

MINUTES

XCCM Board Meeting

11 December 2023, 6:00-8:00 PM

New Mee Fung, 350 Booth St., Ottawa

Invited: Allan Butler (AB), Sara Ednie (SE), Francois Dubrous (FD),, Sandra Kiviaho (SK), Nicole Rayner (NR), Sara Rykov (SR)

Excused: Morag Cowell (MC), Peter Ostrom (PO)

Chair: NR

Note taker & timekeeper: FD (fr.dubrous@gmail.com, 613.805.2602)

#	Time	Lead	Item	Description / Notes & decisions / Action Items
1	6:14-6:16	NR	Opening	DESCRIPTION: 1) Agenda approved (FD/NR/unanimous) 2) 2023.11.13 Minutes approved (FD/SR/unanimous)
2	6:16-6:18	NR	Action Items	DESCRIPTION: See Action Items page
3	6:18-6:33	NR for MC	Finances	DESCRIPTION: Review of updated 23-24 Budget - Board will address donation requests if/when they come in, therefore no pre-set amount in budget - Cheque from FAE needed for budget Course of action RE: HST - HST paid when income is over 50K. Not retroactive, changes to be made the quarter following the time when the threshold is surpassed (Jan a grace month). Discussion about XCCM absorbing the HST this year 23/24 ie current program fees as published will stay as is and will include HST if XCCM were to have to introduce HST. T4As for coaches. Need SINs. AI: SK to ask FAE to send sponsorship cheque AI: MC to adjust "donation" line item AI: PO to let Treasurer know when she will receive coaches' invoices for fall programs AI: PO to collect SIN for all coaches who worked this fall for T4As (verbally or by text for data safety).
4	6:33-6:44	AB	Registrar	DESCRIPTION: Lessons Learned from the tiered registration approach - Spots available under each of the 3 registration tiers were sold within minutes - Have waiting lists ready beforehand - Number of spots to be firmed up at the start then communicated to Registrar - Password protected waiting lists - Clearer wording on website regarding holding off on buying membership until being able to register. Report on the status of waiting lists. Suggestion: that the Board needs to set some time aside to discuss how to deal with excess demand upstream of registration.

5	6:44-7:21	NR	Waiting lists	DESCRIPTION: What do we want to do with the waiting lists? The Board reviewed and discussed the Wed and Sat waiting lists, and identified how the additional 8 Sat and 1 Wed spots will be filled up. AI: NR to invite via email 9 people to register for Saturday and Wednesday programs
6	7:21-7:50	PO	Athletic	DESCRIPTION: - Winter Camp. SR and SK reported on a successful Silver Star camp. They lauded Peter O's leadership and management of several situations that arose throughout the camp. The Board supported Sandra's initiative to mark the Board's appreciation of Peter's efforts and commitment. - Coach Honorarium structure for Winter 2024. FD presented a grid that was developed with PO, with substantial feedback from coaches. This initiative stems from coaches' request to implement a fair(er) wage grid instead of the current single rate one. Discussion covered rates compared to what other clubs offer, grandfathering the current rate for hired coaches, the distinction between the coach categories and the process through which a candidate coach would be onboarded, and the requirements for the upper level of Master Coach. DECISION: the new honorarium structure was approved, effective Winter 2023/24. PO to manage the implementation details with the coaches. AI: PO to implement the new coach honorarium structure
7	7:50-7:55	SR	Comms	DESCRIPTION: Next newsletter to be published 10/01, content in by 07/01. AI: NR to write an article about Welcome to Winter programs AI: SE to write an article about Winter social dates AI: SK to write an article about Destination race + Gat Loppet AI: PO to write an article about Winter clinics AI: SK to write an article about FAE
8	7:55-7:56	SE	Social	DESCRIPTION: Next Social is the year-end party at Trevor's place. Prizes managed by SK.
9	7:56-7:58	SK	Director-at-large	DESCRIPTION: FAE sponsorship calendar year ends in Nov. SK collected the balance of in kind, ie lots of gifts.
10	7:58-8:02	NR	Other Business	DESCRIPTION: - Update on Safe Sport: The Screening Committee decided that all board members and coaches need level 1 training. Other volunteers in positions of authority are to be assessed on a case-by-case basis. A tool - a Google form survey - was created to monitor all XCCM required training and will be sent to the Board - FB survey on preference for Strength Day during winter 2024: Thursday.
11	8:02-8:05	NR	New Business	DESCRIPTION: Waxing clinic. FD proposed to look into an online clinic similar to last year, to be held at the very beginning of the season (January), in addition to the Gat Loppet one.
12		NR	Round-table	DESCRIPTION:
13	8:05	NR	Next meeting & Adjournment	DESCRIPTION: 1) next meeting: 8 January, location TBD

				2) Adjournment (NR/FD)
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IN CAMERA DISCUSSIONS MINUTES - NOT FOR DISTRIBUTION

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4	6:33-6:44	AB	Registrar	DESCRIPTION: Registration. Waiting lists. DECISION: For those who paid a membership fee but were not, in the end, able to register to ANY program, and if they ask for a refund, then XCCM will refund that membership fee																	
5	6:44-7:21	PO	Membership	DESCRIPTION: What do we want to do with the waiting lists? DECISION: - SATURDAY has 6 spots available. The Board identified 10 candidate members split between 3 lists: List A=6, list B=2 and list C=2. It was decided to offer a Saturday registration to 8 people: List A + an additional two from list B as it is expected that not all registrants will show up on average. NR to invite List A and B people to register. List C will be used in case there are available spots on Saturday. - LIST A: Michael Lalonde, Claude Marchand, Eric Stephenson, Barbare Thiel, Jochen Lang, Martin Lurtz - LIST B: Greg Lutick, Hope Celani - LIST C: David Hickey, Patrick Mackenzie - WEDNESDAY has one spot available. The Board selected Beverly Nussbaum.																	
6	7:21-7:50	PO	Athletic	DESCRIPTION: Coach honorarium structure <table><tr><th>Profile</th><th>Requirements</th><th>Rate \$/hr</th></tr><tr><td>Candidate Coach</td><td>Candidate will assist a Master Coach for 2 to 4 practices</td><td>\$30</td></tr><tr><td>Apprentice Coach</td><td>Coach new to XCCM, with no or some coaching experience with children and adults</td><td>\$40</td></tr><tr><td rowspan="2">Coach</td><td>Coach with at least two seasons with XCCM or equivalent experience, and showing evidence of acquiring professional growth. Can be Practice Lead, with a plan reviewed by a Master Coach.</td><td>\$45</td></tr><tr><td>Same as above with at least 5 seasons with XCCM including one fall or equivalent experience.</td><td>\$50</td></tr><tr><td>Master Coach</td><td>Coach with at least 5 years or 10 seasons of XCCM experience including both fall and winter, or equivalent experience. Experienced Practice Lead, mentors Apprentice Coaches and supports other Coaches in professional development.</td><td>\$55</td></tr></table>	Profile	Requirements	Rate \$/hr	Candidate Coach	Candidate will assist a Master Coach for 2 to 4 practices	\$30	Apprentice Coach	Coach new to XCCM, with no or some coaching experience with children and adults	\$40	Coach	Coach with at least two seasons with XCCM or equivalent experience, and showing evidence of acquiring professional growth. Can be Practice Lead, with a plan reviewed by a Master Coach.	\$45	Same as above with at least 5 seasons with XCCM including one fall or equivalent experience.	\$50	Master Coach	Coach with at least 5 years or 10 seasons of XCCM experience including both fall and winter, or equivalent experience. Experienced Practice Lead, mentors Apprentice Coaches and supports other Coaches in professional development.	\$55
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END OF IN CAMERA DISCUSSIONS

ACTION ITEMS

Lead	Item	Due/Revised	Completion
NR	ALL board members to take 2 courses by Nov 1st. Video format. - UNDERWAY (SE) Go to: https://safesport.coach.ca/ . Two tips: - don't do this on mobile - Create an account. For consent of your personal info: click the word "consent", not the very tempting little box beside it. Once you have your account and are logged in, then take the Safe Sport Training (identify yourself as an Operating Board of Director) and the Rule of Two.	2023.12.18	NR, FD, SR, AB, PO, MC, SK
SK	To ask FAE to send sponsorship cheque	2024.01.08	
MC	To set "donation" line item to \$0	2024.01.08	
PO	To let Treasurer know when she will receive coaches' invoices for fall programs	2024.01.08	
PO	To collect SIN for all coaches who worked this fall for T4As (verbally or by text for data safety).	2024.01.08	
NR	To invite via email 9 people to register for Saturday and Wednesday programs	2023.12.18	
PO	To implement the new coach honorarium structure	2023.12.31	
NR	To write an article about Welcome to Winter programs	2024.01.06	
SE	To write an article about Winter social dates	2024.01.06	
SK	To write an article about Destination race + Gat Loppet	2024.01.06	
PO	To write an article about Winter clinics	2024.01.06	
SK	To write an article about FAE	2024.01.06	

XCCM BOD MEETINGS

#	Dates	Held
1	2023.09.18	✓
2	2023.10.23	✓
3	2023.11.13	✓
4	2023.12.11	✓

#	Dates	Held
6	2024.02.12	
7	2024.03.11	
8	2024.04.15	
9	2024.05.13	

5	2024.01.08		10	2024.08.12	
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FORWARD AGENDA ITEMS

Lead	Topic	Proposed	Notes
MC	Membership fee increase for a fair distribution of costs across whole membership and to account for fixed cost increases (eg coach honorarium)	2023.11.13	Decision required by Fall 24
NR	To discuss how to deal with (excess) demand upstream of registration so that we better manage expectations, waiting lists and load on volunteer-led Board capacity	2023.12.11	File substantially moved prior to Spring, to allow for time to make necessary adjustments in the spring/summer prior to Aug AGM

COMPLETED ACTION ITEMS

Lead	Item	Due/Revised	Completion
FD	Corporate admin 2023.10.23: changed lead from SE to FD. Corporate key in Transition spreadsheet. 2023.09.18: 1) Inform Industry Canada of change in BoD membership - COMPLETED 2023.11.11 2) Help update list of officers with Scotiabank - COMPLETED 2023.10.04 3) Arrange for FD to get signing authority with Scotiabank - COMPLETED 2023.10.04	2023.11.13	2023.11.11
NR	Add SE as editor for FB - COMPLETED Remove Tamsin as backup for website/comms, add SR (definitely website) and SE 2023.10.23: Tamsin stays on (pictures). SR editor for the website, SE needs to be added for FB.	2023.11.13	
MC	Look into accounting software and report back with recommendations - COMPLETED	2023.11.13	2023.11.13
AB	Gap registration for SS at 20 on website - COMPLETED Capped at 21	2023.10.27	
AB	Pay registration to XCSO and Nordic Canada - COMPLETED	2023.10.28	
FD	Develop a compensation package for coaches, run numbers with MC and propose to BoD - COMPLETED	2023.11.13	2023.11.13
FD	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) - COMPLETED	2023.11.06	2023-10-28

Lead	Item	Due/Revised	Completion
SR	List milestones dates for 23-24 newsletters - COMPLETED	2023.10.30	
SR	Inform Jackree that we are going ahead w/uniforms and to decide on dates - COMPLETED Store open Nov.15, closes Dec.4, for delivery before Christmas	2023.11.13	
SK	Write article about ON Masters for Newsletter - MOVED to Agenda/Update	2023.11.12	
SE	Look into cost of cabins in both locations (Gats, Nakkertok) - COMPLETED Will not pursue idea	2023.11.13	
PO	Lead a discusson asit the next BoD meeting on programming diversity - COMPLETED (listed on Agenda)	2023.11.13	
NR	Post 7 XCCM policies on Safe Sport by 1 Nov. - COMPLETED	2023.10.31	2023.10.31
FD	Update website page on Policies to add and present Safe Sport - COMPLETED	2023.10.31	2023.10.31
SK	Lead formatting of training plans in PDF and linking to web page. SR, AB to assist. - MOVED to Agenda/Update	2023.11.13	
SK	Check with FAE RE: Zizu request - MOVED to Agenda/Update	2023.11.13	2023.11.01
NR	Take (University research) Master athletes survey - COMPLETED will not pursue, not relevant	2023.11.13	2023.11.13
NR	Convene meeting of Screening Committee prior to next BoD meeting - COMPLETED	2023.12.11	2023.11.25
FD	Document XCCM Gdrive folder access - COMPLETED	2023.12.11	2023.11.20
SR	To write article in Nov Newsletter to explain the Winter program pre-sale schedule - COMPLETED	2023.11.15	2023.11.15
MC	To check with bank RE uncashed donation to Winter Trails - COMPLETED	2023.12.11	2023.11.14
MC	To enquire about conditions under which we need to charge HST - COMPLETED	2023.12.11	2023.11.14
MC	To check with Holly why sponsorship in kind is tracked in financial spreadsheet - COMPLETED	2023.12.11	2023.12.11

Lead	Item	Due/Revised	Completion
NR	To ask that licensed racing members identify themselves, for Safe Sport screening - COMPLETED	2023.11.15	2023.11.15