

MINUTES - EXECUTIVE MEETING
HOLLYBURN CROSS COUNTRY SKI CLUB
Sunday, September 14, 2025, 7:00 to 9:30 p.m.

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

Online: Olivia Bornik

Regrets: Jake Weaver

1. **Review of Agenda and Past Minutes** – Move to accept minutes from June 17, 2025 (Jen G./Marieve). All approved. Move to accept agenda (Morna/Dave) All approved.
2. **Ongoing Business (Current Club Issues)**
 - 2025/26 Season
 - Zone4 Registration (update; phone numbers in form) - Total registration is a bit lower than last year. BR=still low as in previous years, JR=136 skiers with 2 on the waitlist, Sunday afternoon is limited by number of coaches, TA=81 skiers, RT=44 skiers, Masters=20 skiers, Adventurers=25 skiers with 12 on Saturday and 13 on Sunday. **ACTION:** Katya will forward the Zone4 email related to submission of SDP fees to CCBC to the Executive.
 - Calendar Updates – If there are any changes to the calendar, send email to Jill.
 - Website Updates – Send website updates to Jill
 - SafeSport Policy implementation – Race Team volunteers received notification, as identified by Megan, requesting verification of their completed SafeSport training. The next step is for high-priority volunteers to complete a Criminal Record Check (CRC). **ACTION:** Heidi, Megan, and Shannon will determine which individuals are on the high-priority list. At team meetings, coaches should introduce our SafeSport Coordinators, Carla Greer and Andreas Sandall. Additionally, a poster with appropriate contacts is needed for posting in our Wax Hut. **ACTION:** Shannon will create a poster in consultation with Carla, Andreas, and Megan. Katya confirmed that applying for a CRC requires an access code from the club.
 - Long Term Strategic Plan Update – The plan is in the final stages. **ACTION:** Jill will send the final draft to the Executive for review. The implementation plan, including success to date, is on Jill's to do list.
 - Wax Hut Improvements – Olivia is in the process of setting up a meeting and will provide updates at the next meeting.
 - Off-Piste Skiing and Other Club-Unapproved Trips – Jill reviewed the draft policy for off-piste skiing. Scott Nelson, attending as a guest, identified gaps in the policy. For instance, what does remote mean? There may be a need for clear definition of the ski boundary e.g., under Powerline or skiing to the cabins for Lantern Ski. Clearer language in "Prohibited" section of the policy of inbounds vs out of bounds is needed. Scott feels that Nordiq Canada's mountain touring policy is not clearly defined. **ACTION:** Jill will update the policy to address these concerns. Jill will share the second draft with Scott for comments and feedback. Jen G. identified the potential need for a policy for backcountry summer trips.
 - New Head Coach Update – Fred officially started in July and the feedback from athletes, coaches and parents has been great. He is getting opportunities to integrate into CCBC activities.

- Cypress Nordic Advisory Group Update – Dirk shared the Executive’s feedback to the committee. An alternative trail route for Jackrabbits to access the cabin is currently being discussed. Cypress is doing trail maintenance such as brushing which will be helpful for early season conditions.
- Policies and Procedures Update – Jill reviewed the Policies and Procedures document and identified eleven areas that need updating. **ACTION:** Jill will reach out to specific individuals for support. **ACTION:** Olivia will investigate how other clubs track volunteer hours.
- Zoom Account Update – **ACTION:** Megan, Katya, and Freya will discuss a guidance document, and Katya will circulate to the Executive for review and discussion at a future meeting.
- Too Many Events on Saturdays – There are several Saturday events scheduled in February at WOP (Payak, BC Champs and CC4) so the last session at Cypress will be in mid-February. Morna confirmed that Delores is open to changing the date for Coast Cup #4; however, since the dates have already been published in the CCBC magazine, a change may not be permitted.
- Club Clothing – Marieve is working with Tim to identify a new supplier for the parkas.

3. Financials

- Budget – Jenny circulated the financials prior to the meeting. We have a \$27K surplus from the last fiscal, however there are a few outstanding invoices for submission. Jenny confirmed our bank balance is still on side for our gaming grant. **ACTION:** Jenny will investigate reserved funds. The Board discussed declining JackBunny enrollment. We need to table this discussion at a future meeting. Jenny requested and received input for various line items in the budget, however there are several areas that need input. The Executive discussed the current state of the Club van, the balance of the van replacement reserve and when we should anticipate replacement. **ACTION:** Dave will provide a forecast regarding van replacement at the next meeting. We will not hold our fundraiser, Operation Snowball, this year. **ACTION:** Jenny W. will create a budget, seek input when necessary, and circulate it to Executive.
- Grant Reporting/Applications Updates - We received \$47,250 from gaming with no concerns from Gaming. We received a Lead Forward Grant for \$2,000 for coach and Board training on gender inclusivity via online module and facilitated sessions. The Kal Tire SDP grants from CCBC will be applied for again this year for \$2,000 of funding. Hollyburn will apply for funds for a dryland field kit and youth coach wages. Since there are more eligible youth coaches this year and the maximum grant amount is 2K, we will not apply for funds for the Ski with the BC Ski Team. A ViaSport grant for Coach Development will also be applied for.
- Athlete Support Budget – The Athlete Financial Support Policy provides financial support to long term members to attend Nationals and/or International Competitions and High-Level Training Opportunities subject to Club finances. The budget has increased in recent years due to higher number of Hollyburn skiers now skiing after high school and some concern was expressed regarding the transparency of this budget, how the budget is allocated and the increased budget for Athlete Support given higher coaching costs and higher Race Team fees. **ACTION:** Andrea, Jen G., Jenny W., Jake, and Olivia will form a sub-committee to discuss the policy further.

4. Past/Upcoming Events

- Meeting with WOP & other Sea to Sky Clubs - Morna attended on behalf of Hollyburn and reported shared use of the Flex Space may be limited this season. **ACTION:** Shannon will follow up with WOP on renting a wax cabin for the season.

- Ski Swap - Marie Claude will coordinate the swap again this year. She will investigate if Coast Outdoors is available to host on October 25 or 26. The virtual Ski Swap Google document has been updated and will be shared with Club members again this year.
ACTION: Katya will send Virtual Ski Swap spreadsheets to club members.
- HCCSC AGM – Zoom meeting – The AGM will occur on Tuesday, October 21 at 7:30
ACTION: Dirk will ensure our membership received proper notification of the AGM.

5. **New Business**

- “Help with Payak” as a Volunteer Position – The Payak Committee has asked if we can include a Help with Payak as an additional volunteer options on next year’s registration. The Executive feels that the Race Volunteer option in the registration adequately covers this request. Hollyburn members do provide significant volunteers for this event without this additional field in our registration. Olivia suggested a Volunteer Information Night to explain the various volunteer roles. **ACTION:** Olivia will present on volunteer opportunities at the AGM.
- Club Administrator/Registrar – Katya will be transitioning out of this role, and the Executive will need to search for another Club Administrator/Registrar. Katya provided feedback for the ideal person to the Executive. The Executive thanked Katya for many years of service and for agreeing to help with the transition. **ACTION:** Katya will check for job description and share with Executive. Shannon will ask Jennifer to look for our previous advertisement.

6. **Next Meeting** - Sunday November 9, 2025, at 6:30 PM