



**MINUTES - EXECUTIVE MEETING
HOLLYBURN CROSS COUNTRY SKI CLUB
Monday, June 22, 2011, 8:00 to 10:00 p.m.**

Morna's House – 634 Windsor Road East, North Vancouver (604-988-4011)

Attendees

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

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

Minutes accepted with minor changes. We agreed that review of minutes is for accuracy only.

Action Item: Checking action items should be another agenda item.

2. Future Meeting Formats (10 min)

We discussed a number of ideas to improving meeting efficiency and productivity.

- a) Time limits should be suggested in the agenda and adhered to in the meetings.
- b) Draft agenda – Agenda items should be accompanied by an idea of the action needed from the Executive. When we come to the meeting, we know what is expected.
- c) Put fewer items on the agenda. Be realistic.
- d) Send agendas out earlier for review.
- e) Settle on regular schedule. Several months scheduled at a time.
- f) Use Doodle to schedule several months in advance.
- g) Some Exec members have trouble opening documents sent by Mo.

Action Item: Dirk to schedule several months of meetings in advance

Action Item: Agenda to be sent out earlier and include actions needed for each agenda item.

Action Item: Mo and other Exec members to resolve document readability issues

3. 2011/12 Budget and Related Items (30 min)

- Budget review

Surplus and grant application

As there is a current surplus, HCCSC cannot (and will not) apply for a Gaming Grant this year. The current surplus is estimated to be about \$58,000 which includes \$10,000 earmarked for van replacement or major repairs and another \$10,000 for insurance.

Racing Team and travel subsidies

There was a long discussion of the Racing Team and travel accommodation subsidy. The plan is for necessary vehicles to be reimbursed for fuel for travel to camps and events. The criteria to determine “necessary” means vehicles required to take all participants, coaches and cook to the event. Criteria: Head Coach will select someone to assist and their costs will be covered, and they will be working during the time as well as having their transportation covered. This will allow kids to participate without having to pay for the travel expenses and will subsidize drivers / vehicles needed to get the team to an event. At camps, those coaches selected by the head coach will have their accommodation paid for by the Club within the limits of the budget, making the costs of camp less expensive for the participants. At races, the cook’s and the Head Coach’s accommodation will be paid for by the Club. There will not be any subsidies or other support for team members’ accommodation.

Action Item: Post criteria for which vehicles, transportation, accommodation and other team costs will be subsidized on the HCCSC website.

Van Expenses

Van is considered a bus, and needs to get a commercial vehicle inspection every six months. We discussed some repair and maintenance work that is needed, and the possibility of sponsorship from the repair work to cover some of the cost of the work. The van is 7 years old and has 95,000 kilometres, and is designed for 250,000 kilometres. Replacement costs for van – \$15-20K used, \$40K new. The club puts about 15,000 kilometres on the van every year, mainly in winter.

Action Item: Revisit issue of repair and replacement costs every time there is a big expense.

Overall Budget

The 2011-2012 budget was approved with modification of removing \$2K for scholarships.

In the 2010-2011 budget, the Executive approved an additional expense of \$2,500 to cover costs for Racing Team transportation and accommodations for summer camps, using the criteria that were approved (shown above). Also, it was noted that Jake’s expenses in this fiscal are coming from the paid coaching budget that was in the 2010-2011 budget.

4. Scholarship Fund/Committee (20 min)

Beyond Reid Carter’s annual \$5000 donation and Haywood’s annual \$8000 donation, Mo suggests that HCCSC only seek sponsorship for a specific targeted reason – e.g. participation of the racing team at Westerns, Nationals or other races.

There was a lot of discussion about existing sponsorships and what is expected from the Club by the sponsors.

Action Item: Reorganize process of soliciting sponsorships and develop criteria for use of sponsorship funds

Action Item: Dirk to contact Haywood stating that we are grateful for their contribution and have some ideas of how we think the funding can support the Club besides scholarships.

5. Club Logo Project (20 min)

The Executive reviewed the draft logos that had been prepared.

Action Item: Mo to ask Denise for 2 more options, using the dynamic silhouette, older wordmark and something that is a distinguishing Hollyburn feature.

6. Policies and Procedures Committees – Next Steps (20 min)

There was brief follow up discussion on the formation of Policies and Procedures committees. Also, it was suggested that the Club needs to check into legal issues regarding transportation and accommodation coverage for Racing Team camps and events.

Action Item: Yoel, Kurt and Mo agreed to discuss finance guidelines.

Action Item: Morna and Russ agreed to develop a list of topics for policies and procedures which can then be addressed by other Exec members.

Action Item: Russ, Yoel, Morna, Alison and Jake agreed to be on a program review committee.

7. 2011/12 Competitions (5 min)

- Coast Cup #1
- B.C. Winter Games Trials
- Norams World Junior/Under 23 Trials

Dirk provided a brief update on these future events.

THE ITEMS BELOW WERE TABLED FOR A FUTURE MEETING.

8. Cypress (5 min)

- Limits on numbers
- Other

9. Updates from Recent Meetings (5 min)

- CCBC Workshop/AGM
- Whistler Olympic Park User Group Meeting

10. Working with Other Local Clubs (10 min)

- Vancouver Skiers (shared membership, officiating, travel logistics)
- Nordic Racers (shared membership)
- West Coast Nordics (biathlon)

New Business (5 min)
Sponsorship policies

11. **Next meeting (5 min)**