the grant to Graham for coaching and consulting services, provided a contract is prepared and an outline of activities and expectations provided to the club executive. If further work is envisioned, additional funds would need to be raised.
- d) Dirk has spoken with Mountain Interactive regarding an overhaul/update of the club website. Moving to a WordPress platform would incur a charge of about \$75/hour in conversion work.
ACTION: Mo to enter estimated \$3,500 budget item for web re-design.
ACTION: Dirk to follow-up with Mountain Interactive regarding this project; Byron and Dirk will develop preliminary re-design proposal.

5) Current Club Issues

- a) WOP Passes –Morna is negotiating with WOP to see if special reduced rate passes can be obtained for kids in programs and their coaches. WOP is unsure what they can offer, but have committed to work with us. Following discussion, it was agreed that the club would provide a subsidy of up to \$25 per child.
- b) Strategic Planning. This meeting took place in June; Morna took notes and will provide written summary of the discussion. It was agreed that, in general, the club should continue with its current programs and activities. It would be helpful to look at what has changed since the previous plan. For example, the club's programs are now more in line with CCC recommendations.
ACTION: Morna will write up her notes, and forward them to the Board by year-end.
- c) Risk Review Subcommittee
- d) Dave sent everybody the cover letter and risk management document; these will become part of the club's policy and procedures manual. Additional content with respect to the use of the team van should be added.
ACTION: Dave to add van material.
- e) Coaches' vests, Jackets for Jasper, club clothing
 - i) Coaches' vests: Yoel is working with Corinne on the vests, and will place the order shortly. Given an order quantity of 100, the club will need to allocate \$5000 in the budget.
 - ii) Jackets for Jasper: roughly 25 were ordered. The earthquake in Nepal delayed delivery.
 - iii) Club clothing: Yoel would like to recruit a new person to handle this duty. The club should prepare a new order for this season.
ACTION: Yoel to order sample kits.

- f) Tuesday Night Races – The club needs to find someone to take over this activity from Bob Putnam. It was generally agreed that these races are a good event. Perhaps the organizational duties could be shared with other clubs, or perhaps race team alumni could run it? Something the club should organize? Agreed that we will try to recruit people, but this is not an official club event.

ACTION: Dave to see if Rowan might be interested, and also check with Bob again.

- g) Gift for Bob Putnam – A \$300 gift certificate to the Edgewater Inn in Seattle would be a good “thank you” for Bob.

- 6) Next **Meeting** – November 2nd, 7pm.