



**MINUTES - EXECUTIVE MEETING
HOLLYBURN CROSS COUNTRY SKI CLUB
Tuesday, June 17, 2025, 7:30 to 9:30 p.m.**

Attendance: Katya Ananyeva, Gillian Aubie-Vines, Morna Fraser, Andrea Frisque, Jen Gow, Shannon Harris, Heidi Horlacher, Freya Kristensen, Marieve Legrand, Dirk Rohde, Beth Senichenko, Megan Scheffer, Birgit Weaver, Jake Weaver, and Jenny Williams.

On-line: David Humphreys-Track Attack Head Coach, Andrea Frisque

Regrets: Dave Morris

1. **Review of Agenda and Past Minutes** – Move to accept minutes from April 28, 2025 (Morna/Heidi). All approved. Move to accept minutes from May 12, 2025 (Morna/Jenny). All approved.
2. **Ongoing Business (Current Club Issues)**
 - SafeSport Policy Implementation - Coordinators are in place. Implementation is in progress, with all Executive Members having submitted proof of course completion. Submissions from Race Team support volunteers will be coordinated next. **ACTION:** Shannon will obtain the list of Race Team Support volunteers from Megan & Katya to start the verification process. E-PICs for Race Team volunteers that accompany skiers on trips will need to be initiated.
 - Long Term Strategic Plan - Graphic design is complete. **ACTION:** Jill will send to the Executive for one last review.
 - Jackrabbit Program Coordinator – no update. Beth and Jane will support the program next season.
 - Volunteer Coordinator - Olivia is our new coordinator with support from Marieve.
 - Wax Hut Improvements – No update. **ACTION:** Marieve will follow up with committee to coordinate a meeting to gather feedback from committee members and address space efficiency issues.
 - 2025/26 Season
 - Zone4 Registration – Registration went well however a number of challenges were encountered. We delayed the opening of registration due to a Zone4 issue and the considerable number of registrants who signed in to Zone4 at the same time resulted in individuals being added to the queue. Additionally, in previous years all coaches qualified for the \$50.00 key volunteer discount and access to the early registration period, however this year only weekend coaches qualified for those benefits. After some discussion, the Executive decided all coaches would qualify for early registration and the key volunteer discount. **ACTION:** Heidi will reach out to all coaches to inform them that they have the option to receive the \$50.00 credit. Heidi commented that the registration form is overly complicated. **ACTION:** Katya and Jill will review the registration form for opportunities to simplify the form.
 - Volunteer Positions-All key positions are filled.
 - Executive Members-If anyone is not planning to run again, please let Dirk know.
 - Other-no business

3. **Financials**

- Budget and Fees - Jenny reviewed the financials emailed to the Executive prior to the meeting. We are projecting a healthy surplus. **ACTION:** Jenny will ensure our account balance is still compliance with Gaming Grant guidelines. **ACTION:** Jake will purchase wax supplies before the end of August. **ACTION:** Beth and Marieve will investigate the feasibility of ski purchases for Jackbunnies. There was some confusion regarding the ski pass reimbursement policy for coaches who no longer have kids in the program or for coaches who volunteer significantly. The intension was for the honorarium to cover the cost of a pass up to a maximum of \$350.00, not to exceed the cost. The Executive needs to review and clarify the policy. **ACTION:** Morna will send the policy to the Executive for review.
- Head Coach Succession Planning – After receiving positive references, we are close to having a signed contract effective July 20th, 2025, for the 2025-2026 season.
- Grant Reporting/Applications – We have received the final payment of \$1K from the NWSDA grant and \$2K from CCBC SDP grant. The following grants were submitted and are under review: BC Community Gaming Grant, NWSDA grant (for money towards Coaches Adam & Fred), ViaSport Lead Forward grant (for money towards pro-d workshops on women in sport for coaches and Exec). We should know the outcomes for all by end of July.
- Bank Account Signatories – This is underway to remove individuals no longer on Executive and to add two current Executive members.
- Club Zoom Account – Jen G. arranged for a discounted non-profit account for the club. The Executive supports the hierarchy protocol suggested by Jen for scheduling priorities. Hierarchy for priority for use: annual program coordination meetings>Executive board meetings>athlete/coach meetings>other organisational meetings e.g. subcommittee meetings. Katya holds the account and has the login details. The Executive, program coordinators and paid coaches be given access to minimize administration and to support spontaneous use. Other club members needing to use the account e.g. volunteer coaches, can request meeting set up through Katya. **ACTION:** Katya will circulate details for booking meetings.
- Cypress Nordic Advisory Group – Study Contribution – It will be difficult to find funds to support a trail improvement survey that informs a private body. **ACTION:** Dirk will advise Norm this should be separate from Hollyburn, but our club can assist with communicating with our members.
- Athlete Grants- Given our surplus, the budget for the Athlete Support Grant can be fully allocated. **ACTION:** Megan and Jake will send invitations to athletes to apply by July 15, 2025. Dirk, Morna and Jenny will review submissions in July. There was a request to review the Athlete Grant policy at our next meeting and to clarify and communicate the club's financial support for high-performance athletes, particularly given recent fee increases for racing programs. Jill offered to help with this communication need.
- **Off-Piste Skiing and Non-Club-Approved Trips** A coach recently expressed concern about the limited number of non-race events available to Track Attack skiers and proposed organizing off-piste, backcountry ski trips. While we appreciate the initiative, we want to clarify the club's position on such activities.

Hollyburn has a long-standing tradition of supporting club-organized trips to Cross Country BC (CCBC)-sanctioned events, such as BC Cups and Track Attack Championships. These events are a core part of our programming and are approved based on format, safety, and insurance considerations. Other types of trips or activities—especially those outside of sanctioned events—must receive club approval. One of the key factors in this approval is whether the activity falls within our insurance coverage.

Hollyburn follows the Long-Term Athlete Development (LTAD) model, which does include some off-piste skiing. In line with this, the Executive supports limited off-piste skiing at Cypress Mountain only, where natural snowfall can create fun and accessible off-trail opportunities close to the main trails. This area is within the reach of ski patrol, providing an added layer of safety. However, we do not support or endorse backcountry skiing outside of Cypress Mountain. The risks involved in the Coast Mountains, including avalanche hazards and lack of rapid emergency response, make such outings incompatible with our program's safety standards. Additionally, the club does not have the capacity to provide transportation to backcountry locations, which raises equity and access concerns. For similar reasons, we cannot endorse carpooling organized independently by families. Lastly, we are not equipped to offer multiple concurrent programs for 10–12-year-olds, which further limits our ability to support unofficial or separate activities. **ACTION:** Dirk will inform the coach that the club does not support off-piste or backcountry skiing outside of Cypress Mountain as part of the Track Attack program.

- Policies and Procedures Update – **ACTION:** Jill will create a list of policies that need updating.
- Other-**ACTION:** Marieve will check with Joanne when to archive TeamSnap. TeamSnap for 2024-25 TeamSnap will be archived by mid-July, after registration is complete.,

4. **Past/Upcoming Events**

- CCBC AGM/Workshop – May 9-11 Dirk, Heidi and Noah Wilson attended an in-person AGM in Kamloops where Noah shared the athlete's perspective. There was a good exchange of information with some shared challenges.

5. **New Business**

- Club Planning Meeting with WOP-**ACTION:** Dirk will send out a Doodle poll for a WOP meeting in the second week in July.

6. **Next Meeting** Sunday, September 14th at 6:00

7. **Motion to adjourn:** Morna