

**MINUTES**  
XCCM Board Meeting  
**8 April 2024, 7:00-9:00 PM**  
Del Piacere 416 Preston St., Ottawa

Invited: Allan Butler (AB), Sara Ednie (SE), Morag Cowell (MC), Sandra Kiviaho (SK), Nicole Rayner (NR), Sara Rykov (SR)

Absent: Peter Ostrom (PO), Francois Dubrous (FD)

Chair: NR

Note taker & timekeeper: SR

|   | Time      | Lead | Item              | Description / Notes & decisions / Action Items                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---|-----------|------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | 7:00      | NR   | Welcome & Opening | DESCRIPTION:<br>1) Approval of Agenda: <a href="#">2024 04 08 AGENDA XCCM .docx</a> (NR move, SK second, unanimous)<br>2) Approval of Minutes: <a href="#">2024 03 11 MINUTES XCCM .docx</a> (NR move, SK second, unanimous)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2 | 7:05      | NR   | Action Items      | DESCRIPTION: Status of AI by the leads.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3 | 7:10-7:30 | MC   | Finances          | DESCRIPTION: Update on club finances<br>Currently running a \$200 deficit, if all outstanding items go through we will have a \$5000 deficit. There are 2 unknowns: Legal consultation fees with an employment lawyer regarding employment/contractor issue with coaches. Donation to Ski at School. Board decided to pause the decision to make a donation until we have clarity about legal fees.<br>Park passes for coaches information (criteria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4 | 7:30-8:00 | NR   | Athletic          | DESCRIPTION: Update on Programs<br>Review of meeting by MC, PO, FD and NR to discuss head coach role, timeline for hiring, employee vs contractor considerations<br>-XCCM to consider using the term instructor rather than coach. This term has less of a long term relationship associated with it and it better aligns with our model. This term is used by Nordic Canada.<br>-NR met with Kanata Nordic to discuss their coaching model (independent contractors).<br>-NR met with Nakkertok to discuss their coaching model (employees).<br>-Need to have a contract with coaches as part of defining relationship as independent contractor relationship. Our board will work to produce a draft contract and then have the contract reviewed by an Employment Lawyer. Instead of Head Coach, use job title Athletic Coordinator. Keep job responsibilities to admin type tasks.<br><br>Review draft job advert<br>Steps and Target Dates:<br>-Finalize SOW for Athletic Coordinator for April 15.<br>-Advertise for position by end of April.<br>-Start receiving applications by mid May.<br>-Have a contract in place by mid June. |

|    |           |    |                            |                                                                                                                                                                                                                                                                                    |
|----|-----------|----|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5  | 8:00-8:15 | SE | Social                     | DESCRIPTION: Update on Social calendar, Final year end party items<br>-Cowbell Award to Julie Dagenais<br>-Discussion about how to award FAE prizes (raffle, individual awards for memorable events)                                                                               |
| 6  | 8:15-8:30 | SR | Comms                      | DESCRIPTION: Update on Comms<br>April Newsletter articles<br>-race reports, coaching certifications, year end party, XCtra Curricular Social Nights<br>-NR to add item in newsletter to solicit members who might be interested in joining the Board                               |
| 7  | 8:30-8:35 | SK | Director at large          | DESCRIPTION: Update<br>Discussion about gift certificates for coaches who did not get park pass - decided that we are not doing this.                                                                                                                                              |
| 8  | 8:35      | NR | New Business               | Need to start thinking about new Board members for next season.<br>-Some club members identified as potentially interested. Board members to approach these club members to inquire about their interest.<br>-NR to add item in the newsletter to solicit other interested members |
| 9  | 8:35-8:45 | NR | Round-table                | DESCRIPTION: Additional key information/highlights of which the Board needs to be aware                                                                                                                                                                                            |
| 10 | 8:45      | NR | Next meeting & Adjournment | DESCRIPTION:<br>1) next meeting: May 13<br>2) Adjournment                                                                                                                                                                                                                          |

#### 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 -<br><b>COMPLETED</b> | 2024-04-08  | 2024-04-08 |
| FD   | To verify requirement regarding Gat ski passes<br><b>COMPLETED</b>                                                                      | 2024-04-08  | 2024-04-08 |
| MC   | To update budget forecast based on discussions<br><b>COMPLETED</b>                                                                      | 2024-04-08  | 2024-04-08 |
| NR   | To set up email address for member feedback about coaching<br><b>ONGOING</b>                                                            | 2024-04-08  |            |
| NR   | To get engraved plaque for Cowbell Award<br><b>COMPLETED</b>                                                                            | 2024-04-13  | 2024-04-08 |
| PO   | To write about Coach certification (Newsletter)<br><b>COMPLETED</b>                                                                     |             | 2024-04-08 |

| Lead | Item                                                                                                                                          | Due/Revised | Completion |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|
| SR   | To ask Cathy Cottell to provide Labrador race report (Newsletter)<br><b>COMPLETED</b>                                                         |             | 2024-04-08 |
| SR   | To ask Ed deLaplante to provide Finland race report (Newsletter)<br><b>COMPLETED</b>                                                          |             | 2024-04-08 |
| SE   | To encourage members to use FB if they hold activities open to other members this spring/summer (Newsletter)<br><b>COMPLETED</b>              |             | 2024-04-08 |
| MC   | With FD to write about club finances (Newsletter) - <b>POSTPONED to AGM</b>                                                                   | 2024-08-01  |            |
| NR   | With SR to write about 2 openings on Board for next year (Newsletter)<br><b>COMPLETED</b>                                                     |             | 2024-04-08 |
| NR   | With PO to discuss contractor/employee issue with Holly McDonald<br><b>COMPLETED</b>                                                          | 2024-04-08  | 2024-04-08 |
| MC   | To develop a Statement of Work and contract for the position of Athletic Coordinator<br><b>ONGOING</b>                                        | 2024-04-08  |            |
| MC   | To prepare scenarios for new membership fee structure to rebalance revenues vs costs including HC fees in a sustainable way<br><b>ONGOING</b> | 2024-04-08  |            |
| FD   | <del>To update next BoD meeting date to 8 April so that BoD finalises decisions about HC prior to 15 April</del> - <b>COMPLETED</b>           | 2024-04-08  | 2024-03-16 |
| PO   | To give list of coaches to SK for in-kind<br><b>COMPLETED</b>                                                                                 | 2024-04-08  |            |
| MC   | To develop a statement of work and contract for the position of Instructor                                                                    | 2024-04-08  |            |

#### XCCM BOD MEETINGS

| # | Dates      | Held |
|---|------------|------|
| 1 | 2023.09.18 | ✓    |
| 2 | 2023.10.23 | ✓    |

| # | Dates      | Held |
|---|------------|------|
| 6 | 2024.02.05 | ✓    |
| 7 | 2024.03.11 | ✓    |

|   |            |   |
|---|------------|---|
| 3 | 2023.11.13 | ✓ |
| 4 | 2023.12.11 | ✓ |
| 5 | 2024.01.08 | ✓ |

|    |            |   |
|----|------------|---|
| 8  | 2024.04.08 | ✓ |
| 9  | 2024.05.13 |   |
| 10 | 2024.08.12 |   |