

MINUTES

XCCM Board Meeting

23 October 2023, 6:00-8:00 PM

Heart & Crown on Preston

Present: Allan Butler (AB), Sara Ednie (SE), Francois Dubrous (FD), Sandra Kiviaho (SK), Peter Ostrom (PO), Nicole Rayner (NR), Sara Rykov (SR)
 Excused: Morag Cowell (MC)
 Chair: NR
 Note taker & timekeeper: FD (fr.dubrous@gmail.com, 613.805.2602)

Time	Lead	Item	Description / Notes & decisions / Action Items
6:06	NR	Opening	DESCRIPTION: 1) Agenda approved with additions under Athletic (NR/FD/unanimous) 2) 2023.09.18 Minutes approved (FD/AB/unanimous)
6:07	NR	Action Items	DESCRIPTION: see Action Items page
6:14	AB	Registrar	DESCRIPTION: Update on enrollment to programs, winter camp, late owls. Stats comparison for budget DISCUSSION: - Sat sold out - Winter camp sold out @ 20 spots (13 local, 2 North Bay, 5 Vernon). PO securing a 3rd coach, w/in current budget - 22 for biathlon, 9 for yoga AI: AB to cap registration for SS at 20 on website
6:24	FD	Finances	DESCRIPTION: Update on club finances DISCUSSION: - year-end financial statements presented - draft budget presented and discussion points covered. See report under Budget page AI: AB to pay registration to XCSO and Nordic Canada AI: PO to develop a compensation package for coaches, run numbers with MC and propose to BoD AI: FD to explain to MC the proposal to reduce surplus: lower winter fees by 15% in 23-24 (base = 22-23 winter), and Fall/Winter 24-25 fees by 10% (base = 22-23)
7:10	SR	Comms	DESCRIPTION: Update on Comms DISCUSSION: - Draft 2023 Communication Plan developed w/Brittan - Next Newsletter to include: winter registration, end of Fall party, safe sport, uniforms, destination race(s) DECISIONS: - Winter registration: 22 Nov for returning members, 1 Dec for newbies. Pre sale: email to all registered last year with code. - Destination race: ON Masters, end of January in Huntsville ON.

			AI: SR to list milestones dates for 23-24 newsletters AI: SR to inform Jackroo that we are going ahead w/uniforms and to decide on dates AI: SK to write article about ON Masters for Newsletter
7:26	SE	Social	DESCRIPTION: Update on Social DISCUSSION: - Sat is Halloween party. Will do treats - Cabin walk/dinner (8 Nov) and YE party (17 Nov) to figure out - From AGM survey: overnight at a cabin in the Park. Idea is to have potluck dinner, and overnight stay for those interested to stay (not mandatory). Cabin @ Nakkertok could be Plan B. AI: SE to look into cost of cabins in both locations
7:31	PO	Athletic	DESCRIPTION: Update on Programs - preliminary report on page 4. Request to amend Sat Nov 11 practice. DISCUSSION: - program diversity: ungroomed trail skiing. Agreement in principle, discussed scheduling, frequency, embedded into main programs vs. clinics vs member-led outings. Assessment at end of winter. DECISIONS: - Approval to reimburse Raylan's course upon successful completion - Nov 11: all groups will stop at 11:00 AM to mark moment of silence. Jamie's group will end prior to 11:00 AM to allow for those who have joined that group to leave early. - Diversity to be on the agenda of the next BoD meeting AI: PO to lead a discussion at the next BoD meeting on programming diversity
7:44	NR	Other Business	DISCUSSION: - NR. Safe Sport. Club must abide to policies. XCCM has prepared 7 XCCM-tailored policies. Will post prior to 1 Nov., including describing whistleblowing mechanisms. Policies require that club determines who needs screening through a Screening Committee. This committee will perform risk assessment for BoD, coaches, volunteers and athletes. Training is mandatory for directors and race license holders w/ XCSO or Nordiq Canada. - SK. Making our drive accessible only to current Board members. Start from the Root folder and cascade down to check who has folder access - FD. Proposed BoD meeting schedule for 23-24. OK with change from 4 Dec to 11 Dec, DECISIONS: - Safe Sport Screening Committee is composed of NR, PO and FD. AI: NR to post 7 XCCM policies on Safe Sport by 1 Nov. AI: FD to update website page on Policies to add and present Safe Sport AI: NR to convene meeting of Screening Committee prior to nex BoD meeting AI: FD to document XCCM Gdrive folder access
	NR	New Business	DESCRIPTION: decide when to open Winter program store and mechanism for returning members given likelihood of sell out (timing will also determine when we send next newsletter) DISCUSSION: dealt with under Comms.
7:59	NR	Round-table	DESCRIPTION: Additional key information/highlights of which the Board needs to be aware DISCUSSION:

			Sandra: - Liam finished revising the Tues/Sat dryland 300/400/500 hr exercise plans (added strength). Now needs to go through winter plans. Plans to be accessible on website for members with login. - FAE Club Appreciation weeks 7-21 Nov. 20% discount. - Zizu asking to become an XCCM sponsor. Offers 25% off for 1 to 25 pairs, \$400 cash for purchase of 40+. - Race strategy: to discuss at next BoD meeting. Nicole: - Researchers from 3 universities carrying out a Master athlete survey on coaching practices. DECISIONS: - Agenda item for next month: coaches to follow established training plans - Need to check with FAE whether they are OK w/XCCM enlisting Zizu as a sponsor. Then BoD will discuss and make final decision prior to getting back to Zizu. - NR will go through survey to assess interest/relevance to XCCM, and post on FB if deemed of value. AI: SK to lead formatting of Plans in PDF and linking to web page. SR, AB to assist. AI: SK to check with FAE RE: Zizu request AI: NR to take Master athletes survey
8:16	NR	Next meeting & Adjournment	DESCRIPTION: 1) next meeting on 13 Nov, location TBD 2) Adjourned at 8:16 PM (NR/FD)