

**MINUTES - EXECUTIVE MEETING**  
**HOLLYBURN CROSS COUNTRY SKI CLUB**  
**Tuesday, September 24, 2024, 7:45 to 10:00 p.m.**

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

1. **Review of Agenda and Past Minutes** – Move to accept minutes from June 17, 2024. (Heidi/Jen). All approved. Move to accept agenda (Jen/Dave). All approved.
2. **Ongoing Business (Current Club Issues)**
  - SafeSport Policy implementation – The Screening Committee will meet to determine next steps with Heidi taking the lead. **ACTION:** Shannon will circulate instructions for completion of the required courses.
  - Long Term Strategic Plan – Gillian will present the draft plan to our membership at the AGM. Morna, Megan and Dirk will review the draft plan prior to sharing with the Board.
  - 2024/25 season
    - Registration update – Registration is down slightly with most skiers off the wait list.
    - Key volunteer positions (Jackrabbit & Volunteer Coordinators) – We may have a lead for a Volunteer Coordinator however we still need a Jackrabbit Coordinator. We have a Jackrabbit Coordinator for December-March for this ski season only. The Executive discussed various solutions, including recruiting a paid Jackrabbit Coordinator. **ACTION:** Heidi & Dirk will discuss these vacancies at the Coaches meeting and at the AGM. **ACTION:** Jen G. will develop a budget to support a Jackrabbit Coordinator for this consideration for this fiscal year. **ACTION:** Jen G. will advertise this position in the newsletter. **ACTION:** Dirk will add the Communication Coordinator (Jennifer Killam) and Beth Senichenko to the Executive distribution list.
    - Calendar – see website update below.
    - Newsletter – The following publishing schedule was approved: October 8, December 17, February 4, and April 22.
  - TA Exchange with Chelsea – Participants (YOB 2011 and 2012) completed an online education session on Sept. 16. The exchange will support 18 participants and 2 adult supervisors. Chelsea Exchange skiers will visit BC on January 2-8, 2025.
  - Wax Hut Roof Repair – Thank you to Dave Morris who completed the replacement. **ACTION:** Dave and Shannon will coordinate disposal of the roof waste to the construction bin with the assistance of some Race Team athletes.
  - Website updates (calendar from TeamSnap, etc.) - There is a way to export details between the calendars in TeamSnap and the website, however we need to ensure appropriate information is shared publicly. Dirk is looking at this further and into options to upgrade our website.
3. **Past/Upcoming Events**
  - HCCSC AGM – October 17 **ACTION:** Katya will send notification to our membership of the virtual AGM for Thursday, October 17 @ 8 pm. Meeting notification is due by October 3. **ACTION:** Reese Critchlow from the UBC Ski Club will present at the AGM. Jake will

provide Dirk with Reese's contact details. **ACTION:** Coordinators need to send program information to Dirk by Monday prior to the meeting.

- Ski Swap – **ACTION:** Andrea H. will coordinate with Coast Outdoors the date for the ski swap, potentially Oct. 26 starting at 9 am. **ACTION:** Katya will send the google ski swap link to our membership.

#### 4. **Financials**

- Community Sport Program Development Fund – Hollyburn was not a successful applicant in the first intake period. **ACTION:** Jen and Heidi will resubmit for consideration in the second intake period; due by Sept. 30, 2024.
- SDP – **ACTION:** Jen and Shannon will submit a proposal by Sept. 30, 2024.
- HCCSC Financial Support for FIS Seminar – Dirk will attend this on behalf of Hollyburn and will share learnings with the membership in a newsletter.
- HCCSC athlete grants increase – A \$1500 grant was awarded to each of three athletes this past year. **ACTION:** Andrea H. will coordinate submissions from skiers who received funds for the October newsletter.
- Budget – Executive discussed next fiscal budget. **ACTION:** Jen will circulate the draft budget to the Executive for review and refinement.
- Financial – Year-end financial are not complete however it we may close the year with a small surplus.

#### 5. **New Business**

- HCCSC Shared Files – Tabled to next meeting.
- Tech tank tops – Clothing Coordinator will organize a Hollyburn singlet for various cross country running events.
- Vancouver Skiers item for newsletter – The Executive supports the request for inclusion of a small article from Vancouver Skiers. **ACTION:** Shannon will complete this submission for the newsletter.
- MEC Club Night – **ACTION:** Dirk will follow up for more details.
- In-camera discussions (Executive only) Tabled to a phone meeting. **ACTION:** Dirk will circulate an invite for Tuesday, October 1 at 8 pm

#### 6. **Next Meeting** Sunday, November 24 at 6 pm at the Weaver's home.