



**MINUTES - EXECUTIVE MEETING  
HOLLYBURN CROSS COUNTRY SKI CLUB  
Monday, April 4, 2023, 7:00 to 9:37 p.m.**

**Attendance:** Megan Sheffer, Marieve Legrand, Morna Fraser, Jenny Williams, Shannon Harris, Dirk Rohde, Heidi Horlacher, Joanne Fenwick, Jen Gow, Birgit Weaver, Jake Weaver and Andrea Frisque.

**Regrets:** Dave Morris, Andrea Hay

1. **Review of Agenda and Past Minutes** Move to accept minutes from March 6, 2023. (Jen /Jenny). All approved.
  
2. **Program Reports**
  - Jackrabbit – The season wrapped up successfully with good feedback from skiers, coaches and parents.
  - Track Attack – Season wrapped up well. A large team attended BC Champs and a smaller group stayed home and had a session at Cypress. We are reviewing potential changes to the Track Attack vision. Big thanks are extended to Megan Sheffer who was the TA head coach for many years. An online information session is tentatively scheduled for April 20<sup>th</sup> for 2010 athletes that are graduating from Track Attack.
  - Adventurers – We may need more communication between Adventurers and our other programs to ensure all skiers are aware of all events.
  - Racing Team – Hollyburn was well represented at Nationals. 14 athletes raced with many strong performances. BC Winter Games was a success; our athletes had fun and had great results. Thank you to coaches who supported these athletes. We may consider integrating Race Team and Track Attack skiers for the first Dry Land session in September.
  - Adult Program – The program wrapped up successfully. Nancy H. will continue with the program next year.
  - Coaching Coordinator – L2T dryland is scheduled for May 6/7 to be lead by Andrea Stapff. Location is still to be determined. **ACTION:** Morna will look into renting room in her complex for this course. **ACTION:** Heidi is preparing a list of coaches who will receive an honorarium and will provide this to Jenny.
  
3. **Past/Upcoming Events**
  - Volunteer Recognition – A successful event was held at Deep Cove Brewery on March 30 with super turnout of 82 volunteers. Big thanks for Andrea Frisque for organizing this event.
  - Sun Run – April 16 - The event is in two weeks with approximately 40 participants.
  - Fun Day – April 1 A very successful Fun Day was organized at Cypress by Anna Segelken and Noah Wilson with support from many Race Team Athletes. Skiers from Track Attack and Level 4 toured various station on the mountain. There were approximately 20 participants with 16 Race Team skiers supporting. Big thanks to Race Team members who showed great leadership at this event.
  
4. **Financials**
  - HCCSC – Grant Application Deadlines – Subcommittee met and recommends applications for the 2022/23 Hollyburn Athlete Grant must be received by June 30, 2023. The Grants Committee will meet a week after deadline to evaluate applications. **ACTION:** Shannon will follow up with Corinne to ensure this is updated into the policy and procedures.

- Gaming Grant – Jenny has prepared background information for our gaming grant application to support our request for additional funds. **ACTION:** Jen Gow will review and edit.
- Registration Fee Updates – Nordic Canada Fee Increase of \$2.00 – Executive decided to keep our club membership fees the same as last year.
- Electronic Banking – This has been implemented with Morna and Andrea as approvers. Jenny can review all transaction to ensure
- Operation Snowball – Operation Snowball raised \$8250.00 in just one week. Our club was 4<sup>th</sup> overall for donations for BC Nordic Ski Clubs. Thank you to Hollyburn members for your donation that will support our continued success. **ACTION:** Dirk will forward email from CCBC to Jeneen to thank her for her assistance.

## 5. Ongoing Business

- Registration – A number of volunteer jobs have been identified for specific events or roles for club members to volunteer for. A number of google documents are in development to support volunteers in their role. **ACTION:** Joanne and Andrea will develop template for volunteers to express interest in volunteer roles and Corrine will send a pre-registration link for key volunteers. **ACTION:** Shannon to see if Corrine can add a field to the registration asking “How many Cypress season passes are purchased in your family?”
- Replacement for Corinne – We may need to expand our search as we have limited interest. **ACTION:** Morna to prepare a modified job description for the bookkeeper position for distribution to club members.
- Long Term Strategic Plan – Heidi will suggest April 30<sup>th</sup> for Executive workshop as proposed by Gillian. Agenda to follow within the next week. **ACTION:** Morna will book facility for this meeting.
- CCBC Meeting – Early May – More information to follow.

## 6. New Business

- Injured Skier at Cypress – Our gratitude to extended to the coaches who managed this incident. The necessary report was sent to Canadian Snow Sport Association. The family was happy with how the coaches handled this challenge and the skier is recovering well.
- Communications with Cypress Regarding Season Pass Prices – The Executive has asked Cypress for advanced notice of the date ski passes will go on sale so we can communicate this important information to our members.
- Track Attack – “Junior Adventurers” Group Request – Track Attack is an inclusive program for recreational skiers and for skiers who want to race. We need to ensure our communications with families highlight these dual objectives.
- Executive – Any Changes **ACTION:** Dirk will follow up with Dave and Andrea if they are interested in continuing. **ACTION:** Heidi will approach a potential candidate for the registrar position.
- Club Calendar – To help with planning and coordination it would be beneficial to have a calendar of key events. **ACTION:** Megan will lead this task potentially in June depending on when CCBC announces the race schedule.

## 7. Next Meeting Sunday, June 4 at 6 pm at the Weaver’s home.