

MINUTES

XCCM Board Meeting

October 21, 2024, 6:00-8:00 PM

79 Kamloops Ave, Ottawa (PM's)

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	Reviewed. Outstanding items to include: Nicole to go finalize the change of Philippa as officer at the bank. PG, PM, JH to do Safe Sport Training. See list below for more
3		NR	Prep for Winter program registration	DESCRIPTION: Discussion of set-up for Tiered Registration. Same set up as last year. Tier 1 - 60 spots on Saturday, 30 on Wednesday, ? on Tuesday - members registered in previous year - Nov 20. There were 67 people in Saturday 2024 but only 60 spots will be initially sold in order to help the Board deal with any mistakes. A waitlist will be implemented for Tier 1 folks if needed. Tier 2 - Members registered in the fall or previous years winter programs - Nov 25. Depending if there is a Saturday waitlist, there might be no spots on Saturday for this group. Tier 3 - New members (if there are any remaining spots) - Dec 1 Fees increased: Tuesday - \$155.00 from \$140.00 Saturday - \$220.00 from \$200.00 Wednesday - \$220.00 from \$200.00 AI: Look at Tuesday's numbers.
4		MC	Finances	DESCRIPTION: Briefing/Update on club finances DECISION: Reviewed Budget 2024-25 HST to be charged starting November 1, 2024 As per our new club policy, the Club is not paying for coach professional expenses including uniforms and Park passes.

				AI: MC - Check that coach's bonuses are included in budgeting
5		FD	Athletic	DESCRIPTION: Coaches needed for camps and programming. Discussion: - Athletic Coordinator Jamie doing a great job. Proactive, timely interventions, responds quickly to emails and excellent follow up with coaches and AD. - Coach Eric rate: \$40.00 for fall as newly on-boarded coach. Will reassess his rate for on-snow coaching. - Camp coach rates for 24-25: \$750 for fall camp, \$1175 for winter camp. Essentially covers their coaching and prep time. Athlete-to-coach ratio typically lower for camps than that for regular training. - Winter camp: 3 coaches, Dan + PeterL + Jamie. Cap at ~21 athletes. - Clinic: planning a Technique Seminar led by Antoine Cyr. Free and open to all members. - Importance of stretching for masters. Lead should have some relevant certification e.g. yoga instructor - Feedback from members: request to keep group together during intervals, in particular the Low Impact group - Looking into standardising strength exercises across programs AI: FD - To remind coaches who still need licence and insurance FD - Video analysis software- CoachNow - looking into options for multi-coach licence FD - To propose honorarium for Antoine Cyr SR - Share information with club to register for Silver Star before October 31 to avoid HST
6		SR	Comms	DESCRIPTION: Newsletter November 15 For reference: 2023 Communication Plan DISCUSSION: Newsletter to include: AI: To Sara by Nov, 11th at the latest FD - Small piece on Winter Programming NR - Winter registration JH - Christmas party, New Year's hike PM - Fresh Air Club Week (Nov. 16th - 30th) and small piece on Gatineau Loppet PM - Uniforms - November 9th -30th SR - Speak to Cathy Cottell about Canadian Masters MC - HST reminder
7		PM	Member at Large	DESCRIPTION: Fresh Air contract renews Dec 1 Contact is Patrick Team Clothing AI: PM - Get prizes for Halloween PM - Get Gatineau Loppet discount code
8		JH	Social	DESCRIPTION: Discussion on Social budget \$2,500 Levels: 1) No cost 2) Small event - weekdays

				3) Tailgates 4) Larger - December/Christmas, January/ President's Party, March/end-of-Season AI: JH to look into joint event with NFL
9		NR	New Business	DESCRIPTION: BoD Meeting schedule DECISION: Winter programming to start Jan 4, 2025. AI: PG, PM, JH to do Safe Sport Choose dates for clinics
10		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		NR	Next meeting & Adjournment	DESCRIPTION: 1) next meeting: Nov 11 at Jeff's 440 Main Street 2) Adjourned

COMMS PLAN DISCUSSION

Sara Rykov

These are dates for last year. Will try to steer us towards filling in the same for this year, with possible additions.

Milestone XCCM Events		
Date	Event	Comments
September 9, 2023	First Dryland Practice	
September 30, 2023	Fall Camp	
November 22, 2023	Winter Registration	+ December 1
December 4, 2023	Winter Camp	
January 6, 2024	First On-Snow Practice ?	
March 23, 2023	Last On-Snow Practice ?	
August 21, 2024	Fall Registration	
August 28, 2024	AGM	

Races, Social or Other Events

Date	Event	Comments
October 25, 2023	Gat Park Pass Discount Deadline	
January 26	Destination Race - Ontario Masters	Huntsville, ON
February 18, 2018	Gatineau Loppet	Feb 17 - 18
February 24, 2024	American Birkebeiner	Hayward, MI

Planned Newsletters

Time this to make sure we send it out in advance of main events (~1 weeks before events?)
Fill in gaps as required. Update the contacts in Mailchimp from contacts 5 days in advance of sending out

	Publication Date	Possible Topics
Early Fall Newsletter	October 4, 2023	Welcome new members, Board Intros, Safe sport policies, Yoga, Winter camp
Late Fall Newsletter	November 15, 2023	Winter Registration and Winter Programs, Christmas Party
Early Winter Newsletter	January 10, 2024	Welcome to XCCM Winter Program, Winter Social Dates
Late Winter Newsletter	March 6, 2024	Gatineau Loppet Recap, Season Recap, Year End Party