



**MINUTES - EXECUTIVE MEETING
HOLLYBURN CROSS COUNTRY SKI CLUB
Monday, April 26, 2021, 7:05 to 8:00 p.m.**

Online Meeting

Present: Dirk Rohde, Karen Inman, Andrea Hay, Sonia Strobel, Shannon Harris, Jill Scott, Joanne Fenwick, Megan Scheffer, Jake Weaver, Andrea Frisque, Birgit Weaver.

Regrets: Dave Morris, Morna Fraser

1. **Review of Agenda and Past Minutes.** Move to accept minutes from March 8, 2021. (Joanne/Sonia). All approved.
2. **2021/22 Registration Preparation**
 - Fees – Discussed offering a 25% discount code for program fees for returning families.
 - Website – Joanne will work with Corinne and Gili to update the website with information for the next season. Dirk is exploring expanding functionality of the message board.
 - Cypress Review – Communication from Cypress indicating their review and approval of program details for next season will happen this spring.
3. **Past/Upcoming Events**
 - WOP Time Trials – March 21-22 These time trials went really well, and it provided a good opportunity for training of officials for upcoming events. Many race team athletes and some Track Attack skiers from Hollyburn participated.
 - Payak Virtual Challenge – There were over 400 participants in this year’s virtual format. Some challenges with recording of results on Zone4 to consider if this format is repeated.
 - Canadian Nationals, World Jr/U23 Ski Championships – 2023 – Planning is ongoing. Volunteer recruitment will roll out in the coming month.
4. **Financials**
 - Long-term Financial Projections – Karen reviewed the historical financial records and the forecast for 2022 for Executive to better understand our financials.
 - Review TA Skate Ski Purchase – Funds are included in the budget and quote has been secured. Discussion related to damage deposit or small rental charge for use of these skis.
 - Race Team Coaching Funding for New Participants – Next season the Race Team will have many new skiers interested in joining the team which will stress the coaching capacity. Proposing to use some young adult coaches to assist with coaching to ensure younger athletes are supported. Funds are included in the budget to support these additional paid coaches.
5. **Current Club Issues**
 - Long Term Strategic Plan – The last long-term strategic plan was for the years 2015-2020 so it is time to create a new long-term strategic plan. A subcommittee including program coordinators will develop an approach to complete this task. **ACTION:** Dirk to send previous plans to Executive. Planning should include job description review to potentially move more duties to a paid administrator. **ACTION:** Joanne to share new volunteer roles with Andrea.

- Van Replacement Purchase Update – Van has been purchased and will be insured until mid-May. **ACTION:** Dirk to follow up with Dave regarding decals.
- Volunteer Appreciation – There was some use of the WOP passes offered to volunteers however if this is done again next year more advance notice will be provided.
- Video Display for Hut (Countdown Clock, etc.) - Countdown clock is installed at the wax hut but the display could be larger and brighter and should be placed higher in the window in order to reduce glare from the snow.
- Wax Hut Storage Boxes, Tent Repairs, Equipment - Some tents need some repairs.
ACTION: Andrea to coordinate repairs with Basse Clement.

6. **New Business**

7. **Next Meeting** June 14, 2021 @ 7 pm.