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September 14th Minutes
National Capital Division

Attending: Jay Swayze, Andrea Holland (partial), Jamie Alexander, Brent Allen(Chair), Ben Kislich-Lemyre, Brian Ivay, Jeff Harvey, Mary Van Buren

Meeting began at 6:05 pm.

Agenda and minutes approved (with one correction).

Open actions reviewed; all items covered by the agenda.

Board Election Planning:

- Brent Allen agreed to be interim chair until AGM and stand for Chair at the AGM
- Mary Van Buren agreed to be Secretary until AGM and if necessary, stand for secretary at AGM, as long as restricted to minute taking.
- Andrea Holland agreed to stand for Membership Comms and take on awards
- Mary Van Buren and Brian agreed to be reps from respective Clubs. Need a rep from NCO if approved as a club.
- Jeff Harvey is appointed Director, Officials with responsibilities for race schedule as well
- Elected Officers will be: Chair, Secretary, Treasurer, Membership Comms
- Signing officers will be Chair, Secretary and Treasurer
- Board agreed that the club U14 and U16 coordinators will form U14 and U16 committees reporting to the board tasked with producing selection criteria, tracking criteria points, chairing coaches selection committee and preparing registrations for provincials, nationals, etc.

Actions:

- Mary and Brian to propose U14 and U16 parents for age group committees

Finances:

- Jay reviewed the finances which are in good shape with a current surplus of \$25K.

Actions:

- At next meeting discuss coach training to encourage development and use some of the funds we have
- Jay needs to redo the P&L to recognize a coach development expense
- Ben to connect with Jolanta and Jay to change signing authority

Website Domain

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- Mike McKay owns the domain ip, but Camp Fortune pays for the renewal, and Andrea owns the website. The domain must be registered to an individual.

Actions:

- Andrea will follow up with Mike to secure the ip. Jeff will follow up if Andrea is unsuccessful

AGM

- Board agreed to proposed updated bylaws at AGM
- Revised bylaws must be distributed to membership at least 30 days before AGM
- Target date of Nov 9 but need to check for conflicts (e.g. NCO auction)
- Location will be BluArc
- ByLaw revisions are:
 - Clarify Class A membership
 - Reduce number of elected board members to 4
 - Remove office descriptions from board composition section
 - Remove equipment chair from appointed board positions
 - Remove UOV as member club
 - Add NCO as member club
 - Remove vice-chair as office
 - Add Membership Communications as office
- All proposed revisions were approved by the board.

Actions:

- Jeff Harvey will provide text for Class A membership clarification
- Brent will incorporate Jeff's text, distribute by email to board for review, and send final to Mary to be distributed to clubs along with AGM announcement
- Andrea to write up communication and send to Mary and Brian so we can send out to our membership
- Mary and Brian to get proxies from respective clubs to ensure we have quorum at the AGM

NCO

- NCO Corp By laws and operating policy were approved and some comments will be provided regarding inconsistencies between bylaws and operating policy regarding director terms
- Resolution recognizing NCD as the region's elite development ski team was passed contingent on this not preventing NCD clubs from having their own FIS athletes
- Resolution regarding disposition of 100% of OLG Bingo proceeds to NCO and NCO as operator of the Bingo was passed. NCD will remain the owner and signing authority.
- Glen Clarke and Kevin Pigeon were re-affirmed as NCD reps on the NCO board, but need to confirm that Kevin is still interested
- NCO was approved as an NCD club. Brent has application form from Doug Kirkpatrick and will forward to AOA

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Actions:

- Jay to work with Glen on how to recognize Bingo in and outflow of funds on NCD financial statements
- Brent to follow up with NCO regarding some comments such as Clubs will not be prohibited from having own FIS team, conflicting statements around the director terms, requirement of an annual financial report.
- NCD Chair will need to sign OLG licence this fall
- Brent to follow up as to whether Kevin Pigeon wishes to continue on NCO board.
- Brent to ask NCO to identify person to sit on NCD board as NCO club rep.

AOA

- Brent noted to the club reps that AOA requires an Event Sanctioning form to be completed covering all club activities including dryland training, regular training, races, etc. in order to ensure proper insurance coverage
- NCD received the full \$10K from AOA to be used for coach development; need proposals on how to make good use of the money

Actions:

- All members to propose coach development ideas for using the AOA money

OSZ

- Very important to foster positive relations with OSZ.
- The shared FIS series, GS at MSM and SL at Camp Fortune is great example of working together. Race will be early March, 4 days and we will need a lot of volunteers.
- Regional handbook needs updating, and OSZ holds the pen.
- Important to get out race schedule ASAP

Actions:

- Brent to reach out to Dan Boivin and offer a meeting between the two boards, with a smaller subset
- Brent to raise opportunity to update the handbook
- There was some discussion as to who would be best to do the update; Ben has some interest and passion (subject to availability), could also be our respective timing, guys, head coaches
- Jeff Harvey will liaise with OSZ on the schedule

Other Business:

- NCD will donate \$250 in Terry's name
- NCD will post a tribute

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Action Items:

- Jay to make the contribution to the Bruyere charity
- Andrea to write and post the tribute
- At next meeting discuss what else we might do (award naming, etc)

Meeting adjourned at 8:40 pm

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Action Register			
Actionee	Action	Due	Status Update
Jay Swayze	Get NCD and Bingo signing authorities changed:	Ongoing	<p>Oct 23: Jay sent letter to Jolanta to get a signature passing on NCD authorities. Bingo signing authority in progress.</p> <p>Nov 27: In progress</p> <p>Jan13: In progress; banking being moved to BMO</p> <p>Feb 12 – Incorporation papers need to be updated – in progress</p> <p>Mar 30 – in progress</p> <p>Sept 15 – NCD incorporation issue must be addressed first.</p> <p>Jan 13 – in progress</p> <p>Jan 21 – in progress</p> <p>May 12 – license extended to end of October, selecting a new bingo coordinator from NCD</p> <p>Sept 15 – ongoing</p> <p>Oct 20 – ongoing</p> <p>Nov 23 – ongoing</p> <p>Jan 9 – ongoing</p> <p>Mar 2 – ongoing</p> <p>Sept – Jay to work with Glen to recognize Bingo in and outflow of funds.</p> <p>Sept- Ben to coordinate with Jolanta and Jay to change signing authority.</p>
Ben	Work with the president of OSZ on incorporating NCO	Ongoing	Sept 15 – NCO management has proposed new governance

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			<p>guidelines for NCO management</p> <p>Nov 10 – need approval in writing from AOA and SQA</p> <p>Dec 16 – still waiting for formal response from AOA</p> <p>Jan 13 – ongoing</p> <p>Apr 7 – Ben in discussions with OSZ chair and will participate on governance subcommittee</p> <p>May 12 – Dan Boivin and Christine Thomas working on update to governance proposal; dropped proposal to include clubs, but instead to have NCO parents elect tie-breaker board member</p> <p>Sept 15 – Dan Boivin moving ahead with legalities, Ben monitoring</p> <p>Oct 20 – ongoing</p> <p>Nov 23 – ongoing</p> <p>Jan 9</p> <p>Mar 2 – see minutes</p> <p>Sept : Brent to follow up with NCO regarding some comments (see Minutes)</p> <p>Brent to follow up with Kevin Piegon as to whether he wishes to continue and to identify a person to sit on NCD board as NCO club rep</p>
<p>Andrea</p>	<p>Contact 'Mike' to get ownership of NCD website domain</p>	<p>ASAP</p>	<p>Dec 16 – working on it</p> <p>Jan 13 – in progress</p> <p>Apr 7 – in progress</p> <p>May 12 – in progress</p> <p>Sept 15 – ongoing; Andrea will try to contact Mike</p> <p>Oct 20 – sent Mike a note but</p>

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			<p>haven't heard back</p> <p>Nov 23 – ongoing</p> <p>Jan 9 – ongoing</p> <p>Mar2 – ongoing</p> <p>Sept – Andrea will follow up. If not successful, Jeff Harvey will follow up</p>
ALL	Need recommendations for how to create the race schedule each year	Ongoing	Sept- Jeff Harvey will meet with OSZ reps.
Mary & Brian	Need recommendations for U14 and U16 parent chairs		
All	Encourage development of coaches		<p>Sept- everyone come with ideas at next session as we have funds to support coach development</p> <p>Sept- Jay to revise the P&L to recognize a coach development expense</p>
All	NCD AGM and By-Laws		<p>Sept- Jeff Harvey will provide text for Class A membership clarification</p> <p>Sept: Brent will incorporate Jeff's text and send for review</p> <p>Sept: Andrea to write up communication re AGM and include bylaw changes. Mary to send to clubs</p> <p>Sept: Mary and Brian to see if they can get proxies to ensure quorum</p>
All	OSZ-NCD positive relations		Sept: Brent to reach out to Dan

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			Boivin for meeting with subset of the Board Brent to raise opportunity to update the handbook
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Completed Items

Nancy	Distribute Regional Handbook for comment from NCD clubs	Done	
Brent	Get U16 coaches together to decide on Nationals Selection Criteria	Done	Mar2 – criteria was prepared, published and selections completed
Nancy	Forward NCD comments to handbook committee	Done	Mar2 – handbook was never published?