

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

Invited: Allan Butler (AB), Sara Ednie (SE), Morag Cowell (MC), Sandra Kiviahio (SK), Peter Ostrom (PO), Nicole Rayner (NR), Sara Rykov (SR)
Absent: Francois Dubrous (FD)
Chair: NR
Note taker & timekeeper: NR

Time	Lead	Item	Description / Notes & decisions / Action Items
6:00-6:15	NR	Welcome & Opening	DESCRIPTION: 1) Approval of Agenda (SR move, AB second, unanimous) 2) Approval of Minutes (MC move, NR second, unanimous)
6:15-6:25	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
6:25-6:30	AB	Registrar	DESCRIPTION: Update on enrollment. Nothing notable to report. Waitlists are closed - we are no longer adding new participants even as folks need to drop out due to injury etc.
6:30-6:40	MC	Finances	DESCRIPTION: Update on club finances Current income \$50,600 but this includes FAE donation which (likely) doesn't count toward revenue. Assuming this is the case the earliest possible date that we would need to charge HST is April 30th, so essentially next year. Cash position \$42,082.47 Revised financials now show approx. \$5K deficit, as originally planned (revenue down due to lower than expected registration for all programs except Saturdays, plus some higher costs eg. insurance) AI - MC to confirm with Revenue Canada that sponsorship \$ is not revenue
6:40-7:00	PO	Athletic	DESCRIPTION: Update on Programs Programs running well - some challenges to dividing equally into groups, some too big some too small for # of coaches. Discussed ways to mitigate this - spending more time getting organized at the start with more visible groupings and then possibly re-assigning coaches. For ex. if the middle group is really big then reassign a group 1 coach (usually the smallest, most homogeneous group) to that middle group, leave only one coach for group 1, and have group 1, 2a, 2b, 2c, 3a, 3b. Update on video software - "Coach Now" app. Coaches invited to download 7 day free trial to use at practice next week, or just use their own phones. Board approved 2 month subscription expense for further testing to aid decision making for next year. Lori Meyers took CANSI level 1 course. Approved her request for reimbursement for approx. \$500. Noted that she did not request pre-approval prior to submitting her claim.

			AI - PO to attend start of Feb 10 practice to more assertively wrangle group size, especially important for video week AI - MC to reimburse Lori when receipt provided AI - PO to remind Lori that in the future reimbursements require pre-approval AI - All to review job descriptions for Head Coach and Athletic Director, be prepared to discuss and develop plan for decision making
7:00-7:10	SE	Social	DESCRIPTION: Update on Social calendar AI - SE to make FB post soliciting in setting up a cheering station for the Loppet
7:10-7:20	SR	Comms	DESCRIPTION: Update on Comms - Donations - FB poll indicates equal interest in Environmental, Local Ski Trails, and Local Ski Talent support (about 20% of votes each). Ski for Schools most popular at 40% - Options include Ski At School (through Kichi Sibi Winter trail) or one at Britannia - Newsletter deadline for content is Sunday March 3 DECISION: - To support a "ski at school" type program with donation of \$1500. Depending on surplus a secondary category may be supported. AI - SE to get more details on Britannia program so we can decide between the two "Ski at school" options at next meeting AI - SE to write (Newsletter) about Last Practice AI - SE to write (Newsletter) about Year End Party AI - SK to write (Newsletter) about FAE AI - MC to write (Newsletter) about Surplus AI - NR to write (Newsletter) about Cowbell Award AI - SR to write (Newsletter) about Race Recaps
7:20-7:25	SK	Director at large	DESCRIPTION: Update
7:25-7:35	NR	Other Business	DESCRIPTION: - [NR] Cowbell Award 2024 - [FD] video analysis - See Athletic update above for details. AI - ALL to propose ideas for Cowbell Award winner, to discuss at next meeting
7:35-7:40	NR	New Business	DESCRIPTION: None
7:40-7:55	NR	Round-table	DESCRIPTION: Additional key information/highlights of which the Board needs to be aware
7:55-8:00	NR	Next meeting & Adjournment	DESCRIPTION: 1) next meeting: Monday 11 March at New Mee Fung 2) Adjournment (MC/SR, 7:23pm)

ACTION ITEMS

Lead	Item	Due/Revised	Completion
MC	To figure out when to start charging HST in 2024-25 (right away?) - ONGOING	2024.03.11	
PO	To follow up with coaches regarding reimbursement of uniforms - ONGOING	2024.03.11	
MC	to confirm with Revenue Canada that sponsorship \$ is not revenue - COMPLETED Sponsorship is excluded from revenues, therefore current revenues (less sponsorship \$\$) are at \$48,106. Even with a few hundred in additional revenue for the remaining clinics, we will be under \$50K HST threshold this year. OF NOTE: MC set up a number of security alerts on XCCM Scotiabank account. Amongst other things, she will be notified by email any time there's a withdrawal from the account	2024-03-11	2024.02.07
PO	to attend start of Feb 10 practice to more assertively wrangle group size, especially important for video week	2024-02-10	
MC	To reimburse Lori when receipt provided	2024-03-31	
PO	To remind Lori that in the future reimbursements require pre-approval	2024-03-31	
All	To review job descriptions for Head Coach and Athletic Director, be prepared to discuss and develop plan for decision making	2024-03-11	
SE	To make FB post soliciting in setting up a cheering station for the Loppet	2024-02-16	
SE	To get more details on Britannia program so we can decide between the two "Ski at school" options at next meeting	2024-03-11	
SE	To write (Newsletter) about Last Practice	2024-03-03	
SE	To write (Newsletter) about Year End Party	2024-03-03	
SK	To write (Newsletter) about FAE	2024-03-03	
MC	To write (Newsletter) about Surplus	2024-03-03	
NR	To write (Newsletter) about Cowbell Award	2024-03-03	

SR	To write (Newsletter) about Race Recaps (ON Masters, CSM)	2024-03-03	
ALL	To propose ideas for Cowbell Award winner, to discuss at next meeting	2024-03-11	

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	