



**MINUTES - EXECUTIVE MEETING
HOLLYBURN CROSS COUNTRY SKI CLUB
Monday, June 8, 2026, 7:35 to 9:05 p.m.**

Attendance: Morna Fraser, Karen Foan, Shannon Harris, Heidi Horlacher, Dave Humphreys, Freya Kristensen, Marieve Legrand, Dirk Rohde, Megan Scheffer, Beth Senichenko, Jake Weaver, and Jenny Williams.

Online: Andrea Frisquie and Jen Gow

Regrets: Gillian Aubie-Vines, Olivia Bornik, Frederique Le Bihan

1. **Review of Agenda and Past Minutes** Motion to approve agenda (Heidi/Morna). Move to accept minutes from May 11, 2026 (Jenny/Jake). All approved.
2. **Ongoing Business (Current Club Issues)**
 - SafeSport Policy implementation - Nordiq Canada confirmed that the sign-off forms in the appendices of the Electronic Communications and Social Media Policy are optional resources that Hollyburn may use if we feel they are helpful. Their use is entirely at our discretion and is not required for Safe Sport compliance, as all members and coaches have already agreed to these policies during registration. We may wish to review these policies at the Race Team kick-off meeting. Andreas and Carla will continue as Safe Sport Representatives, and we will keep elevating their visibility at meetings and events.
 - 2026/27 Registration and Season Planning
 - Zone4 Registration – There was an interruption in Zone4 during registration, but it was short.
 - Key Volunteer Roles - The number of volunteer coaches is on track for this time of the year. There is currently limited uptake for volunteering at Nationals. A concern was raised that the registration discounts were not available outside of the early registration window. The Executive confirmed these discounts should apply year-round. **ACTION:** Shannon will ensure the key volunteer discount and the “no child registered in program” credit is also available during regular registration.
 - Calendar and Session Dates (including club-wide events) – The session dates are on the website. There was a discussion about the impact of daylight savings time on the start time of weekend sessions, and the Executive decided to wait to see how Cypress manages their opening time.
 - Website Updates for 2026/27 – There are no events on the website calendar. **ACTION:** Shannon will follow up with Gillian for website updates.
 - Coaches’ Document – Heidi has reviewed the documents that are available on the website. The new website will have updated documents.
 - Other - AGM is set for Wednesday October 21, 2026, at 7:30. Our registrar will send a notice to club members by October 7th.
 - New Club Website - The Hollyburn website is now on Dream Host. The next steps will be to update the content including an update for plug ins such as calendar upload. Emails have not yet been transferred from EasyHosting. Black Tusk Nordic Society is trying to resurrect the BTNES website but there have been complications. **ACTION:** Morna will connect Dirk with Julian to investigate challenges.
 - Policies and Procedures Update

- Club Safety Policy – Morna circulated a draft policy that has received feedback from several Executive members, coaches, and club members. The review identified a number of items needed to strengthen safety. Fred will complete a Wilderness First Aid course in Victoria. The Safety Committee has flagged additional safety equipment for procurement, including an InReach satellite device for the Head Coach, four lightweight walkie-talkies, two waterproof first aid kits, and a smaller kit for trail-running sessions.
 - Policies and Procedures Document - deferred
 - HCCSC Athlete Financial Support Updates – Jen G. and Morna updated this policy and distributed to Executive for review. Dirk clarified that Fred will be on the selection committee. This policy will apply to this year’s applicants and the deadline for applications is end of June with decisions in July. **ACTION:** Heidi will ensure that future website updates should include advertising. The Committee reduced the maximum amount from 2.5K to 2K in consideration of our Club now having a paid coach.
 - Program Refund Policy – Frederique has included this policy in the registration.
 - Club Promotion – The Executive deferred this topic to a later meeting.
 - Ski Exchange 2027 – This year’s exchange will be for skiers born in 2013 and 2014. The Yellowknife group will visit Hollyburn during the last week of January to join the TECK Coast Cup Team Sprint and Hollyburn will visit Yellowknife the week after Nationals. Volunteer roles for the exchange were added to the website.
3. **Financials**
- Budget - Jenny distributed financials to the Executive prior to the meeting. We may have a 20K surplus this year. Jenny encouraged Program Coordinators to purchase any outstanding items before end of August.
 - Grants - Grants secured gaming: \$47,500, NWSDA: \$12,000, Kal Tire SDP: \$1,500
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4. **Past/Upcoming Events**
- CCBC Online Workshops – Dirk encouraged members of the Executive to join the workshops offered by CCBC. Please let Dirk know if you plan to attend.
5. **New Business**
- Heidi notified the Executive that the Introduction to Community Coaching Course is not online at the moment because they are updating the course.
 - Jake provided an update on Nationals Budget and the efforts to ensure we have a balanced budget.
 - The Executive scheduled the Lantern Ski Day for Dec. 27th. **ACTION:** Marieve will confirm if this date works for our Lantern Ski Volunteer.
 - Dirk asked Executive members to inform him if they will not be returning to the Executive.
6. **Next Meeting** Monday September 14, 2026, at 7:00 pm.
7. Motion to adjourn: Morna