**December 3, 2018 Meeting Minutes**

**National Capital Division Board**

Attendees: Brent Allen, Jay Swayze, Brian Ivay, Mary Van Buren, Jeff Harvey

Guest: Jamie Alexander

Regrets: Linda Kristal

1. Approval of Agenda: Approved by unanimous consensus
2. Approval of Minutes from Nov 5, 2018: Approved by unanimous consensus
3. Review open actions: see updates to action register
4. Financial Update – Jay Swayze
	1. Bingo account: Letter of direction for bank prepared and signed by Alan Sainsbury and Jane Van Buren, submitted to bank, now just need to go back in to sign documents
	2. NCD Corp filings: Mann lawyers retained and working on recreating minute book and updating corp filings
5. Officials Update
	1. Level 2 officials course held for ~8-10 people
	2. Coaches credited for Officials Update;
	3. Next year NCD hosts; need bigger location; Jay might be able to get Museum of Science & Technology

**ACTION Jay: Investigate getting MST for next year’s update**

* 1. Regional safety best practices; issue is that there are no consistent practices for setting up race course safety; two recommendations emerging 1) Bnet top to bottom both sides for GS and Speed and 2) Bnet for finish corral especially for Speed

**ACTION Jeff: Document NCD agreement on safety recommendations covering what groups, what disciplines, races vs training, etc. and distribute to board by email for review/approval**

**ACTION Brent: Draft communique to OSZ announcing NCD safety policy and recommending OSZ do the same**

**ACTION Jeff: Ensure that Race Quality reports have means to report incidents, determine root cause, and communicate to the region on how to avoid similar incidents in the future**

1. Communications Update – Linda
	1. No update
2. Club Updates
	1. Camp Fortune NorAm needs volunteers especially gate judges and course crew; Brent sent out notice to Calabogie
	2. Calabogie still looking into the possibility of a SX camp/race for U14+
	3. Ski Cross Academy responded to NCD letter regarding AOA club status; submitted application; Board unanimously agreed to recommend SCA for AOA club status

**ACTION Brent: Respond to SCA with NCD decision and inform AOA**

1. AOA Update – Brent
	1. Clubs are reminded to submit their AOA letters, fees and event sanctioning forms
	2. AOA MOU was reviewed and unanimously accepted.

**ACTION Brent: Sign and return MOU to AOA**

1. NCD Coach Development
	1. Camp Fortune submitted reimbursement request for expenses associated with coaches update; board unanimously approved

**ACTION Jay: Send $296 cheque to Camp Fortune (Pat Biggs)**

1. Athlete Retention
	1. No discussion
2. Other Business
3. Next Meeting – Monday, Jan 14, 2019

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| **Action Register** |
| **Actionee** | **Action** | **Due** | **Status Update** |
| Jay Swayze Brent Allen | 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 bankingNov. 21/17 – 3 members need to go to TD Bank on O’Connor to sign – Brent, Jay, MaryJan9/18 – Appointment with TD bank set up for Jan 18January – NCD signing authority changes completedFebruary- Jay to set up appointment with Royal Bank to change NCO signing authorityOctober – have bingo account numbers and branch locationNov – met bank, need to get letter from current signing authorities starting with Alan SainsburyDec – letter of direction prepared, signed by Alan and Jane Van Buren and sent to the bank |
| Jay Swayze | File new bylaws and end of year documents in minutebook | Ongoing | Nov – Mann Lawyers to be retained to re-establish minute book and file update by-law and board of directorsDec – lawyers retained working on updating corp docus |
| 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.  | Ongoing | Jan9/18 – no plans receivedFeb – no plans receivedJamie Rosewarne pitch re SX certification funding approved.March/April: funding approved for PL training of coaches and for S Banfield for CANAM (salary)October: NCD will accept appropriate expense claims on first come first served basis |
| Jeff | Jeff to investigate up-front costs of pursuing homologation | Ongoing |  |
| Brian | Investigate possibility of U14/U16 SX Camp/Race | Ongoing |  |
| Brent | Brent to discuss with Julie how the Dustin Cook development was organized and funded | Ongoing |  |
| Jay | Investigate getting the Museum of Science and Tech for next year’s All Hands |  |  |
| Jeff | Document NCD safety policy and email to the board for review | ASAP |  |
| Brent | Draft communique to OSZ on safety policy |  |  |
| Jeff | Ensure that race quality reports have a means to report incidents, document root cause and support communication to the region |  |  |
| Brent | Respond to SCA with decision to recommend club status and inform AOA | DONE |  |
| Brent | Sign and return MOU to AOA |  |  |
| Jay | Send $296 cheque to Pat Biggs as reimbursement for coach update expenses |  |  |

**Draft Agenda**

**NCD Board Meeting**

**6pm Monday, Dec 3 2018**

**Bluarc – 80 Aberdeen St, Suite 400**

* Approval of Agenda
* Approval of Minutes from Nov 5, 2018
* Review open actions
* Financial Update – Jay Swayze
* Bingo accounts
* Officials Update – Jeff Harvey
* Regional Safety Best Practises / Minimum Standards
* Communications Update – Linda
* Club Updates – Mary, Brian, Brent
* NorAM SL, FIS OCUP @ Camp Fortune
* U16 Eastern Champs, SX Nor Am @ Calabogie
* Calabogie SCA Club Status Application
* NCO
* AOA Update
* Club letters/fees/event sanctioning
* AOA-NCD MOU review/approval
* NCD Coach Development
* Review requests for reimbursement
* Athlete Retention
* Other Business
* Review new actions
* Next Meeting