



**MINUTES - EXECUTIVE MEETING
HOLLYBURN CROSS COUNTRY SKI CLUB
Monday, November 22, 2021, 7:00 to 9:30 p.m.**

Online MS Teams Meeting

Present: Dirk Rohde, Jennifer Williams, Joanne Fenwick, Jake Weaver, Andrea Hay, Birgit Weaver, Shannon Harris, Heidi Horlacher, Megan Scheffer, Dave Morris and Marieve Legrand.

1. **Review of Agenda and Past Minutes** - Move to accept agenda (Jen/Joanne). Move to accept minutes from Sept. 20, 2021. (Jake/Jen). All approved.
2. **Upcoming 2021/22 Season Planning**
COVID-19
 1. All Hollyburn club coaches and volunteers working with Hollyburn children/athletes in the field of play must be fully vaccinated.
 2. Any person travelling in the Hollyburn club van must be fully vaccinated and wear a mask at all times when not eating or drinking.
 3. All Hollyburn race team athletes must be fully vaccinated to stay and eat with the team and attend team meetings at races.
 4. Access to Hollyburn club hut is limited to registered club coaches, volunteers, and athletes.
 5. Masks must be worn by all participants when indoors, including in the club waxing cabin.
 6. Masks must be worn at any outdoor wax tent or team tent when physical distancing can't be maintained.
 7. Hot chocolate and food may be distributed by designated volunteers/coaches following a strict protocol (to be defined). Athletes/children should bring their own snacks. Move to accept guidelines (Dave/Jake). All approved. These requirements may change as PHO advisories change.
3. **Past/Upcoming Events**
 - Officials and Coaching Courses - An in-person Level 1 Officials Course was held for 8 participants and an online session was held for 13 participants. Another online Officials course will be offered in December. For coaches training, a L2T dryland course was well attended in October and two courses will be offered on Nov 27, 28. There is a waiting list for the Community Coaching course and there are ongoing discussions and coordination with Whistler Nordics to manage all additional interested coaches.
 - Ski Swap – October 23 - This event went well however some payments are outstanding to club members. For next year event, some changes will be implemented with organizers tracking buyers/sellers. Discussion occurred on how to manage outstanding payments.
 - AGM – November 3 - Was well attended by members.
 - Coast Cup #1 – December 19 - Race notice has gone out. All Hollyburn athletes are encouraged to attend.
 - 2022 Canadian Ski Nationals and 2023 World Jr/U23 Ski Championships – Volunteers are encouraged to reach out to Jake or Morna. Zone4 volunteer sign up is circulating.

ACTION: Joanne to create a poster for posting at Coast Outdoors. Program leads will advertise need for volunteers for this event at program meetings.

4. Financials

- Budget Update – Some outstanding questions for Zone4 fees to be resolved. **ACTION:** Dirk will provide access to Zone4 to Jen.
- Coach Compensation (Pass Reimbursement, Reimbursement for mileage) - In past seasons we have had free Cypress passes however since Group Passes were not offered this year, we do not have free passes to offer to coaches who do not have kids in the program. Often these passes were offered in lieu of payment of wages. Given that these free passes are no longer available, our club will establish a subcommittee to develop compensation guidelines. Subcommittee will be established with Heidi, Jake, Morna, Jen and Megan as members. Discussion of the Club's mileage reimbursement rate occurred with agreement to use the Province of BC compensation rate, currently set at 0.55/km.
- BTNES Volunteers Club Registration – The Board discussed the feasibility of paying for Hollyburn Club fees and officials training fees for volunteers who do not have children in a program. Volunteers must show a substantial commitment to volunteering in future events. This will encourage volunteerism, build our volunteer community and lead to savings in training costs. Jen to review if these costs can be covered by the club.
- Other Zone4 Fees for events - Discussion of having Hollyburn either covering Zone4 Fees or providing a discount on race fees for Hollyburn athletes. **MOTION:** Hollyburn will offer a 50% discount for Coast Cup and BC Cup Moved to accept (Morna/Jake). All Approved. We will use CCBC discount wording of: "If you feel you need a discount to be able to attend, please enter code "xxxx" in the Discount Code box on Zone4 and 50% will be deducted from your fee. Honour system please."
- Gaming Grant Summary – A Gaming Grant requires a summary report of all gaming expenditures which must be approved by our Board. The number of participants for each program is needed in the report; these numbers will be provided by Dirk and are available in the AGM meeting minutes. Motion to approve the financials for submission in the Gaming Grant (Morna/Joanne). All approved. **ACTION:** Jen to send spreadsheet to Executive for review.

5. Ongoing Business (Current Club Issues)

- TA Skate Skis – Plan for Management and Distribution – New equipment manager has a plan in place. Marieve has contacted the skiers who are interested in renting these skis. Nominal fee of \$40.00 will be charged per season. Hope to expand the program to Track Attack year 2 athletes in the coming years. Program manager is sourcing some shorter skis and will work with Coast Outdoors to secure.
- Long Term Strategic Plan – Morna will be coordinating this and will communicate in the newsletter throughout the season.
- Video Display for Hut (Countdown Clock, etc.) – Adjustments have been made on the countdown clock and power has been established. There may be an opportunity to secure a larger display and Dave will follow up with the donor.
- Wax Hut Storage Boxes, Canopies, Equipment – Hot box should be removed; Morna will follow up with necessary party for its removal. A new keypad door lock has been purchased and installed. A programmable thermostat has been installed.

6. New Business

- Club Communication from CCBC and NC – Need a designated communication individual who will then send CCBC and NC notification to club members. **ACTION:** Dirk will discuss with Corinne.

- Canada Cup - Jake discussed the challenge that the recent flooding events have created for transportation of the race team to races. A few of the older athletes should attend the Dec. 4-5 Canada Cup races in Vernon as these are qualification races and these athletes will be required to fly.
- Meeting Protocols – Meetings will follow the standard protocols for chairing, will respect our bylaws while trying to minimize formality.

7. **Next Meeting** Monday, January 17 @ 7 pm.