



**DRAFT MINUTES – EXECUTIVE MEETING  
HOLLYBURN CROSS COUNTRY SKI CLUB**

Monday, January 3, 2014

**3376 William Avenue, North Vancouver**

**Attendance:** Morna Fraser, Barb Meihuizen, Birgit Weaver, Jake Weaver, Dirk Rohde, Dave Morris, Alison Heath, Mo Handford, Byron Henry, Kurt Foellmer, Mark Johnson

1) **Welcome And Review Of Past Minutes**

- a) Meeting called to order: 7:40 pm
- b) True Sport program discussion added to agenda

2) **Program Reports**

- a) Jackrabbits. Still short three coaches for Sunday afternoon. Three parents stepped in as volunteers this past Sunday. Five group assistants have just been trained. **ACTION: Alison to pursue more permanent solutions.**
- b) Track Attack. Saturday/Sunday sessions went ahead. Some TA groups may need adjustments to better balance participant abilities. **ACTION: Dave/Alison to adjust groups and/or seek additional coaching support for slower athletes.**
- c) Adventurers. Going very well; participants are having a lot of fun.
- d) Racing team. Racing season in full swing with recent events in Vernon, Rossland, and Prince George. Jake also attended world junior trials at Canmore.
- e) Masters program. 19 out of 20 registrants turned up for first session, which received very good feedback. Due to unforeseen circumstances, Chris will not be able to coach several sessions. May be possible to offer extra sessions at end of scheduled season. **ACTION: Kurt to consider possible options for make-up sessions or some form of “in lieu” compensation.**

3) **Cancelled sessions.** It may be possible to offer extended sessions for Jackrabbit/Masters programs (i.e. added to the end of the originally scheduled season) as compensation for previous sessions cancelled due to Cypress snow closure. Cypress is okay with notion of extending.

- a) Jackrabbits. Alison has polled coaches, and there is sufficient support for an additional session on the March 8/9 weekend. Additional weekends would run into Spring break, and therefore not likely attract a lot of participation. **ACTION: Alison to draft a message for Dirk to send indicating that, weather permitting, the club would like to extend the season by one weekend.**

- b) Masters. This program could be extended through some combination of weekends and/or weeknight. Chris has already sent out a poll to program participants. **ACTION: Kurt to find out results of poll.**
- 4) **Policies and procedures manual**
- a) Club contact. The club should identify one board member (the club administrator) to act as the main/initial point of contact for Cypress.
  - b) Supervision. Coaching numbers should have target or recommended supervision levels. **ACTION: Change the word “increase” to “modify” or “adjust”. Change “Program coordinator” to “Program coordinators” – i.e. plural.**
  - c) Code of conduct. Coaches sign the CCBC document every year; the CCC code is wider in scope and covers more roles. **ACTION: Retain CCC code in the document, but preceded by more general CCBC material.**
  - d) Any other changes/edits. Board members should forward any other corrections directly to Russ. **ACTION: Byron to forward aforementioned edits to Russ.**
- 5) Coach numbers. Still short three coaches for the afternoon sessions. Parents have been helping, and race team members have also been of great assistance. Five coaching assistants have just completed the ICC qualification, and could be utilized.
- a) **ACTION: Jake to remind race team members that their help would be greatly appreciated on any weekend that they are not racing.**
  - b) **ACTION: Alison to send email to Sunday parents asking for additional volunteers, and to consider best ways to deploy coaching assistants.**
- 6) **Clubhouse/waxing hut.** Cypress has installed additional electrical capacity.
- 7) **Coaching contracts.** Contracts for Brendan and Chris discussed. **ACTION: Jake to draft contracts, and forward to Mo and Kurt.**
- 8) **Financials.** Club finances reviewed; all are in good order and as anticipated.
- 9) **Nakkertok exchange.** Current shortfall of about \$500; fundraising not yet complete.
- 10) **Club thanks.** The club will acknowledge Paul Sim donation with notes or postcards from athletes. Mo has nearly completed draft of a letter of thanks to Haywood for Dirk to sign. The race team has made a large plaque for Reid Carter, which will be presented at an appropriate time/venue.
- 11) **Club clothing.** All club clothing ordered for this year has been delivered and distributed.
- 12) **Events**
- a) Coast Cup #1 and BC Winter Games trials at Callaghan went well despite the lack of snow; John Heilig and volunteers did a tremendous amount of work to make it happen.

- b) BC Winter Games and P'ayak. There will be a joint meeting to discuss how to handle equipment/shared resources, etc. Both events need promotion, volunteers. **ACTION: Alison to send email reminders encouraging all Jackrabbits to do P'ayak; also mention volunteer opportunities.**
  
- 13) **Lantern ski.** Original date cancelled due to lack of snow. **ACTION: Alison to talk with Cypress to identify night that would work.**
  
- 14) **True Sport.** Discussion about federal "True Sport" program and principles as it relates to the club. Discussion noted that the club already follows most if not all of these guidelines. Registering with this program may help promote the club, and provide another avenue to discuss our athlete development philosophy. **ACTION: Alison to research requirements/procedures for participating in True Sport program.**
  
- 15) **Next meeting:** March 3, 2014. 7:30pm