

MINUTES

XCCM Board Meeting
October 2, 2024, 6:00-8:00 PM
 79 Kamloops Ave, Ottawa

Present: Francois Dubrous (FD), Philippa Gross (PG), Jeff Hammell (JH), Peter Mallory (PM), Nicole Rayner (NR), Sara Rykov (SR), Allan Butler (AB), Morag Cowell (MC)
 Chair: NR
 Note taker & timekeeper: PG (pgross1957@yahoo.com, 613-720-1164)

	Time	Lead	Item	Description / Notes & decisions / Action Items
1		NR	Opening	DESCRIPTION: 1) Agenda approved (FD/JH/unanimous) 2) 2024.08.12 BoD MINUTES approved FD/NR/unanimous).
2		NR	Action Items	Nicole to go finalize the change of Philippa as officer at the bank. PG, PM, JH to do Safe Sport Training
3		NR	Board organisation	DESCRIPTION: set-up for Tiered Registration DECISIONS: Tier 1 - 60 spots - members registered in winter 2024 – open registration on Nov20 Tier 2 - 7 spots on waiting list - members registered in fall 2024 - open registration on Nov 25 Tier 3 - new members (if there are any remaining spots) - open registration on Dec 1 Fees increased: Tuesday - \$155.00 from \$140.00 Saturday - \$220.00 from \$200.00 Wednesday - \$220.00 from \$200.00 Racers pay full amount
4		MC	Finances	DESCRIPTION: Briefing/Update on club finances DECISION: Reviewed Budget 2024-25 HST starting November 1, 2024 Club no longer paying for uniforms and Park passes for coaches AI: Check into bonuses for coaches
5		FD	Athletic	DESCRIPTION: Brief discussion about coach instructing abilities ie teaching techniques AI: AD to liaise with NR to finalise coach contracts FD to present coach fee grid at next BoD meeting FD to check w/ Dan/PeterL that proposed Winter Camp dates work for them

				FD to set/confirm financial details for coaches working at Fall/Winter Camps
6	7:05	NR	Comms	DESCRIPTION: 1) Newsletter Schedule, 2) Fall issue content For reference: 2023 Communication Plan DISCUSSION: Updating of dates in the proposed schedule (at the end of the document) 1st Newsletter to be published on 2 Oct. Content to be submitted to SR by 30 Sept. Newsletter to include: Welcome (NR); new BoD member intro (i.e. bios to be submitted for the website) (PG, JH, PM); FAE club week (PM); Winter Camp (FD, PM to help); Fall Socials (JH) AI: SR to update the Newsletter publication calendar to align with BoD meetings as much as possible PG, JH and PM to submit their bio for posting on the website and Oct Newsletter to SR AB to update the Directors bio page AB to move the Directors bio page from the "About" section to the "Governance" section NR, PG, JH, PM, FD to submit their Newsletter pieces to SR no later than 30 Sept SR to find a spokesperson to announce upcoming events at practice JH to look into alternative/additional options for the visual comms platform and event reminders
7		SR?	Social	DESCRIPTION: Update on Social Was part of comms discussion
8	7:42	NR for MC	Finances	DESCRIPTION: Briefing/Update on club finances DECISION: Approved XCCM Financials 23-24 YEAR END for submission to the accountant (FD/NR/unanimous) AI: All BoD members to review Budget 2024-25 for discussion at the next BoD meeting, with Morag present.
9	7:50	NR	New Business	DESCRIPTION: BoD Meeting schedule DECISION: Planned dates are: 21 Oct/11 Nov/9 Dec. Meet on Mondays. Winter programming to start 7 Jan 2025. AI: FD to update BoD meeting calendar PM to host 11 Nov meeting
10	7:58	NR	Round-table	DESCRIPTION: Additional key information/highlights of which the Board needs to be aware DISCUSSION: To avoid a single point of failure risk (current situation), we need to have a document that provides minimal (essential) info about how to manage XCCM website content. AI: AB to document the essential info for a party to manage XCCM website content. To discuss with SR.
11	8:08	NR	Next meeting & Adjournment	DESCRIPTION: 1) next meeting: 21 Oct, location TBD 2) Adjourned at 8:10 PM (NR/FD)