

**MINUTES - EXECUTIVE MEETING**  
**HOLLYBURN CROSS COUNTRY SKI CLUB**  
**Tuesday, September 19, 2023, 7:30 to 10:00 p.m.**

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

1. **Review of Agenda and Past Minutes** Move to accept minutes from June 11, 2023. (Morna/Joanne). All approved. Move to accept agenda (Morna/Birgit). All approved.
2. **Upcoming 2023/24 Season Planning**
  - Pre-season Prep, Final Notifications, Cypress Passes – Track Attack held their introduction meeting, TeamSnap is fully operational and dryland training has started. The calendar on the website will be updated. All skiers on the Jackrabbit waitlist have been accommodated. Coaches are in place for all sessions except there is currently a shortage of coaches for Wednesday night. Details on the information meeting for coaches and parents will be finalized shortly.
  - Coaches and Other Volunteers – Most positions are filled but Track Attack still requires 3-4 coaches for both Saturday and Sunday mornings.
  - Website and Event Calendar Updates – **ACTION:** Joanne will coordinate website updates **ACTION:** Joanne will reach out to Andrew Pinfold regarding gear swap options.
  - Cypress Ski Tickets – Katya has sent inquiry to Cypress for update on passes.
3. **Past/Upcoming Events**
  - HCCSC AGM – The Executive discussed the benefits of hosting the meeting online. Tuesday, October 17 8:00-9:00 pm. Door prize TBC. **ACTION:** Morna will set up the Zoom link. **ACTION:** Dirk will send the AGM notification to membership two weeks in advance of the meeting. **ACTION:** Jake to arrange for two athletes to present to our membership. Each coordinator will present a short program update and Jenny will present the financials.
  - Ski Swap – The Ski Swap is planned for Saturday, October 14, 10:30-12:30 at Coast Outdoors. **ACTION:** Joanne will coordinate with Tim Runzer to coordinate if a fit kit is available for the ski swap.
  - Upcoming Coaching/Officials Courses - The following courses will be offered:
    - Officials Level 1 October 14
    - Officials Level 2 October 28/29 in Whistler
    - Zone4 Training Sessions – **ACTION:** Shannon will send email to Race Secretaries and Katya.
  - Upcoming Training Camps
    - TECK Regional Dryland Camp in Whistler was successful with seventy athletes participating.
    - Frozen Thunder for older Race Team athletes will happen in October
    - A Regional Snow Camp will be hosted by Whistler Nordics on Dec 2/3. Hollyburn support for coaches will reflect the proportion of Hollyburn athletes

attending the camp. **ACTION:** Jen G. will include these costs in the CCBC SDP grant application.

#### 4. Financials

- Budget – Financials for the previous fiscal are nearly finalized. This year Hollyburn received a Gaming Grant of 45K and the budget for the next fiscal is in preparation.
- CCBC SDP grant funds – There is a short window for application of funds, due in two weeks. Certain categories are eligible. **ACTION:** Jen G. will coordinate the application and Shannon will reach out to Maria for 2022 On Snow Coaches expenses.
- Adventurer biathlon funding – Our CCBC insurance does not cover biathlon events so Hollyburn cannot accommodate fees for biathlon events. Suggest that they contact WOP directly.

#### 5. Ongoing Business (Current Club Issues)

- Replacements for Corinne – The transition to our new Administration team of registrar and bookkeeper is complete.
- Long Term Strategic Plan – **ACTION:** Morna to email Gillian for update on next steps for plan.

#### 6. New Business

- TeamSnap restrictions impacting flexibility in participation – While the groups are coordinated using TeamSnap, there are several reasons athletes are asked to select a particular weeknight for skiing. Our coordinators have shared that our coaches prefer to be familiar with the skiers in their groups and the groups large size for each weeknight session, makes it very difficult to accommodate additional skiers on an ad hoc basis. **ACTION:** Jen G. will draft an email for Dirk to send address parents concern regarding weeknight skiing.
- Athlete grants – formalized process, voting, subcommittee members – The Executive discussed the benefits and challenges of standardizing the evaluation criteria of athlete applications. The applications vary each year making it difficult to develop standardized evaluation criteria. **ACTION:** Dirk will include recipients in Presidents Report at AGM. The Executive had a discussion on future needs for athlete support.
- WOP/Cypress reciprocal pass deal proposed by Nadine - **ACTION:** Shannon to follow up with Nadine regarding purchasing of bulk tickets. Discussion on reciprocal pass with WOP/Cypress. **ACTION:** Dirk to suggest to Nadine that WOP initiate discussions with Cypress regarding a reciprocal agreement.
- Volunteer appreciation – A volunteer appreciation pub night event, will be coordinated for either April 8, 9, 10 or 11<sup>th</sup>. There are leftover socks that will be sold by donation at Ski Swap. **ACTION:** Andrea will send a budget to Jenny for this event.
- Wax Hut – Official thanks to Dave who repaired the siding on our wax hut.

#### 7. Other

- Newsletter Timelines – Adjusted timelines for submission and publication were discussed to ensure timely sharing of information.
- Participation in Executive Meetings – Tim Blair will be included in future Executive meetings. **ACTION:** Dirk will include Tim on the invitation list.
- Team Van Insurance: **Motion:** The Executive grants Dave Morris signing authority for purchasing of team van insurance. Moved by Morna/Jen. All approved.

#### 8. Next Meeting Tuesday, November 21 7:30 pm at Morna's.