

**MINUTES - EXECUTIVE MEETING
HOLLYBURN CROSS COUNTRY SKI CLUB
Sunday, June 11, 2023, 7:00 to 9:37 p.m.**

Attendance: Dirk Rohde, Morna Fraser, Jenny Williams, Shannon Harris, Jake Weaver, Megan Sheffer, Marieve Legrand, Jen Gow, Heidi Horlacher, Andrea Frisque, Birgit Weaver, Dave Morris, Katya Ananyeva and Corinne Mounce.

Regrets: Joanne Fenwick, Andrea Hay

1. **Review of Agenda and Past Minutes** Move to accept minutes from May 04, 2023. (Heidi/Marieve). All approved.
2. **Introduction and Welcome to New Registrar, Kateryna (Katya) Ananyeva.**
 - Kateryna will attend Executive meetings in person or virtually.
 - Contract for Paid Positions? - **ACTION:** Corinne will develop a contract for registrar and bookkeepers' position for review by Dirk.
 - For invoice payment, Dirk will approve Kateryna time sheets.
3. **Program Reports**
 - Track Attack – CCBC approved application for seven pairs of roller skis.
4. **Past/Upcoming Events**
 - Upcoming Coaching/Officials Courses – A T2T (Dryland) workshop is scheduled for June 16-18 and a L2T (Dryland) workshop is scheduled for June 15-18 workshops in Whistler. The following courses are scheduled for the Fall: a L2T (Dryland) in Vancouver on October 21/22, a Community Coaching workshop in Whistler on Nov. 11/12 and on Nov. 18/19, a L2T (on snow) on Nov. 18/19, a T2T (on snow) on Nov. 24-26, and a Community Coaching workshop on Dec 2/3 These dates will be added to the Hollyburn calendar. The course schedule is available on the CCBC website, <https://www.crosscountrybc.ca/coach-workshop-schedule>.
 - Officials Course – We will offer a Level 1 Officials course on Oct. 29. The date is yet to be determined for a Level 2 Officials schedule to come
 - Upcoming Training Camps – Sept 15/16 Regional Dryland
5. **Financials**
 - With upcoming Executive membership changes there may be a need to update the signing authority and invoice processing protocols. Reminder that invoices will be processed on 15th and 30 if needed.
 - HCCSC - Grant Application Deadlines – We will encourage athletes to submit applications by June 20, 2023, for consideration.
 - Budget Update – Income is slightly higher than budgeted and while there are some outstanding expenses, we may carry forward approximately 25K to the next fiscal.
6. **Ongoing Business**
 - Hot Chocolate – The Adventurers coaches request that hot chocolate be available for sessions. We need to evaluate whether the Hot Chocolate Coordinators can manage additional requests or if we need another individual to coordinate additional requests.

ACTION: Megan, Marieve, Jen and Joanne will discuss further with coaches and coordinators and report back to the Executive.

- Registration – The number of Jackrabbit skiers and coaches is very similar to last year with approximately 165 skiers and a couple of skiers on the waitlist. There are several Race Team skiers who have not registered yet and Jake will send a reminder. There are 98 returning coaches, which is a little lower than last season, and there are several returning teen coaches.
- Calendar Update – Megan reviewed a template she created for the annual calendar, and she will distribute to the Executive for input.
- Replacement for Corinne – **ACTION:** Dirk to follow up with Jenny for an update on the bookkeepers
- Strategic Planning – Two strategic planning sessions with the Executive have been completed and the progress to date is excellent.
- CCBC Meeting – Hollyburn was represented by Dirk and Shannon. There are grants available to support Officials Training.

7. **New Business**

- Communication with Cypress – Once the dates for the Jackrabbit sessions are determined Katya will send these to Cypress for the session passes. **ACTION:** Dirk will send Cypress contact details to Katya.

8. **Next Meeting** Tuesday, September 19 at 7:30 pm.