



**MINUTES - EXECUTIVE MEETING
HOLLYBURN CROSS COUNTRY SKI CLUB
Monday, March 10, 2025, 7:15 to 9:25 p.m.**

Attendance: Tim Blair, Morna Fraser, Andrea Frisque, Shannon Harris, Heidi Horlacher, Marieve Legrand, Freya Kristensen, Dave Morris, Dirk Rohde, Beth Senichenko, Megan Scheffer, Birgit Weaver, Jake Weaver, and Jenny Williams

Regrets: Jen Gow

On-line: Katya Ananyeva

1. **Review of Agenda and Past Minutes** – Move to accept agenda (Marieve/Megan). Move to accept minutes from January 6, 2025. (Jenny/Heidi). All approved.
2. **Program Updates**
 - Jackrabbit – The season went well, and we were able to offer all events this year. Bunny enrollment was down by 50% and Jackrabbit enrollment was down by 10%.
 - Track Attack – 41 skiers attended Track Attack Champs where the banner was won by Hollyburn.
 - Adventurers – Many families are enthusiastic and want to maintain the momentum from this season. Karen Foan is willing to be a co-lead next year. They are organizing fall adventures for the group. An Adventurers Lead and the Program Coordinator should attend the Track Attack orientation session. Hollyburn has snowshoes in the waxing hut that can be used for Adventurers however, items such as crampons or running spike are not provided by the club.
 - Racing Team – The busy race season is nearly over. Hollyburn won the Aggregate Award at BC Championships for a second year in a row. Nationals start next weekend in Canmore with 23 athletes from Hollyburn attending. This year there were 42 athletes on the race team.
 - Adult Program – There were 15 participants at each session. Many thanks to Nancy who leads the program.
 - Coaching Coordinator – Training, communication, and teamwork are going well. Next seasons training needed are currently being considered.
3. **Ongoing Business (Current Club Issues)**
 - TA Exchange – Both trips went very well. The organizing committee recommends another exchange in two years. The movie night fundraiser was very well attended by Jackrabbit skiers.
 - SafeSport Policy implementation - We have added Carla and Andreas as our SafeSport Contacts to the contact us page of our website and have added a banner that includes the Canadian Safesport hotline contacts in the SafeSport Policies section of our website. Next step is screening of Race Team volunteers.
 - Long Term Strategic Plan – Update - Feedback was received from one club member and a few Executive Members. Suggestion for more communication for recruiting teen coaches, suggested we consider a Coaches Kick off Camp and many suggestions for Cypress. No one has stepped forward to our call for graphic design. **ACTION:** Marieve will provide contact information for a potential lead to Jill Vines for follow up.

- Jackrabbit Program Coordinator – The Saturday Jackrabbit Coordinator may be interested in being a co-coordinator for the Spring registration and will be able to confirm her availability for the fall by the end of the month.
- Volunteer Coordinator – This position is still vacant. **ACTION:** Marieve will follow up with a potential contact.
- Newsletters – Next newsletter will be released April 22. This newsletter can include registration information. Lisa Malin is interested in authoring an article for a future newsletter.
- Wax Hut – Thanks to Owen Owens for rebuilding the stairs. **ACTION:** Dirk will solicit input on wax hut repairs from Executive.

4. Past/Upcoming Events

- Coast Cup #1, Invictus Test Event – January 18, 19 - There was good participation at both events. Thank you to all who supported these events.
- Invictus Games Nordic - February 11 – This was a very successful event. We received great feedback from competitors and spirits were high throughout the event. Thank you to all volunteers for ensuring this event was successful.
- Grant Reporting/Applications – Jen Gow provided the following updates:
Kaltire SPD grant: The final report was provided to CCBC who will review the report prior to releasing \$2,000 in funds. CSPD grant subsidising coach training/resources: A draft of the final report is nearly complete for submission at the end of this month. NWSDA grant subsidising Coach Adam's salary: A draft of the final report is nearly complete and on track to submit by March 31st. The remaining \$1K of funds will be released after submission of the report. The data show gains in athlete development and athlete retention to the Race Team which bodes well for requesting renewed funding from this source next year. BC Community Gaming grant: The application is via a new system this year. Katya and Jen G. have access to our BCiED account. **ACTION:** Katya will help Jenny obtain access.
- Payak (Discount Codes) – February 22 - Katya is following up with Hollyburn members who incorrectly used the discount code. The event saw good registration with moderate participation.
- Volunteer Appreciation April 11, 7-10 pm at the Hungarian Hall – The hall rental fee is \$100/hr plus \$60 for cleaning and the Hungarian Hall will provide a bartender. We discussed having a slide show and volunteer call out at the event. All volunteers plus one guest are invited. Julia will coordinate the preparation of appetizers for the event. **ACTION:** Jenny will confirm the budget. **ACTION:** Katya will send a Zone4 Hold the Date for the Volunteer Appreciation Event. **ACTION:** Dirk will get Jeff to put this event on the calendar.
- CCBC Annual General Meeting & workshop – This will be an in person meeting this year on May 9-11. Dirk will be attending on behalf of the Executive and Noah Wilson will be attending as a student representative. If another Executive member is interested, please contact Dirk.
- Fun Day – The last day at Cypress may be on Sunday, April 13th **ACTION:** Heidi will confirm Noah is available to coordinate and Megan will confirm Anna is available.
- Track Attack Graduation Meeting – A Zoom call for Race Team and Adventurers will be scheduled for Monday, April 30th at 7 pm. **ACTION:** Freya will coordinate this meeting.
- Adventurers Event – Snowshoes are available in the wax hut for use by Adventurers. Crampons/show spikes are not provided by the Club.

5. Financials

- Budget – Financials were distributed via email. Budget line for ski purchases is currently under budget though there are some small expenses remaining. The Ski Exchange and

Invictus Games are using our accounts as a flow through and will zero out once complete. The budget for our assistant coach will not be fully expended.

- Fundraising – Project Snowball should be offered next year. No fundraising is planned for this season.
- Head Coach Succession Plan – More planning is needed to explore the pathway forward. There are some young coaches moving to the region who may be a good fit for the club. **ACTION:** Jake/Megan will explore a couple of options as supplemental coaches for this upcoming season. **ACTION:** The committee (Heidi, Megan, and Jenny) will review Race Team fees for 2025/26.
- Bank Signatories – Our current registrar and treasurer is not currently registered on our accounts. Jenny and Katya should be set up as bank signatories. **ACTION:** Morna, Jenny and Katya will meet to determine a path forward.
- Club Zoom Account – Jen Gow found a Zoom Pro account (1-99 users) costs CAD 17.91/month/user, billed annually or CAD 21.49 billed monthly. It was suggested the club obtain an account that can be used in various capacities e.g. Adam can use it for his remote coaching, Executive can use it for meetings (AI companion new feature can produce minutes summary for human review), coordinators can use it for info sessions with families and coaches. Cost could be added to gaming budget. **ACTION:** Jen Gow will comment at the next meeting if Teams is an option.
- Grant Applications – Equipment to support the Bunny Program may be required.
- Other - Hollyburn Valentine gift - big thanks to Joanne who purchased and coordinated

6. **New Business**

- Incident on Hollyburn Ridge – A Hollyburn skier was involved in an incident with a member of the public. Morna has been unsuccessful in her attempts to contact this member of the public. An Incident Report was submitted to CCBC. At future coaches meetings we will share that the CCBC form should be completed and submitted to President and CCBC if an incident occurs. **ACTION:** Dirk will follow up with CCBC to determine if a different incident report is available as the version used in this case was tailored for an incident at a race.
- Canadian Nationals 2027 Bid – Jake and Dirk are starting a discussion whether Hollyburn should submit an interest in hosting Nationals. A formal bid must be submitted a year in advance. There is general agreement to continue exploring this option. CCBC has also asked if Hollyburn would be interested in hosting BC Champs in 2026.
- Volunteer Training Camp – Executive discussed feasibility of hosting a volunteer training opportunity in a calm setting not in a race environment. Potentially done in coordination with BC Provincial Camp.

7. **Next Meeting** Monday, April 28, 2025, 7-9 pm at Weaver's household.

8. Motion to adjourn, Morna