



**MINUTES - EXECUTIVE MEETING  
HOLLYBURN CROSS COUNTRY SKI CLUB  
Monday, December 12, 2022, 7:30 to 8:15 p.m.**

**Present: Dirk Rohde, Morna Fraser, Andrea Hay, Shannon Harris, Jake Weaver, Birgit Weaver, Marieve Legrand, Joanne Fenwick, Jen Gow and Megan Sheffer.**

**Regrets: Jenny Williams and Heidi Horlacher.**

1. **Review of Agenda and Past Minutes** - Move to accept minutes from Nov. 07, 2022. (Birgit/Jake). All approved.
  
2. **Upcoming 2022/23 Season Planning**
  - Jackrabbits – Two sessions are completed. 175 Jackrabbits and Jackbunnies are registered with support from 50 coaches. The interim solution for Cypress tickets is working well and should be resolved by the next session. Weeknight sessions (Tuesday, Wednesday and Thursday sessions) are starting this week.
  - Track Attack – First session coincided with On Snow session in Whistler so less skiers for the first session at Cypress. We are using TeamSnap and have enough coaches to support the program.
  - Adventurers – Great new coaches for Saturday sessions. Both days are fully subscribed.
  - Racing Team – Our team is large this year and is supported by many coaches. Early season snow permitted a good start to the season and a number of skiers went to Frozen Thunder. Our first race trip was at beginning of December to Sovereign with 27 athletes attending. Racers had fun and did very well.
  - Adult Program – Sessions are scheduled for Wednesday and Thursday evenings. There are 10 skiers registered for Wednesdays and 15 skiers for Thursday; a wait list has been established for Thursday.
  - Coaching Coordinator -Many new and young racers are attending these sessions.
  
3. **Past/Upcoming Events**
  - Coast Cup #1 – December 18 – Hollyburn is ready for this race. It will be a classic race and potentially a mass start. All skiers are encouraged to attend.
  - BC Cup #1 – January 7-8 – Many ski clubs from around BC will travel to attend this race. This is another great opportunity for our skiers to race just after the holidays. All athletes are encouraged to attend as there is no session planned at Cypress for this weekend.  
**ACTION:** Jake will ensure Nancy updates the BTNES website with a link to the Hollyburn website.
  - World Jr/U23 Ski Championships – January 27 to February 5 – Organization for this event is going well.
  
4. **Financials**
  - Payak – February 25 – Children’s Program Support – Last year Hollyburn provided a donation to support prizes for the children’s program. HCCSC has agreed to allocate up to \$2500 for prizes for youth and children.
  - Wage Increase for Club Administrator – To be discussed at a later date.
  
5. **Ongoing Business**

- Replacement for Club Administrator - A job description has been developed with potential for this position to be split into a bookkeeper and a registrar position. We will need to amend the wage for our administrator. Corinne has offered to help with training the new administrator and will transition completely by June. **ACTION:** Jen, Morna and Dirk will coordinate recruitment plan for Hollyburn. Corinne provided details on electronic banking options for the club. There are several details that need to be resolved.
- Long term Strategic Plan – We will continue to include a call for recruitment in the next newsletter. This committee will begin development of the plan in April after the race season.

6. **New Business**

- Donation from Delbrook Financials – This donation was directed to BTNES.
- Groomer Safety Audit Request – There are still unknown details on how the gate access will impact grooming and access. Once these upgrades are complete it will become clearer how we can ensure our programs can be done safely. **ACTION:** Jake and Joanne will approach Cypress to discuss how the new gate will impact our programs. They will also discuss if there are any options to improve safety and improve communication between groomers and our club.
- CCBC – CCBC will cover 1K for Dirk’s TD training.

7. **Next Meeting** – Monday, February 13, 2022, at 7 pm at the Weaver’s home.