

MINUTES

XCCM Board Meeting

12 August 2024, 6:00-8:00 PM

Brown Craft House – 640 Bank St., Ottawa

Invited: Allan Butler (AB), Sara Ednie (SE), Nicole Rayner (NR), Sara Rykov (SR), Peter Ostrom (PO), Sandra Kiviaho (SK),

Absent: Morag Cowell (MC), Francois Dubrous (FD)

Chair: NR

Note taker: SK

	Lead	Item	Description / Notes & decisions / Action Items
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1	NR	Welcome & Opening	DESCRIPTION: 1. The Approval of May minutes will happen in Sept. 2. There was no prior set agenda for this meeting, agreed to go as round table to address imminent activities (AGM, launch of fall programs, closing of financial books). 3. The AGM will be similar to last year, beginning with a one hour social and ending with a one hour AGM. The location is the Umbrella Bar at Dow's Lake organized by SE. Food has been organized by SE. SE will hand off raffle tickets as she will be unable to attend. SK will bring 3, \$50 gift certificates and scrappers. NR – Will compile a new AGM folder with new agenda. All Board members will write their reports and save them in the AGM folder.
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2	NR	Board member recruitment	DESCRIPTION Three new Board member positions need to be filled. The following people will be asked to join by selected Board members. Peter Mallory – SR to confirm Jeff Hammel -SR Gwyn – SR Gail – NR Chris Macdonald – SK Nicolette – Sara R
3	NR	Finances	DESCRIPTION: Update on club finances A small blurb will be added to the newsletter regarding increase in membership and HST. -NR The Board has decided that no donation will be made. NR tell MC.
4	AB	Registration	Shop is setup and fully tested (although slight tweak needed for Fall camp, see below)

5	PO/SR	Programming/Fall Camp	DESCRIPTION: Programming The new athletic director is Jamie. The Board will confirm the breakdown of roles with the incoming Athletic director and Jamie. First practice Posts– AB is away. NR with post until Sept.16. Provide date for open house of Evolve in Newsletter. SR will ask Mike. Evolve program starts Sept 18, Open house the 11th? The Fall camp will happen Sept 21/22. There will be two options offered. 1. Roller Skiing as per usual 2. Hiking a nominal fee of \$10 will be charged, plus participants will need to get a club membership Update text for fall camp for newsletter with appropriate link - SR Update online offering for camp – AB
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6	SK	Fresh Air Transition	Add all info for Fresh Air to Board Transition Document – SK Meet with new Board member and Fresh Air - SK
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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 - COMPLETED	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- COMPLETED	2024.05.15	2024.06.01 (estimated)

NR	To contact PO to decide who/how to get in touch with coaches to seek interest in AC position and clarify any confusion- COMPLETED	2024.05.29	2024.06.15 (estimated)
NR	To contact 1) Lori for interest in leading yoga, and 2) City of Ottawa for large enough space at a community centre- COMPLETED	2024.06.30	2024.08.09
NR	To provide details about Fall program, clinics and yoga to AB by 12 July for AB to post- COMPLETED	2024.07.12	2024.08.09
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.- COMPLETED	2024.05.29	2024.08.09
SR	To check whether Dan is available for proposed winter camp dates. Dan to follow up with Peter Llyod- COMPLETED	2024.05.29	2024.08.09
SR	To post on FB announcement about Fall registration opening & schedule in late June- COMPLETED	2024.06.24	2024-05-21
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	
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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	2024.05.15	✓
10	2024.08.12	✓