MINUTES - EXECUTIVE MEETING
HOLLYBURN CROSS COUNTRY SKI CLUB
Monday, May 11, 2026, 7:30-9:15

Attendance: Gillian Aubie-Vines, Olivia Bornik, Shannon Harris, Heidi Horlacher, Dave Humphreys, Freya Kristensen, Marieve Legrand, Dirk Rohde, Megan Scheffer, Beth Senichenko, Jake Weaver, and Jenny Williams.
Online: Andrea Frisque, Frederique Le Bihan, Jen Gow, and Tim Blair
Regrets: Morna Fraser

Review of Agenda and Past Minutes Motion to approve agenda (Heidi/Freya). Move to accept minutes from April 7, 2026 (Heidi/Marieve). All approved.

1. **Ongoing Business (Current Club Issues)**
   - SafeSport Policy implementation - Shannon circulated by email outlining a summary of the main points of the Nordiq Canada Electronic Communications and Social Media Policy. The Board has several responsibilities related to this policy including having a signed Appendix B Guidelines and Consent Form for Persons of Authority all persons of authority. A brief discussion on who needs to sign this form certainly Fred and Adam need to complete this soon. Shannon will assemble and store these documents on the Google drive **ACTION:** Heidi will review Appendix A and provide identify who should complete the form.

   - 2026/27 Season Planning
     - Zone4 Registration and Waitlist Forms - Zone4 registration is partially set up however fees, volunteer positions, and registration dates are outstanding. **ACTION:** Frédérique will follow up with Katya to prevent a repeat of last year's registration issue.
     - Registration Notification Email – **ACTION:** Frederique distribution a registration notification email on May 24, 1 week before registration opens and will send a reminder email the night before registration opens.
     - Registration Dates – The registration dates are May 31 for early registration and June 14-19 for general registration.
     - Volunteer Positions **ACTION:** Morna and Shannon will develop a list of volunteer positions needed for Nationals and share with Olivia.
     - Website Updates- **ACTION:** Jill will coordinate website updates and ensure a Social Media post is available. Jill will ensure the website includes the message: New to the club: reach out to the registrar.
     - Calendar and Session Dates (including club-wide events) – We will host Canada Winter Games Trials on Saturday, Jan. 2, a qualifier race for BC athletes for Canada Winter Games Trials. This race will include U16, U18 and U20 categories, however only U20 are eligible to qualify. A Coast Cup will be hosted in Whistler on Sunday, Jan 3, 2027 for all club members. The Payak will also be part of the program schedule and a second Coast Cup should be scheduled on a Sunday to balance the weekend days spent away from Cypress. Potential dates include Sunday, January 24 and Sunday, February 23. February 23 is less desirable, as hosting a Coast Cup on the same weekend as the Payak may reduce Jackrabbit participation, while January 24 is quite early in the season. **ACTION:** Morna will work with Spud Valley to select a race day.

- We need to add Fun Day and Lantern Ski dates at a later point. Beth has a list of dates- add when I get them from her. Track Attack First Sunday September 13 orientation meeting September 15 first roller ski night, Regional Camp is September 25-27 at Whistler. **ACTION:** Jill will update website with these dates.
- Coaches' Document – **ACTION:** Heidi will review in coordination with Beth and Dave to ensure it is up to date
- Jackbunny Ages – We will allow registration for 4-year-old skiers with parent, but 5-year-olds are advanced bunnies do not need a parent. We need to highlight on our website and Social Media channel that we are again allowing 4-year-olds to register. **ACTION**: Jill will ensure this messaging is on the webpage and on our social media channel.

2. **Financials**
   - Budget and Fees – Program fees for JackBunny, Jackrabbit, or Masters will increase by 2%. The hiring of a full-time coach has increased our coaching costs for this upcoming year. Race Team fees will increase by 5% and if required additional fundraising for Race Team expenses will be completed if needed. There was a recognition that programming for Track Attack has increased recently so a 5% increase in program fees was considered. **MOTION:** Increase Track Attack fees to $440.00. Passed. No change to membership fees or non-volunteer fee. The non-volunteer fee is waived for parents of 4-year bunnies because the parent is skiing with the bunny. **ACTION:** Jenny will send a list of new fees to Frederique. Dave signaled that we may need a deposit paid for Ski Exchange, but there will be a separate Zone4 registration for this. Currently, families can pay race trip fees by etransfer which saves families significant processing fees. Frederique has agreed to accept etransfers for payment of Race Team program fees. This payment option represents savings for families so a donation option will be added to the registration form for families who would like to direct those savings to the club. **ACTION:** Frederique will add an option to donate.
   - Nationals Budget - Nationals planning is underway. The Board agreed that previous seasons hosting revenue will be allocated to contingency funding for Nationals. The Board understands there is a financial risk to hosting Nationals and recognized the Organizing Committee is working extremely hard to manage costs.

3. **Past/Upcoming Events**
   - Volunteer Appreciation – April 17 Thanks to Olivia and Julia who delivered a fantastic event. The trivia game was particularly enjoyed by our membership.
   - Sun Run – April 19 – Hollyburn had a record turn out where ninety-nine athletes completed the Sun Run to win the Youth Division award.
   - CCBC AGM/Workshop – May 9-11 Dirk and Shannon attended the online workshop. Nothing significant to report.

4. **New Business na**

5. **Next Meeting** Monday, June 8th, 2026, at 6:30pm.

6. Motion to adjourn: Heidi