



**MINUTES - EXECUTIVE MEETING
HOLLYBURN CROSS COUNTRY SKI CLUB
Monday, June 17, 2024, 7:00 to 10:30 p.m.**

Attendance: Dave Morris, Morna Fraser, Jen Gow, Andrea Hay, Shannon Harris, Heidi Horlacher, Marieve Legrand, Dirk Rohde, Birgit Weaver, Jake Weaver, Megan Scheffer, Tim Blair, Katya Ananyeva, Freya Kristensen, and Jenny Williams.
Regrets: Andrea Frisque, Joanne Fenwick

1. **Review of Agenda and Past Minutes** – Move to accept agenda (Dave/Jenny). All approved. Move to accept minutes from April 22, 2024. (Dave/Marieve). All approved
2. **Long Term Strategic Plan** - Gillian presented an update on the engagement results and presented the next steps for the Hollyburn Strategic Plan. A final draft with a list of actions under each theme will be shared at the next meeting. **ACTION:** Gillian will share these results with our membership in a PowerPoint slide deck.
3. **Past/Upcoming Events**
 - CCBC Workshop/AGM report - Hollyburn was represented by Shannon and Noah Wilson was the Athletes Representative. Meeting minutes were circulated to Hollyburn Board members for review. These minutes include the slide deck from the meeting and a summary of available grants and fundraising initiatives. Many clubs had impressive successes in obtaining Gaming Capital Project Grants-4 grants under 50K and 4 grants over 100K in BC last year. Telemark has accomplished flawless networking via Starlink and fiber optic + point-to-point wireless network and they may be a useful contact for connectivity challenges at WOP.
4. **Financials**
 - NWSDA Grant – A small committee submitted a grant for hiring a part time head coach. Decisions will be made by July 8. Many thanks to all Board Members who contributed to the grant and especially to Jen Gow who took the lead on this grant.
 - Community Sport Program Development – This is a small grant up to 3K for coaches training. Applications are due June 30. **ACTION:** Heidi will take the lead on this grant.
 - Budget – Jenny distributed the budget prior to the meeting. Currently we have a 10K surplus and we are projecting we will break even. Gaming grant has not been reviewed at this point.
 - Other Operation Snowball – Funds have not yet been received. **ACTION:** Shannon will follow up with Nordiq Canada.
5. **Ongoing Business (Current Club Issues)**
 - Departing gift for Corinne – The board thanked Corinne for her many years of service to Hollyburn. A small gift of appreciation and a Hollyburn thank you card was presented to Corinne. Thanks to Morna, Andrea and Joanne for facilitating this recognition.
 - 2024/25 season
 - Registration update – Key volunteer registration period is complete, regular registration is underway. Program Registrations are: 140 skiers are registered for Jackrabbits and a waitlist has been established, 68 skiers are registered for Track Attack with 8 on the

waitlist, and the Masters program is nearly full. There are a few gaps in coaches, in particular an Adventurers coach is needed for Sunday.

- Key volunteer positions – Many positions have been filled however we are still in need of a Jackrabbit Coordinator and Volunteer Coordinator. The Board discussed various options to fill these key vacancies. **ACTION:** Katya will send a targeted email to all Jackrabbit program participants to recruit a new volunteer before school is done. **ACTION:** Heidi will reach out to Alex and Jen to coordinate some social media blasts.
- Executive – With the size of the Executive, we may need to consider how to ensure the meetings remain effective. Our Board is currently functioning well by the use of small sub-committees.
- Calendar – Preparing the calendar for the upcoming season is underway with Megan taking the lead. A subcommittee will meet in June to populate the calendar. **ACTION:** Katya will send the confirmation email to program participants in September. Friday, October 18 was selected as the date for the Party/AGM. **ACTION:** Jenny will provide a date for Program Coordinators to provide their budgets for the upcoming year.
- TA Exchange – Planning is ongoing. They are currently working on selecting a date for the exchange.
- Wax Hut Roof Repair – Dave provided an update on repairs. There were some concerns discussed regarding liability. He may need two additional volunteers. **ACTION:** Heidi will coordinate with Joanne to coordinate additional help.
- Ski Swap as a Fundraising Event – Discussion on opening the Ski Swap to individuals who are not club members and having race team members supporting the swap. Coast Outdoors is willing to host the event again this fall. **ACTION:** Andrea will work with the Ski Swap Coordinator to coordinate the event.

6. New Business

- SafeSport Policy Implementation – Hollyburn is required to ratify and follow the SafeSport Policies. The policies have been downloaded and have been customized for Hollyburn. **MOTION:** Move to accept Nordiq Canada SafeSport policies. (Morna/Jake). All approved unanimously. **ACTION:** Shannon will coordinate with Jeff to upload on the website. A sub-committee will be established with Heidi, Morna, Freya, Andrea, and Katya to determine our path forward. **ACTION:** Each Board member will complete the SafeSport and Rule of 2 courses by August 30.
- HCCSC athlete grants; application process – Deadline is June 30 however we need to extend the deadline to end of July to allow for time to review our evaluation criteria. **ACTION:** Morna will review the criteria and identify the necessary information to include in their request. **ACTION:** Morna, Jenny and Dirk will evaluate requests and make recommendations to the Board. **ACTION:** If anyone has any feedback on evaluation criteria found in our Policies and Procedures Manual, available on the website, please share with Morna by June 20.
- Website updates – Hollyburn website is online again. Two volunteers have stepped forward to manage the website. An approach for updating will be discussed at a future meeting.
- In-camera discussions (executive only) – Deferred to a future online meeting.

7. Next Meeting Tuesday, September 24 at 7:30 at Weavers. Adjourned