



**MINUTES  
EXECUTIVE MEETING  
HOLLYBURN CROSS COUNTRY SKI CLUB  
November 17, 2010, 8:00 to 10:00 pm**

**Morna's House – 634 Windsor Road East, North Vancouver (604-988-4011)  
(Basement entry near back, left-hand side of house)**

**Attendees**

Morna Fraser, Vice President  
Alison Heath, Skill Development Program Coordinator  
Kurt Foellmer, Director-at-Large  
Yoel Guttman, Director-at-Large, Track Attack Coordinator  
Mo Handford, Treasurer  
Barb Melhuizen, Registrar  
Dirk Rohde, President  
Karen Snyder, Secretary  
Russ Stothers, Coaching Coordinator  
Birgit Weaver, Director-at-Large  
Jake Weaver, Racing Program Coordinator

**1. Welcome & Review of Past Minutes (5 min)**

Welcome to Kurt and Alison, new Exec members. Minor changes to past minutes noted, October minutes approved.

**2. Time Limits on Agenda Items (5 min)**

The group agreed to try to keep to the suggested time limits, and put new issues that arise into a “parking lot” for discussion at the next meeting.

**3. Program Reports (brief updates)**

- SDP – Alison (3 min)

Alison and Russ sorted through the groups and have assigned coaches and children. There will be an all coaches meeting on November 22. Alison plans to have the group of coaches meet their colleagues coaching at the same level, as well as coordinate with their session coaches. For 2010, there are 50 Jackrabbit coaches, 16 Track Attack coaches, 5 Racing Team coaches and 5 Adventurer coaches.

- Track Attack – Yoel (3 min)

This year, there are 73 kids, 16 coaches, and 7 kids who are new to the Club on Saturday morning. There have been three dryland training events, including an orienteering session, and there will be at least two more dryland sessions planned. A half-day Snow Camp will be held on December 4 at the Whistler Olympic Park, and Yoel hopes to have a coach training session on December 5. The Coaches meeting and allocation of kids went smoothly and Yoel is preparing the communications for the season.

**Action Item: Russ to ask Jessica about offering to lead a coach training session.**

- Racing Team – Jake (3 min)

Registration is complete and there are about 22 kids. It is a good, well-rounded group, balanced between older and younger members, female / male, teen and performance racers. There is good morale and the parents are more involved. A dryland camp was held in September, and a snow camp in mid-November. Currently, the group is getting organized for races in early December.

#### 4. **Name Change Follow-up** (10 min)

We are officially the **Hollyburn Cross Country Ski Club**. The transition will take a while, as many things need to be changed, including the website, all documents, logos, etc. It was agreed to make the changes in steps, indicating that the transition will take a while.

**Action Item: Alison will draft a ‘press release’ regarding the name change.**

Instead of a competition, it was decided to invite all Club members to submit ideas for a new logo. One possibility is to post all the suggestions onto the website as recognition.

#### 5. **Upcoming Season**

- Registration report – Barbara (5 min)

The registration went reasonably smoothly with no panics. Barbara managed to get most of the waiting list into the registration, and a registration notification list has been started for next year. The only way for the group to grow is to get coaches to commit earlier as this will allow a better idea of capacity. It is possible to reconsider the kids: coaches ratio, however we are also bound by the limits placed by Cypress on our registration. Dirk reminded the Executive to suggest that families who are not able to participate in our Club can take lessons with Cypress Mountain. He also noted that there were some great improvements to the registration program that helped the registrations run more smoothly this year.

***Future Agenda Items: Coaching Ratios, Prioritizing returning families, Discussion of capacity with Cypress, Coaching levels***

- Volunteer follow-up (5 min)

The Club needs a volunteer coordinator to help assign people to various tasks. Dirk will cover the volunteers on the Race Committee. After some discussion it was agreed that Barb would take on some of the volunteer coordinator duties, and Morna will help her out. She

will follow up with parents who marked “Other” as necessary. For any families who did not volunteer, she will follow up with specific choices. It was noted that one individual is interested in supporting the Club with grant-writing, and may be able to help Dirk with securing sponsorships.

**Action: Barb will distribute the list of potential volunteers to the Exec to determine the appropriate assignments.**

- T-shirts, calendars, etc. (5 min)

**Action : Jake will follow up on coordinating toques (instead of T-shirts) this year.**

**Action: Barb will coordinate the calendars**

- Parents coaching own children (10 min)

After some discussion, we confirmed that the general policy of the Club that parents do not coach their own children. Individual circumstances may require adjustments of that general policy. It was noted that this topic is explained on the website.

- Upcoming events – Coast Cup, Midget Championships (5 min)

Bob Putnam is the Chief of Course for the Coast Cup #1 on Dec 11<sup>th</sup>. Dirk is still seeking a race secretary. Barb may take this on as part of her job. Dirk noted that the Club needs to get more people involved in officiating. Yoel stated that he has several people in mind to help out with the Midget Championships.

**Action: Russ will ask Tammy for a list of the tasks for the Midget Championships.**

<Break> (10 min)

#### 6. **Financial Report – Mo (15 min)**

Mo had only one comment – it appears that the Club is bringing in \$5000 more than expected in registration fees. This is probably due to the change in the discounts previously offered to coaching families. Barb mentioned that there were no comments about the change in the discount this year.

**Action: Mo will look into pre-paid VISA gift cards as an alternative to a Club credit card for travel and other expenses.**

#### 7. **Scholarship/Bursary and Kajsa’s Request (15 min)**

The Executive discussed Kajsa’s request for support as well as the expectations of sponsors for potential scholarships. It was clear that the bursary issue is not about the qualifications and needs of any individual. It was also noted that clarifications are needed whether to keep sponsor’s donations accounting separate from the rest of the Club budget. We agreed that as a not-for-profit Club, the fiduciary process for all members needs to be open and transparent. The newly approved Strategic Plan does not address this topic either. Since we do not

currently have a process or criteria for determining eligibility for financial support of former Club athletes, we cannot support anyone at this time.

**Action: Mo will ask Haywood about their expectations for their donations to the Club, particularly with regard to scholarships.**

**Action: Mo will also look into the process of supporting athletes at other Clubs.**

A motion was approved for Dirk to respond to Kajsa's request by explaining that the Club does not currently have the mandate or infrastructure to sponsor anyone at this time. We appreciate having this called to our attention and will look into possibilities for the future.

In addition, the Executive agreed to offer to pay Kajsa to train parent coaches. She will be offered \$35 per hour as well as any mileage expenses for travel to Cypress Mountain from Whistler.

#### **8. AGM Review (5 min)**

Thank you to Different Bikes for hosting the AGM. There were 28 members in attendance, about the same as previous years. The names of the attendees will be added to the AGM minutes.

**Action: Karen to add attendees to AGM minutes and make any other changes.**

#### **9. New Business (5 min)**

Bob Putnam has ordered new skate skis and bindings for the Club. He will coordinate some NNN binding with mostly SNS bindings.

Dirk continues to make modifications to the website. Please send any other ideas, such as changes to the calendar to him.

#### **10. Next meeting (5 min)**

**Next meeting scheduled for Monday, January 24<sup>th</sup>, at Morna's house.**