

MINUTES-EXECUTIVE MEETING
HOLLYBURN JACKRABBIT SKI CLUB

8:30 pm

Thursday, January 29, 2009

Executive members in attendance: Norm, Dirk, Morna, Anna-Louise, Tammy, Russ, Jake, Diego, Birgit, Bob

Volunteers in attendance: Jeff Sim - Track Attack Coordinator

Staff in attendance: Abi

1. Welcome and approval of November 2008 minutes
 - Minutes approved, and will be posted on the website for members.
2. Approval of agenda and any additions
 - No changes
3. Registrar Report
 - Birgit stepping down at the end of this season. She is writing a job description for the incoming new registrar. Considering budgetary restrictions, this may become a paid position in the future.
 - Timing of registration with respect to the Cypress pass sales time should be considered.

ACTION: Dirk, Jake and Birgit to meet to consider the timing of registration, as well as possible fee adjustments for racing team members. Consideration of an increased fee in lieu of volunteer hours should also be considered (see item 5).

4. Coaching Coordinator Report: Russ
 - All coaches have been through their training, with lots of positive feedback. Still working on getting consistency in coaching.
 - A database should be maintained with all qualified coaches, follow-up reminders, and where they are in their PCE (Practical Coaching Experience) process.
 - HJSC has been acknowledged by CCBC and CCC as a good example of a club getting their coaches through their training levels.
 - Russ will be sending out reminder e-mails to coaches regarding upcoming training sessions with Abi to the end of February.

ACTION: Dirk will follow-up on any existing coach's database, and discuss with Russ any changes that are needed.

5. Skill Development Program Report - Bunnies/Jackrabbits/Track Attack

- Diego reported on the Level 3/4 Program:
 - There are still details to be worked out this year.
 - The weeknight skiing is becoming more popular, and more coaches are needed, especially on Wednesday evening. Coordinators are also needed next year for these evening sessions.
 - There are many new volunteer coordinators and coaches this year, with lots of questions. It is particularly challenging if two new coaches are working together. It was mentioned that some good resources for coaches can be found in the training course binder.
 - There were a few minor injuries, which were dealt with. The club procedure is to document any injuries (forms can be found in the file box on the shelf above the window), and then recommend that the injured skier consult a doctor.
 - An inventory of skis was carried out.

ACTION: Norm to send out an e-mail to members asking for donations of shorter poles (130-140), and smaller skate skis for next year.

- Jeff reported on the Track Attack program
 - This is a difficult transition year for the program. Some groups are more challenging with a wide range of skill levels, now that they are in age groups as opposed to skill levels. Evenings are getting busier, with more links being made to the racing team.
 - Recommends a good evaluation of the change be carried out. Jeff recommends working closely with the skill development program so that kids can be moved to the right level and grouping.
 - Suggests that the Club hold a discussion about volunteerism. Some clubs (e.g. gymnastics) ask that parents pay an increased fee to replace their volunteer hours.
 - More volunteers are needed.
 - Suggests an end of season de-brief on the program structure to set future directions for next year.

6. Teen Program Report

- Morna reported that the program is running smoothly.

ACTION: Norm to send out an e-mail asking for everyone to bring 12 cookies on the Feb. 22 weekend for the cookie loppett.

ACTION: Morna to work with Adventure Smart to set up a snow safety session for teens and the racing team.

ACTION: Dirk to look at registry of previous coaches to find some backups for Morna.

7. Racing Program Report: Jake and Abi

- Good participation by kids at workouts and races. The van is adding a presence for the Club at races. Racers will help at the Midgets (lead warmups etc.)
- Some kids are getting good provincial results. It was stressed that the program is open to all kids who want to do races, regardless of skill level.

8. Treasurer Report

- Income is slightly below forecast, due to a decrease in expected sponsorship. Registration, raffle ticket sales, and income from Club events are all forecast slightly higher than originally budgeted.
- Expenses are higher this year, mainly due to higher than anticipated costs for the head coach salary and related costs, and two extraordinary items: \$35,000 for the wax hut, and \$32,000 for the club van. The club is using up its \$40,000 cash reserve and \$30,000 term deposit to cover these costs.
- Sponsors for the Midget Championships, and for the Club in general, are needed.

9. Head Coach Check-In: Abi

- Abi has been sending out a weekly e-mail update of upcoming events, which has been well received.
- A disciplinary issue was discussed regarding behaviour on a racing trip. Abi and Jake will follow-up with appropriate disciplinary action. Abi is considering instituting a Code of Conduct.

10. Governance/Decision Making

- Norm reiterated that any major changes should be discussed with the executive prior to notices going out to club members. In urgent situations, decisions may be taken quickly without consultation with the executive, but the decision will not be communicated to club members as an executive decision.

11. Issues at Cypress and steps to deal with them

- Bill Cooper, the manager at Cypress, has some concerns with HJSC. He will meet with any available coaches after the classes to discuss these issues.

ACTION: Norm will draft a note to send out to all club members ASAP regarding appropriate behaviour and other issues related to Cypress.

12. Program Structure for next year

- Deferred to next meeting.

13. Update on usage of wax/storage space at Cypress and skate skis

- Wax disappearing from the wax hut. Everyone is reminded that the wax should

stay in the hut. Abi will mention this in an upcoming newsletter.

- Russ reported that the space is working very well for training sessions for the racing team.

14. Upcoming Events: Fun and Sprint Days, Midget Championships, Volunteer Appreciation

- The Feb. 14/15 weekend is Sprint Days, and Feb. 28/Mar.1 is Fun Days.
- Volunteer appreciation night will be held on April 1.

ACTION: Diego to let Bill Cooper know about upcoming special events.

ACTION: Norm/Dirk to ask for a donation of a small metal filing cabinet in an upcoming e-mail to Club members.

ACTION: Jake to check if Rugby Club is available for Volunteer Appreciation night.

15. Cypress & Callaghan operation for 09/10

- Deferred to next meeting.

16. Other Business - new website

- Deferred to next meeting.

17. Next Meeting

- Next meeting to be held on April 23 at 7:30 pm, location TBC.