

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

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

Absent:

Chair: NR

Note taker & timekeeper: FD

	Time	Lead	Item	Description / Notes & decisions / Action Items
1	6:03-6:04	NR	Welcome & Opening	DESCRIPTION: 1) Agenda approved w/ changes unanimously (FD/AB) 2) Minutes approved unanimously (AB/NR)
2	6:04-6:07	NR	Action Items	DESCRIPTION: Status of AI by the leads.
3	6:07-6:08	AB	Registrar	DESCRIPTION: Update on enrolment
4	6:08-6:29	MC	Finances	DESCRIPTION: Update on club finances Predicting \$5400 deficit at YE. Current bank balance is \$36820 before paying coach winter fees Idea about promoting in Newsletter coaches who obtained certification(s) this year AI - FD to verify requirement regarding Gat ski passes AI - MC to update budget forecast based on discussions
5	6:29-6:33	PO	Athletic	DESCRIPTION: Update on Programs Coaching feedback tool . Decision to seek feedback from members about coaching via email for now. Most simple process. Practice on Tuesday on ski. Last practice is on 23 March. AI - NR to set up email address for member feedback about coaching
6	6:33-6:42	SE	Social	DESCRIPTION: Update on Social calendar - Idea to open Tuesday 19 March practice to all ending with Pub night - Cowbell Award 2024: proposed candidate is Julie Dagenais - Ideas for prize categories (beyond Cowbell) for YE party: most improved (?), best come back (?), most enthusiastic (Brittan), sky is the limit ie most participation in master races (Ed dL), most lucky (Liz). Need other fun ones. AI - NR to get engraved plaque for Cowbell Award

7	6:42-6:51	SR	Comms	DESCRIPTION: Update on Comms April Newsletter articles, see list of AI below. - Donations. Ski at school. Discussion about fact that could be more than one recipient. AI - PO to write about Coach certification (Newsletter) AI - Cathy C to provide Labrador race report (Newsletter) - SR to contact to ask for report AI - Ed dL to provide Finland race report (Newsletter) - SR to contact to ask for report AI - SE to present Social calendar (Newsletter) AI - SR to write about the Social/AGM (Newsletter) AI - MC w/FD to write about club finances (Newsletter) AI - NR w/SR to write about 2 openings on Board (Newsletter)
8	6:51-6:58	SK	Director at large	DESCRIPTION: Update Still have \$2K in-kind from FAE until end of sponsorship contract i.e. 30 Nov 2024 Discussion about gift certificates for coaches
9	6:58-7:53	NR	New Business	DESCRIPTION: Difference between independent contractor vs employee. For ease of administration we want to retain current model of coaches as independent contractors. Is there a need for formal contracts with coaches, as they are contractors? yes Discussion about addressing specifics including uniforms and ski passes. Can not be benefits. Could be part of contract negotiables. Discussion about Head Coach (HC) position: having HC as a contractor, need to adopt new terminology to avoid confusion about HC managing coaches, as coaches and HC would all be independent contractors. Proposal for Athletic Coordinator instead of HC. Work needed to use the right terminology when drafting contracts for coaches (contractors not staff) and for a Statement of Work for the Athletic Coordinator services (not a Job Description). Timeline for hiring of HC: - Posting request for services by 15 April - Reviewing bids starting 15 May - Selection and contracting by 15 June AI - NR w/PO to discuss issue with Holly McDonald AI - MC to develop a Statement of Work for the position of Head Coach AI - MC to prepare scenarios for new membership fee structure to rebalance revenues vs costs including HC fees in a sustainable way AI - FD to update next BoD meeting date to 8 April so that BoD finalises decisions about HC prior to 15 April AI - PO to give list of coaches who will receive a gift to SK
10		NR	Round-table	DESCRIPTION: Additional key information/highlights of which the Board needs to be aware
11	7:53-7:55	NR	Next meeting & Adjournment	DESCRIPTION: 1) next meeting: Monday 8 April at New Mee Fung 2) Adjournment (NR/AB)

ACTION ITEMS

Lead	Item	Due/Revised	Completion
SE	To get more details on Britannia program so we can decide between the two "Ski at school" options at next meeting - ONGOING	2024-04-08	
FD	To verify requirement regarding Gat ski passes	2024-04-08	
MC	To update budget forecast based on discussions	2024-04-08	
NR	To set up email address for member feedback about coaching	2024-04-08	
NR	To get engraved plaque for Cowbell Award	2024-04-13	
PO	To write about Coach certification (Newsletter)		
SR	To ask Cathy Cottell to provide Labrador race report (Newsletter)		
SR	To ask Ed deLaplante to provide Finland race report (Newsletter)		
SE	To encourage members to use FB if they hold activities open to other members this spring/summer (Newsletter)		
MC	With FD to write about club finances (Newsletter) - POSTPONED to AGM	2024-08-01	
NR	With SR to write about 2 openings on Board for next year (Newsletter)		
NR	With PO to discuss contractor/employee issue with Holly McDonald	2024-04-08	
MC	To develop a Statement of Work for the position of Head Coach	2024-04-08	
MC	To prepare scenarios for new membership fee structure to rebalance revenues vs costs including HC fees in a sustainable way	2024-04-08	
FD	To update next BoD meeting date to 8 April so that BoD finalises decisions about HC prior to 15 April - COMPLETED	2024-04-08	2024-03-16

Lead	Item	Due/Revised	Completion
PO	To give list of coaches to SK for in-kind	2024-04-08	

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	2024.04.08	
9	2024.05.13	
10	2024.08.12	