

AGENDA - EXECUTIVE MEETING
HOLLYBURN CROSS COUNTRY SKI CLUB
Sunday, November 24, 2024, 7:00 to 9:04 p.m.

Attendance: Katya Ananyeva, Tim Blair, Morna Fraser, Jen Gow, Shannon Harris, Andrea Hay, Heidi Horlacher Freya Kristensen, Marieve Legrand, Dave Morris, Dirk Rohde, Megan Scheffer, Birgit Weaver, Jake Weaver, and Jenny Williams.
On-line: Olivia Bornik and Alex Samur

1. **Review of Agenda and Past Minutes** – Move to accept minutes from Sept. 24, 2024. (Dave/Jenny). All approved. Move to accept agenda (Megan/Morna). All approved.
2. **Ongoing Business (Current Club Issues)**
 - Sharing pictures permissions – There are parents who have opted out of media consent during the family membership registration however Nordiq Canada has confirmed that their standard Zone4 media consent applies to our club. We will remove the Hollyburn specific media consent field on future registrations.
 - TA Exchange – Olivia provided an update on progress. 13 Hollyburn athletes and 14 Chelsea Nordiq athletes will participate in the exchange. Hollyburn will travel to Quebec between February 5-12. The Exchange Committee has planned events for Vancouver and Whistler including participation in the Lantern Ski. A formalized cost-sharing agreement with Chelsea to host the exchange has been negotiated where each club will be responsible for fundraising for their portion of the cost-sharing agreement. The organizing committee inquired whether the club was willing to provide financial support for the event. We tabled a discussion to the next meeting on a TA Exchange subsidy since a subsidy was not included in the Hollyburn budget. Hollyburn will donate Hollyburn branded socks and chocolate bars to the organizing committee. **ACTION:** Olivia will share fundraising plans with Dirk.
 - MEC Club Night – Potential for a future event.
 - SafeSport Policy implementation – The Subcommittee met with an individual who was keenly interested in SafeSport mandate but not the administrative duties. We issued a call for volunteers in the last newsletter. The SafeSport Committee has started assessing the verification procedure of the Board. **ACTION:** Shannon will finalize the remaining policies with Dirk as the SafeSport Contact for the club for posting to the website.
 - Long Term Strategic Plan - Heidi suggested a student may be interested in helping with the graphics for a school project. **ACTION:** Gill will share a draft with the Executive with the data from the survey in the appendix.
 - 2024/25 season
 - Registration update – Jen Gow provided an update. There are 152 athletes registered for the season with 13 bunnies, 64 level 1 and 2 Jackrabbits and 75 level 3 and 4 Jackrabbits. There is a reduction in Jackbunny athletes by approximately 50%. Jen prepared a synopsis of fees for the Executive. A brief discussion on our fees and how to address barriers for entry for the next season such as offering equipment for bunny skiers. The Executive has tabled this for a future discussion at the Spring meeting.
 - Volunteers needed (Jackrabbit & Volunteer Coordinators, Safe Sport Officer, Coaches) – The Presidents Report at the AGM highlighted the need for these key coordinators. The Executive discussed the importance of succession planning. **ACTION:** Marieve will compile a list of tasks for the Volunteer Coordinator. We have an interim Jackrabbit

Coordinator however we need further discussion on how to manage this. **ACTION:** Megan will discuss the Volunteer Coordinator role with a potential candidate.

- Cypress Fees for Jackbunnies/Jackrabbits – Katya reached out to Cypress for an update on the fees for passes. Cypress requested that we provide our membership list for cross-checking. Cypress has provided specific pricing for Hollyburn members. Future discussion was tabled for improvements to the registration process. **ACTION:** Katya will respond to Trudy.
- Newsletters – Thank you to Jennifer for her efforts to coordinate the newsletter. **ACTION:** Megan will find the planning document developed with Sonya and share with the Executive
- Website: **ACTION:** Dirk to get Gill will confirm that the webpage has key dates on the website.
- Executive structure – Tabled for future discussion.
- Terrain Park – **ACTION:** Tim will discuss the status of the terrain park with Cypress.

3. Past/Upcoming Events

- HCCSC AGM – October 17 – There was good turn out and useful content.
- Ski Swap – October 26 – Thanks to Coast Outdoors for hosting. There seemed to be less participation this year. There was limited success in selling Hollyburn's surplus skis, but we have secured NNN bindings to repurpose these skis.
- FIS North American TD Seminar – **ACTION:** Dirk will develop a briefing note with significant changes in rules for coaches and officials if any changes are relevant.
- Lantern Ski – January 3 Planning is underway. **ACTION:** Marieve will contact Joanne for guidance for Dani.
- Coast Cup, Invictus Test Event – January 18, 19 – Many Hollyburn members are volunteering for these two events. Dirk will be the Chief of Competition for the Test Event, and we will recruit participants from older Track Attack and Race Team athletes.
- Invictus Games Nordic – February 9 – For future discussions.
- Payak – February 22 Organization is underway. Request for Hollyburn to provide a donation to the Jackrabbit. **ACTION:** Dirk will forward a CVXC letter to the Executive requesting financial support.
- Biathlon – Sea to Sky has offered a Try Biathlon for Hollyburn skiers. **ACTION:** Dirk will inform Andrea that the Executive supports a Try Biathlon for Adventurers at WOP. The athletes will cover any costs.

4. Financials

- Community Sport Program Development Fund – Jen and Heidi's resubmitted proposal for consideration in the second intake period was awarded 2k
- SDP grant (Jen Gow) – Hollyburn was awarded a full grant of 3K. This will support 50% of the coaching fees for two development squad athletes, some equipment for Track Attack skiers, a Ski Day with BC Ski Team athletes and a Zoom session on skiing beyond high school with Aidan and Dustin Hay for BC Track Attack Skiers.
- Budget – Jenny submitted the gaming grant summary report.
- Accounts and funds tracking – There was a lot of questions at the AGM related to the categories presented in the budget. **ACTION:** A subcommittee of Morna, Shannon, Jenny, and Katya will meet to discuss this further.
- Online expense form – This is available for members however the old form will still be accepted.
- Other – Grant opportunity for Women in sport. Chelsea Little is considering applying to support Level 3 Officials training.

5. New Business

- HCCSC Shared Files - **ACTION:** Katya will resend the email describing how to upload documents.
- HCCSC Policies and Procedures update - These policies need to be reviewed by the Executive each year. A subcommittee will be established in the Spring.
- Cypress Redesign – **ACTION:** Jake will approach Mike Thomas to discuss Cypress's redesign and how we should direct our athletes. Freya and Beth will communicate any necessary changes to our members.

6. **Next Meeting** Monday, January 6th at 7 pm at the Weavers