



**MINUTES - EXECUTIVE MEETING
HOLLYBURN CROSS COUNTRY SKI CLUB
Monday, September 12, 2022, 7:35 to 9:51 p.m.**

Present: Dirk Rohde, Jennifer Williams, Andrea Hay, Shannon Harris, Morna Fraser, Jake Weaver, Birgit Weaver, Marieve Legrand, Joanne Fenwick, Jen Gow, Andrea Frisque, Megan Sheffer, Heidi Horlacher, and Dave Morris.

1. **Review of Agenda and Past Minutes** - Move to accept minutes from May 02, 2022. (Morna/Andrea). All approved.

2. **Upcoming 2022/23 Season Planning**
 - COVID-19 - Executive discussed the option of having an in-person meeting in the future. ViaSport guidelines and Hollyburn policy from last season were also discussed. We are removing the vaccination requirement for all club volunteers. **MOTION:** Vaccination are not required for club volunteers or participants (Jen/Morna). All Approved. **MOTION:** Medical masks worn over the nose and mouth are required while travelling in the club van. (Morna/Joanne). All Approved. Abstained: Jen Williams
 - Pre-season Prep, Final Notifications, Cypress Passes - Final notifications will be going out soon to program participants. The cost and transparency of Cypress Pass sales strategy was discussed. **ACTION:** Dirk to follow up with Corinne regarding final notification email. **ACTION:** Dirk to send email to Cypress to inquire on sales strategy for passes for upcoming season and for weekend passes to ensure we can provide our members with important details. **ACTION:** Shannon to inquire on renewal schedule of BC Parks agreement with Cypress Mountain.
 - Coaches and Other Volunteers - Volunteer recruitment is well underway with several back up coaches to support the programs. Over 100 coaches are currently registered with several new coaches who have previously skied competitively. University level coaches are still to be finalized. Coaches training courses will be hosted by: Whistler Nordic on Nov. 12 (Community Coaching), Sea to Sky on Nov. 20 (L2T) and Hollyburn on Nov 27. (L2T On-Snow). A roller skiing coach refresher may be offered.
 - Website and Event Calendar Updates AGM - Website has been updated with race details and club events will be updated shortly. **ACTION:** Heidi is reviewing coaching document for inclusion on the website.
 - Executive Positions - Jen Gow will lead the Jackrabbit program for the upcoming season.

3. **Past/Upcoming Events**
 - Officials Courses - Level 1 Officials Course is currently scheduled for October 1 however the date may change. **ACTION:** Dirk will provide Sonia with specifics for the newsletter and will also send an email to club members with details. A Level 2 Officials Course will be offered in November at WOP. Morna and Jake will be sending recruitment email to previous BTNES volunteers and will include a note in the newsletter.
 - AGM – Monday, October 17 at 7:30 pm - **ACTION:** Andrea will check if Coast Outdoors is available and if a club discount will be offered. **ACTION:** Dirk will send notification of AGM to club members. **ACTION:** Morna will provide AGM details to Sonia to include in

the newsletter. **ACTION:** All program leads should send updates to Dirk for the AGM presentation.

- Ski Swap will be held October 22 at Cypress (TBC). This will coincide with a Race Team practice and an orienteering practice. A volunteer has stepped forward to coordinate this event. **ACTION:** Dave will alert Cypress of this event once confirmed. **ACTION:** Marieve will provide details to Sonia for inclusion in the newsletter once confirmed.
- Coast Cup #1 – December 18 - Hollyburn will host this event; it will be a classic race. Volunteers needed. All athletes should be encouraged to attend.
- BC Cup #1 hosted by BTNES on January 7/8, 2023. All club athletes are encouraged to attend. Volunteers are needed for this event. The club will offer a discount code for the following races: BC Championships, BC Cup #1, and Track Attack Champs. **ACTION:** Marieve, Shannon and Morna will review race fee discount options for these events.
- World Jr Ski Championships/U23 Championships – Jan 28-Feb 4 will be hosted by BTNES. Preparations are underway. A volunteer recruitment plan has been developed and many volunteers are needed.

4. Financials

- Budget Update – Fiscal year end was Aug. 31, 2022. Please submit any outstanding expenses ASAP as Corinne and Jen are working on finalizing the 2021-22 budget. **ACTION:** Program Coordinators to submit requests for the 2022-23 budget to Jen by the end of September.
- Coach Compensation – Subcommittee Update - Subcommittee reviewed the Coach Compensation Policy and prepared an updated draft policy that will be shared with the Executive. The draft policy has been submitted to Corinne. **ACTION:** Heidi will share updated policy with Executive by email.
- Roller Ski Budget – The existing fleet of roller skis needs some minor maintenance costing approximately 1K. Additionally, the Track Attack Program has many new skiers this year requiring expansion of the existing fleet of roller skis. The program leads recommend that Hollyburn purchases an additional 10 pairs for \$3500 to increase the size of our fleet to 29 pairs.
- The Executive has approved CCBC request for use of the Hollyburn van for forerunner transportation for World Jr Ski Championships/U23 Championships – Jan. 28-Feb. 4.

5. Ongoing Business (Current Club Issues)

- Long Term Strategic Plan – Call out will be issued for volunteers to provide input into strategic plan.
- Video Display for Hut (Countdown Clock, etc.) – Larger screen has been mounted in the window of the wax hut.

6. New Business

- Club Clothing **ACTION:** Joanne will follow up Tim Runzer to coordinate club clothing.

7. Next Meeting Monday, Nov. 7, 2023 @ 7:30