



**MINUTES - EXECUTIVE MEETING
HOLLYBURN CROSS COUNTRY SKI CLUB
Wednesday, June 24, 2020, 7:00 to 9:05 p.m.**

Present: Morna Fraser, Shannon Harris, Karen Inman, Nancy Hill, Joanne Fenwick, Heidi Horlacher, Birgit Weaver, Jake Weaver
Regrets: Andrea Frisque, Dave Morris, Andrea Hay

1. **Review of Agenda and Past Minutes.** More to accept minutes from January 26, 2020 (Nancy /Karen). Move to accept minutes from March 1, 2020 (Nancy/Heidi). All approved.

2. **Upcoming 2019/20 Season Planning**
 - COVID-19 - Return to Sport Plan has been shared by CCBC. Hollyburn has adopted CCBC's return to sport plan with only one small amendment with respect to parking. Race team members have signed COVID Participants Awareness Form (on-line on zone 4) and are completing dryland training. CCBC will come up with more direction as the season progresses. Hollyburn will prepare for a regular season and will modify plans if advised by Public Health and CCBC. Nordiq Canada/FIS and CCBC will be providing guidelines for competition. Return to Sport guidelines also apply to Track Attack dryland. For all dryland training a record of attendance must be maintained by coaches to allow for contact tracing. **ACTION:** Nancy & Heidi to arrange a conference call with the TA coaches to review the Return to Sport plan; will invite race team coaches to allow for lesson learned to be shared with all coaches. Coaches need to complete COVID awareness form on Zone 4 and coaches will receive a copy of return to Sport Plan. **ACTION:** Nancy will confirm coaches have signed the form.
 - Calendar Dates - Nancy has completed a draft schedule with start of the season Dec 5/6 for the Cypress ski programs. **ACTION:** Nancy will send spreadsheet to Executive for review and Dirk will update the website.
 - Website Updates – Return to Sport Plan has been posted to website. Dirk will work with Corinne to update the website with this season's information.
 - Registration – Number of skiers may need to be limited depending on Public Health Officer and CCBC recommendations. Club may consider limiting early registration to key volunteer/coaches and returning families. **ACTION:** Dirk will send email to club members advising of potential changes in registration for this coming ski season and look into 3 waves of registration: 1. Key volunteers (early reg); 2. Returning families (not key volunteers); 3. New families (not key volunteers). **ACTION:** Nancy will reach out to Cypress to discuss physical distancing options.
 - Executive Positions – Track Attack Coordinator is needed for upcoming ski season; discussed option of having an Administrative Coordinator for Track Attack and a Technical Head Coach for Track Attack with the Administrative Coordinator serving on the Executive. **ACTION:** Heidi will prepare job descriptions and will circulate to Executive. Coaches Coordinator is also required for this upcoming ski season.

3. **Past/Upcoming Events**
 - Coast Cup #1 – December 20 at WOP.
 - World Jr/U23 Ski Championships (and other pre-events) – 2023 Bid is in preparation with key volunteers in place. Large volunteer team will be required to host this event. Level 1

and 2 Officials course will be offered this year in preparation for building the volunteer team.

4. **Financials**

- Budget - Expenses are on track and we are forecasting a small surplus. Recommend fundraising be done every two years. Gaming grant application was submitted at the end of May.

5. **Current Club Issues**

- Additional Admin. Support - **ACTION:** Nancy will send a list of tasks to Executive for review.
- Bylaws Update for Electronic Votes – Currently the bylaws do not allow for email votes. We may modify Bylaws at the upcoming AGM to allow for electronic voting.
- **Return to Sport COVID-19 Safety Plan:** Dirk, Jake and Nancy reviewed CCBC Return to Sport Plan and they recommend that Hollyburn adopt the RTS Safety Plan in order to proceed with dryland training. **MOTION:** Move to accept CCBC Return to Sport Plan (<http://www.crosscountrybc.ca/sites/default/files/documents/Return2SportCOVID-19SafetyPlan-CrossCountryBC.pdf>.) with the following modification "**Where possible,** parking is limited to every second slot to allow for physical distancing." Move to accept by Jake. All approved. **ACTION:** Dirk to post policy on the Hollyburn website.
- On occasion in groups with differing skill levels, a parent may need to participate in lesson if their skier needs additional support. **ACTION:** Dirk will remind parents that they may need to consider attending the session if their child's skiing ability differs from the group.
- Wax Hut Storage Boxes, Tent Repairs – no update.

6. **New Business** – no business

7. **Next Meeting** September 9, 7 pm.