

September 11, 2018

**September 11, 2018 Meeting Minutes
National Capital Division Board**

Attendees: Brent Allen, Jay Swayze, Jeff Harvey, Brian Ivay

By Phone: Linda Kristal

Regrets: Mary Van Buren, Doug Kirkpatrick

1. Approval of Agenda: Approved by consensus
2. Approval of Minutes from June 19 2018: Approval moved by Jay, seconded by Jeff, approved.
3. Review open actions: see updates to action register
4. Financial Update – Jay Swayze
 - a. **ACTION JAY - 2018/2019 budget to be available for review at next meeting**
 - b. Bingo account transfer in progress
5. Officials Update – Jeff Harvey
 - a. FIS TD update being held at end of October
 - b. All Hands (Officials Update) being held Nov 20, hosted by SQA/OSZ; Jane McIntyre new OSZ officials chair
6. Regional Update – Jeff Harvey
 - a. Schedule development underway with changes recommended by coaches
 - i. Fewer U10 & U12 races; skills fest early season
 - ii. U14 Hodgins Classic to be reduced to one day
 - iii. Still 3 day speedcamp on Wed-Fri
 - iv. U14 Hodgins Classic to be either Sat or Sun depending on other schedule considerations; e.g. do Quebec athletes need to travel on Sunday?
 - v. No changes to U16 races
 - vi. Expect draft schedule late October
 - b. Race Fees
 - i. OSZ discussing \$40 race fee as MSM is raising their lift ticket prices
 - ii. NCD agrees to align with the rest of the region
7. Communications Update – Linda
 - a. Has met with Andrea re transfer of responsibilities
 - b. AOA requesting regular updates from NCD especially regarding grassroots initiatives such as volunteer training and involvement; want lots of pictures
8. Club Updates
 - a. CSRC hosting U16 Eastern Championships at end of March
 - b. CFSC hosting NorAm FIS SL early January (officially this is hosted by ESCF)
 - c. CFSC hosting (annual) OCUP FIS SL in February
9. AOA Update – Brent
 - a. AOA updating MOU; same \$10K funding as last season
 - b. Bill Reeves hired by AOA managing Divisional Partnership Program to help the regions with fundraising and sponsorship; potential to get help raising funds for U16 Eastern Champs and FIS races, and also potentially Calabogie ENL GS homologation
 - c. **ACTION Brent: Set up call with Bill**

September 11, 2018

- d. Clubs are reminded that AOA club letter needs to be signed and returned
- 10. NCD Coach Development
 - a. Andrea distributed template for coach development plan, reviewed by Pat Biggs
 - b. Likely approach this season will be to outline acceptable expenses and ask clubs to submit expense reports
 - c. Discussion regarding plans to be continued at next meeting
- 11. NCO Board Representatives – Brent
 - a. NCD has 3 delegates on NCO board
 - b. Glen Clarke agreed to continue
 - c. Brent Allen will serve
 - d. 3rd rep to be confirmed
- 12. Athlete Retention
 - a. OSZ in agreement with having BYB awards at regional U16 races
 - b. Team award may not work out as same club will likely win at all races
 - c. U16 race notice template will be reviewed to make more inviting to U19s.
- 13. Other Business
 - a. Brian questioned who is responsible for submitting coaching credits and ensuring that NCD coaches are current – answer is Brent
 - b. Need to have clubs meet with Pat/Bruce to work out financial logistics on ENL team
 - c. **ACTION Brent – set up meeting between CSRC, CFSC and Pat/Bruce**
- 14. Next Meeting
 - a. October 16

Action Register			
Actionee	Action	Due	Status Update
Jay Swayze	Get NCD and Bingo signing authorities changed:	Ongoing	Oct- NCO has enough checks for the year. We have not changed signatures yet but can do online banking Nov. 21/17 – 3 members need to go to TD Bank on O’Connor to sign – Brent, Jay, Mary Jan9/18 – Appointment with TD bank set up for Jan 18 January – NCD signing authority changes completed February- Jay to set up appointment with Royal Bank to change NCO signing authority
Mary	File new bylaws and end of year documents in minutebook	Ongoing	Jan9 – no update Feb- Brent will follow up with Ben KL regarding location of minutes book. If lost, will contact a parent lawyer re next steps. Brent followed up. No minutes found.
Brian, Mary, Doug	Club reps/Presidents for CAL, CF and NCO need to put a proposal/plan together – coaches they would nominate to move from level x to next level and costs associated with that.	ASAP	Jan9/18 – no plans received Feb – no plans received Jamie Rosewarne pitch re SX certification funding approved. March/April: funding approved for PL training of coaches and for S Banfield for CANAM (salary)
Brent	Set up meeting with Bill Reeves regarding AOA	ASAP	

September 11, 2018

	assistance with fund raising and sponsorships		
Jay	Draft 2018/19 budget	Oct 16	
Brent	Set up meeting between CSRC and CFSC and ENL Team regarding financial management of team	ASAP	

September 11, 2018

**Draft Agenda
NCD Board Meeting
6pm Tuesday, Sept 11, 2018
Bluarc – 80 Aberdeen St, Suite 400**

- Approval of Agenda
- Approval of Minutes from June 19, 2018
- Review open actions
- Financial Update – Jay Swayze
 - 2018/19 Season Budget
 - Equipment surcharge on race fee idea
 - Bingo accounts
- Officials Update – Jeff Harvey
 - Schedule
- Regional Update - Brent
 - Schedule
 - Fewer races for U10 & U12 per coach feedback
 - 1 day (2 race) Hodgins Classic
 - Skier Cross Camp?
 - Race Fees
 - \$40?
- Communications Update
- Club Updates – Mary, Brian, Doug
 - Nor Am
 - U16 Eastern Champs
 - FIS OCUP
- AOA Update - Brent
 - AOA Divisional Partnership Program
 - Athletic committee rep – Bruce Monkman
 - Club letters
- NCD Coach Development
 - Coach Development Plan Template
- NCO Board Representatives - Brent
- Athlete Retention - Brent
 - BYB Awards
 - Team Awards
 - U16 Race Notices
- Other Business
- Review new actions
- Next Meeting