MINUTES

XCCM Board Meeting

13 November 2023, 6:00-8:00 PM

Chez François, 16 Montée Gabriane, Chelsea, 613.805.2602

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

#	Time	Lead	Topic	Description / Notes & decisions / Action Items
1	6:38-6:40	NR	Opening	DESCRIPTION: 1) Agenda approved with additions under Registrar (FD/MC/unanimous) 2) 2023.10.23 Minutes approved (SR/PO/unanimous)
2	6:40-6:44	NR	Action Items	DESCRIPTION: See Action Items page
3	6:44-7:05	AB	Registrar	DESCRIPTION: Update on enrollment to programs DISCUSSION: - 120 members, +30 compared same time last year - Winter coaches: 5 for sure, 6 possibly. - Pre-sale of winter: one distinct email with a passcode to register early, to each of the following lists: WInter 23 participants, dryland + returning members, and all (open registration). Tier #1 on Nov.22, #2 on Nov.27, and #3 on Dec.1. Emails to be sent 2 days prior to store opening. AI: SR to write Newsletter article to explain
4	7:05-7:57	MC	Finances	DESCRIPTION: Update on club finances. Review of revised Draft 23-24 Budget - Bank account: 40.4K. Equity: 40.2K. Difference is uncashed cheque. MC to check with the bank how to resolve, e.g. whether cheque is stale-dated or needs to be cancelled. - Accountant review of 22/23 expected back - MC testing Quickbooks software free trial. If adopted, will cost $30/month - Board reviewed in detail the proposed 23/24 budget, reviewed assumptions and agreed on adjustments. No increase in program fees for Winter 24, 23/24 annual surplus expected to be much less than in previous years. - Discussion on what actions are needed WRT to HST, which will be required when we exceed 50K revenues. - Surplus best suited to address one-off costs, not recurring ones. Sustainability is about ensuring that costs covered by surplus do not eventually exceed surplus (go into debt), along with ensuring that yearly balances do not continuously result in surplus growth. Noted that the current surplus is within acceptable industry bandwidth: approximately 6-12 months worth of ops expenses (21-42K) with surplus currently at 19K.

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				- Membership fee increase. Fees currently only cover stripe fees and insurance with Nordic Canada. Result is that only program registrants pay for operational costs of the club. Fair situation would be to have such costs spread over the entire membership. Will be added as a Forward Agenda item for future discussion. DECISION: Board approved the proposed 23/24 budget recognizing that MC will make a number of adjustments as discussed during the meeting and based on information about the HST situation. AI: MC to check with bank RE uncashed donation to Winter Trails AI: MC to enquire about conditions under which we need to charge HST AI: MC to check with Holly why sponsorship in kind is tracked in financial spreadsheet
5	7:57-8:28	PO	Athletic	DESCRIPTION: Update on Programs. DISCUSSION - Program Diversity. 2 or 3 times on Saturday. Off piste, must sign up before the session, will be held at separate locations - ACC/Andy offering to promote his backcountry outings through XCCM FB - FD presented a draft Action Plan to address Coach competency and retention (2023.11.22 renamed Coach compensation and retention). Approved in principle including minimum certification level and wage grid with 4 levels $30-55/hr. Gradual implementation starting this winter, in particular transition for new and aspiring coaches. To be finalised once feedback in from coaches. - Reviewed proposals to reimburse certification costs for Raylan and Lori - Thank you to Sandra for updating the training plans (both “coach” and “members” plan). PO seeking feedback from coaches on the “coach” training plan. - “Members” plans, ie. 300/400/500 plans to be made accessible through XCCM website. Posting still outstanding. - Liam is done with working on the Dryland program along with reviewing the members plans. He will not work on the Winter coach plan. Dryland Coach plan not publicly available, not on G drive DECISIONS: - OK for ACC/Andy to publish his backcountry outings on XCCM FB page - Raylan’s certifications CANSI and NCCP Level 1: reimbursed 100% in 23/24 following successful completion - Lori’s certification NCCP Level 1: reimbursed 100% in 23/24 following successful completion
6	8:28-8:31	SR	Comms	DESCRIPTION: Update on Comms. Review of proposed Communications Plan DISCUSSION: winter program fees will be the same as last year, will not be included in the upcoming Newsletter.
7	8:31-8:36	SE	Social	DESCRIPTION: Update on Social DISCUSSION: Holiday Season ski and potluck party at Trevor’s place. ON Masters destination event in the Newsletter.
8	8:36-8:44	SK	Director at large	DESCRIPTION: Update on various files DISCUSSION: discussed the benefits of vs work involved in the Zizu proposal DECISION: will decline the Zizu offer

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				AI: NR (?) to ask that licensed racing members identify themselves, for Safe Sport screening.
9		NR	Other Business	DESCRIPTION: none
10	8:44-8:46	NR	New Business	DESCRIPTION: Background checks on coaches DISCUSSION: under Safe Sport policies, the requirement is to assess and determine what screening is needed given the specific XCCM environment
11		NR	Round-table	DESCRIPTION: none
12	8:46	NR	Next meeting & Adjournment	DESCRIPTION: 1) next meeting on 11 Dec, location TBD 2) Adjourned at 8:46 PM (NR/FD)