

MINUTES
XCCM Board Meeting
8 January 2024, 6:10-8:00 PM
New Mee Fung, 350 Booth St., Ottawa

Invited: Allan Butler (AB), Morag Cowell (MC), Sara Ednie (SE), Francois Dubrous (FD), Peter Ostrom (PO), Sandra Kiviaho (SK), Nicole Rayner (NR), Sara Rykov (SR)

Excused:

Chair: NR

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

#	Time	Lead	Item	Description / Notes & decisions / Action Items
1	6:10-6:12	NR	Welcome & Opening	DESCRIPTION: 1) Agenda approved as is (NR/FD/unanimous) 2) 2023.12.11 Minutes approved as is (NR/FD/unanimous)
2	6:12-6:15	NR	Action Items	DESCRIPTION: Status of AI by the leads. Be brief: is it completed/ongoing/delayed/on hold/cancelled? If discussion needed, to be added under New Business
3	6:15-6:16	AB	Registrar	DESCRIPTION: Update on enrollment to programs 162 members incl. Coaches. Last person on waiting list C is in. Board can now access Directors phone numbers. Gave NCD update on membership list for insurance.
4	6:16-6:48	MC	Finances	DESCRIPTION: Update on club finances HST - As of today, revenues just under \$50K, and expected to go over 50K by March. We will have a grace period of one month after the end of the calendar quarter in which we exceed the \$50K threshold, so our grace period would run until the end of April, and we would need to start charging HST as of the first sale after May 1. Since there is no activity over the summer, this means we will start charging HST on fall programming 2024-25. REPORT - Balance of \$48159. Predicted surplus of \$4K, not deficit of \$1.7K. Coaching certification claims low to date. - Need info to develop estimates for coach wages under new wage grid. DONATIONS: - Mark \$2K as notionally reserved funds in budget - Discussion about how to proactively manage this file, including developing categories of interests, identifying causes within these categories, and seeking input from membership e.g. on their category preferences. Noted the need for a known champion for each cause of interest to ensure donations will be productive. Donations could address more than one cause. AI: PO to look into # of hours logged last year by each coach, and to prepare a budget estimate for 2024 Winter coaching to provide to MC AI: MC to figure out when to start charging HST in 2024-25 (right away?) AI: PO to follow up with coaches regarding reimbursement of uniforms

				AI: MC to mark \$2K against donation in budget AI: FD to create repository of categories/causes AI: SR to write a blurb for Newsletter and FB about asking members for ideas on donation categories. Categories TBD, could include: EDUCATION (school programs/support to disadvantaged kids), LOCAL SKIER POOL (promising young racers going to international events who are not carded), LOCAL XC SKI FACILITIES (local trail making), ENVIRONMENTAL (Protect our Winters) AI: FD to include Donation Follow Up on next meeting agenda
5	6:48-6:55	PO	Athletic	DESCRIPTION: Update on Programs - 31 on Wed, 68 on Sat and 22 on Thurs. All programs are full! - 2nd downhill clinic added upon members request - Strength: only 6 signed up - Yoga: 9 last time. If offered again, would ask Lori to take over registration, same model as with Evolve AI: FD to write a blurb about the Jan waxing clinic for the Newsletter AI: FD to write blurb about group strength for the Newsletter
6	6:55-7:14	SE	Social	DESCRIPTION: Update on Social calendar - Gat Loppet: looking into organising cheering. 17-18 February. - Cabin Skis: WED nights, once a month. - Retro/Tailgate - Year end party: Saturday 13 April. Location TBD - Cookie Ski: was very popular, by Gwen. March? - After Ski Potluck at Nicole's: Saturday 3 February. Best if practice starts from P8 or P5. to ski over to party.
7	7:14-7:15	SR	Comms	DESCRIPTION: Update on Comms - Discussion about a standard model for how to describe practice group levels so that: 1) the posted program is clear, 2) coaches can explain the different levels in a consistent manner every week and regardless of the number of groups; and 3) members can more easily choose which group is best for them. Discussed descriptor based on numbered levels (1 to n), and distance (eg skiers who can easily log 25Km in the technique of the day go to group 1). - Next Newsletter on 6 March. Schedule staggered posting on FB of items of interest.
8	7:15-7:18	SK	Director at large	DESCRIPTION: Update on FAE.
9	7:18-7:48	NR	Other Business	DESCRIPTION: - Update on Safe Sport training. Many coaches have not yet filled out XCCM survey. Discussion about how critical it is to have up-to-date information about Safe Sport training for all active coaches at XCCM. NR has recently emailed a reminder to all Directors and coaches with appropriate info and link to survey. - Waxing clinic on 19/01 at Le Relai w/ Peter Hamilton. Goal is to offer it both in situ and on line. - Video analysis software. Decision for XCCM to keep videos only for one year, and have members download what they want to keep for themselves. Discussion on implementation format across groups, change in practice dynamics, how/when to set time aside to review and comment videos, and impact on choice of practice location. Software to be used for all clinics, and gradual/beta introduction in (daylight) practices to test out what works best for each coach and for members. AI: PO to follow up with coaches for them to fill in the Safe Sport XCCM survey asap. AI: AB to update the section on whistleblower (WEB page on Safe Sport Policies) with contact name and info. NR to provide the info.

				AI: FD to prepare final recommendation for video analysis software
10	7:48-7:49	NR	New Business	DESCRIPTION:
11	7:49-7:56	NR	Round-table	DESCRIPTION: Additional key information/highlights of which the Board needs to be aware - Discussion about developing task descriptions for two distinct roles: Head Coach, and Athletic Director. Idea is to formalise those two different functions which require different skill sets (forward thinking for succession planning), and to lighten the load on the Athletic Director who is a Board member (managing volunteer load for retainment purposes). Head Coach would get paid and report to Athletic Director, which is the model used by most established clubs in the area. AI: PO to develop job descriptions for Head Coach and Athletic Director
12	7:56-7:58	NR	Next meeting & Adjournment	DESCRIPTION: 1) next meeting: Monday 5 February, New Mee Fung 2) Adjourned at 7:58PM (FD/NR)

XCCM BOD MEETINGS

#	Dates	Held
1	2023.09.18	✓
2	2023.10.23	✓
3	2023.11.13	✓
4	2023.12.11	✓
5	2024.01.08	✓

#	Dates	Held
6	2024.02.05	
7	2024.03.11	
8	2024.04.15	
9	2024.05.13	
10	2024.08.12	