

Approved: November 5, 2018

**November 5, 2018 Meeting Minutes
National Capital Division Board**

Attendees: Brent Allen, Jay Swayze, Brian Ivay, Linda Kristal, Mary Van Buren

Guest: Scott Barrett (AOA Executive Director), Jamie Alexander

Regrets: Jeff Harvey

1. Approval of Agenda: Approved by unanimous consensus
2. Approval of Minutes from Oct 16, 2018: Approved by unanimous consensus
3. Review open actions: see updates to action register
4. Financial Update – Jay Swayze
 - a. Bingo account: Met with bank, need approval from signing authorities, of which Alan Sainsbury appears to be one.

ACTION: Brent and Jay to contact Alan, find out who other signing authorities are and get a signed letter authorizing transfer to new board members

- b. NCD Corp filings: can't find minute book and new board members have likely not been updated since 2011; need legal help, Mann Lawyers will do the work for \$550-\$800 plus disbursements

Board approves, by unanimous consensus, up to \$1000 expenditure for legal help to re-establish minute book and update registration with new board members and updated by-law

5. Officials Update
 - a. No update
6. Communications Update – Linda
 - a. No update
7. Ottawa Sports Awards
 - a. Board discussed candidates to nominate; rules require an Ottawa resident (or member of Ottawa club), with success at provincial level or higher, at least 14 years of age.

Board approves, by unanimous consensus, to nominate Andreea Nicolici

ACTION: Brent to prepare and submit nomination

8. Club Updates
 - a. CSRC hosting U16 Eastern Championships at end of March; Brian is event chair
 - i. Starting to do initial preparations; cleaning up huts, running new timing wire, purchased portable start building, looking at permanent podium structure
 - b. Calabogie Ski Cross Academy
 - i. Letter prepared by Brent, reviewed by Brian and AOA, sent to Jim supporting SXA club status; no response received yet
 - c. CFSC hosting NorAm FIS SL early January (officially this is hosted by ESCF)
 - d. CFSC hosting (annual) OCUP FIS SL in February
9. AOA Update – Scott

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- a. Reviewed highlights of Coaches Conference and AOA AGM, distributed AOA Update presentation
- 10. NCD Coach Development
 - a. No expense reimbursement requests received
- 11. NCO Board Representatives – Brent
 - a. Liz Davie proposed as possible NCD delegate to NCO board, no objections from NCD board
- 12. Athlete Retention
 - a. No discussion
- 13. Other Business
- 14. Next Meeting – Monday, Dec 3, 2018

Action Register			
Actionee	Action	Due	Status Update
Jay Swayze Brent Allen	Get NCD and Bingo signing authorities changed:	Ongoing	<p>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 October – have bingo account numbers and branch location Nov – met bank, need to get letter from current signing authorities starting with Alan Sainsbury</p>
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 directors
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	<p>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) October: NCD will accept appropriate expense claims on</p>

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			first come first served basis
Jeff	Jeff to investigate up-front costs of pursuing homologation		
Jeff	Find a calendar slot for a SX training/race for U14/U16		
Brent	Draft letter to Jim Hemlin of SXA	Done	Letter reviewed by CSRC and AOA and sent to Jim
Brent	Brent to discuss with Julie how the Dustin Cook development was organized and funded		
Brent, Jay	Brent and Jay to contact Alan, find out who other signing authorities are and get a signed letter authorizing transfer to new board members		
Brent	Prepare nomination of Andreea Nicolici for Ottawa Sports Award		

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**Draft Agenda
NCD Board Meeting
6pm Monday, Nov 5 2018
Bluarc – 80 Aberdeen St, Suite 400**

- Approval of Agenda
- Approval of Minutes from Oct 16, 2018
- Review open actions
- Financial Update – Jay Swayze
 - Bingo accounts
- Officials Update – Jeff Harvey
 - Schedule
 - Zone Handbook
- Communications Update – Linda
- Ottawa Sports Awards
- Club Updates – Mary, Brian, Doug
 - NorAM SL, FIS OCUP @ Camp Fortune
 - U16 Eastern Champs, SX Nor Am @ Calabogie
 - SX/Nancy Green @ Calabogie
- AOA Update – Scott Barrett
 - Club letters/fees/event sanctioning
- NCD Coach Development
 - Review requests for reimbursement
- NCO Board Representatives - Brent
- Athlete Retention
- Other Business
- Review new actions
- Next Meeting