

Draft MINUTES
XCCM Board Meeting
15 May 2024, 6:00-8:00 PM
Del Piacere 416 Preston St., Ottawa

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

	Time	Lead	Item	Description / Notes & decisions / Action Items
1	6:14-6:15	NR	Welcome & Opening	DESCRIPTION: 1) Approval of Agenda approved w/ changes unanimously (FD/SE) 2) Approval of Minutes approved w/ changes unanimously (SR/NR)
2	6:15-6:18	NR	Action Items	DESCRIPTION: Status of AI by the leads. Be brief: is it completed/ongoing/delayed/on hold/cancelled?
3	6:18-6:28	NR	Finances	DESCRIPTION: Update on club finances Review of Financial Statements Currently running a deficit for the year of \$1417 and expect this to increase to \$5332 once all expenses go through. Legal fees (related to the employee/contractor issue) are still a guesstimate. Review of Pricing Proposal Need to think about how to communicate the change to our membership, especially with the HST layered on top. As an example of impact, Sat. on-snow training would increase from \$200 to \$248 (\$20 fee increase + \$28 HST). Board was in agreement in principle with the proposed strategy, and needed more info from MC before making a final decision. Question: will the overall increase (incl. HST) cover the new AC position AND the deficit? Assuming we are expecting to run a deficit next year, and factoring in possible increase in instructors overall costs. QuickBooks. Started to play around with it. My initial impression is that it will be a bit of work to get us up and running. I'd like to get our 2023-24 transactions entered so I can compare to the Excel version of the books for accuracy. The software itself is quite intuitive. The challenge is mapping our various accounts to the standardised structure imposed by QuickBooks. The jury is still out on whether the software will be a time saver (I managed to link to our bank account, but the Stripe reconciliation will still need to be done manually). But, I still think it's the right thing to do and will help with reporting, submitting HST, etc. DECISION: Board's decision on final pricing to be made after input from MC, with discussion via email. AI - FD to ask MC to address Board's question about pricing

4	6:28-7:33	NR	Athletic	DESCRIPTION: Update on Athletic Coordinator project No response to date. There might be some confusion about what the Board is looking for. Need to actively seek interest and understand what are the possible causes of the current situation. AC starts 1 August, OK to have candidates identified later than initially planned. Update on Programs Idea about posting (FB) full season calendar at the beginning of the season to help members plan ahead. Discussion on getting more people to participate in Fall camp: set accommodations early, cycling workout (intervals, etc.). Registration for the dryland program will not be capped. Yoga. Need to see whether Lori is interested in leading. Fall season: - From 3 Sept to 17 Dec (16 weeks) - Fall Camp 20-22 Sept - Rollerski clinics: 15/09 skate (ie before camp), 29/09 classic - Winter Camp: 02-06 Dec - Registration to open on 15 Aug, ie the day after the Aug Newsletter is sent out AI - NR to contact PO to decide who/how to get in touch with coaches to seek interest in AC position and clarify any confusion AI - NR to talk to PO to schedule a meeting with an employment lawyer. NR, PO and MC to be at that meeting AI - SR to check with Dan 1) if available on the proposed camp dates, 2) if willing to organise camp in Jericho, 3) if Jericho available on those dates. SR to check with Raylan if available on proposed dates. AI - SR to check whether Dan is available for proposed winter camp dates. Dan to follow up with Peter Llyod AI - NR to contact 1) Lori for interest in leading yoga, and 2) City of Ottawa for large enough space at a community centre AI - SR to send Newsletter on 14 Aug incl. reminder about registration opening AI - AB to open registration on 15 Aug AI - SR to post on FB announcement about Fall registration opening & schedule in late June
5	7:33-7:35	AB	Fall registration	DESCRIPTION: Early requirement for fall programming and pricing. See Allan's email below (p.3). AI - NR to provide details about Fall program, clinics and yoga to AB by 12 July for AB to post
6	7:35-7:40	NR	Board positions	DESCRIPTION: Update on interest RE two Board openings AI - SR to ask for volunteers to join the Board in the next Newsletter
7	7:40-7:42	SE	Social	DESCRIPTION: Update on Social calendar AGM on 28 Aug. at Umbrella's bar @ Dows lake, use the same logistics as last year. AI - SE to make arrangements for AGM
8	7:42-7:43	SR	Comms	DESCRIPTION: Update on Comms Discussed under 4.

9	7:43-7:45	NR	Director at large	DESCRIPTION: Update on FAE Agreement that when deciding how to split in-kind contribution, worth considering having more larger value prizes
10	7:45-7:49	NR	New Business	Possibility of additional vacancy on the Board TBC
11	7:49-7:50	NR	Round-table	DESCRIPTION: Additional key information/highlights of which the Board needs to be aware nil
12	7:50-7:56	NR	Next meeting & Adjournment	DESCRIPTION: 1) Need for additional special meeting? No need, discussions to be carried out via email 2) Next meeting scheduled on 12 August. Can't be later as AB leaves on 14 Aug. 3) Adjourned at 7:56 (FD/NR)

ACTION ITEMS

Lead	Item	Due/Revised	Completion
Board	To approach club members to inquire about their interest in joining the Board - ONGOING	Aug 2024	
FD	To ask MC to address Board's question about pricing	2024.05.22	2024.05.16
NR	To talk to PO to schedule a meeting with an employment lawyer. NR, PO and MC to be at that meeting	2024.05.15	
NR	To contact PO to decide who/how to get in touch with coaches to seek interest in AC position and clarify any confusion	2024.05.29	
NR	To contact 1) Lori for interest in leading yoga, and 2) City of Ottawa for large enough space at a community centre	2024.06.30	
NR	To provide details about Fall program, clinics and yoga to AB by 12 July for AB to post	2024.07.12	
SR	To check with Dan 1) if available on the proposed camp dates, 2) if willing to organise camp in Jericho, 3) if Jericho available on those dates. SR to check with Raylan if available on proposed dates.	2024.05.29	
SR	To check whether Dan is available for proposed winter camp dates. Dan to follow up with Peter Llyod	2024.05.29	
SR	To post on FB announcement about Fall registration opening & schedule in late June	2024.06.24	
SR	To send Newsletter on 14 Aug incl. reminder about registration opening	2024.08.14	
SR	To ask for volunteers to join the Board in the next Newsletter	2024.08.14	
AB	To open registration on 15 Aug	2024.08.15	
SE	To make arrangements for AGM	2024.08.19	

XCCM BOD MEETINGS

#	Dates	Held
1	2023.09.18	✓

#	Dates	Held
6	2024.02.05	✓

2	2023.10.23	✓
3	2023.11.13	✓
4	2023.12.11	✓
5	2024.01.08	✓

7	2024.03.11	✓
8	2024.04.08	✓
9	2024.05.15	✓
10	2024.08.12	