

October 19 Minutes
National Capital Division

Attending: Jay Swayze, Andrea Holland, Jamie Alexander, Brent Allen(Chair), Brian Ivay, Jeff Harvey, Mary Van Buren, Glen Clarke, Joey Lavigne, Patrick Biggs, Kevin Pigeon, Scott Barrett

Meeting began at 6:05 pm.

- 1. Agenda approved**
- 2. Minutes approved**
- 3. Review open actions – see list**

Action: Jay to update with a missing expense and then provide electronic financial statements to Mary for the records

4. AGM

- Nov 7 at BluArc
- Bylaws have been distributed
- At the AGM the board slate, bylaws and financials will be presented for approval

Action:

- No one can write a check on the account but Lindsay has access
 - o NCO good for the checks
- NCO incorporation – need a third person
- Andrea working on getting control of NCD website domain
- Jeff will update on the schedule
- P&L has been updated
- Dan Boivin: meeting. OSZ club meeting.
- Will be finalizing the handbook and will publish through websites and will ask for clubs to use it. Will include it at All Hands Meeting.

5. NCO Update – Joey Lavigne

- meeting on November 24th. Kevin and Glen reaffirmed as NCD reps on NCO. Brent Allen approved by the BOD as another rep.
- Financially they are good shape. KPMG is doing an audit.
- NCO will be coming an NCD club. NOC parents need to identify who will be their parent rep on NCO board. U16s need to register with their home clubs. NCO athletes Remit to NCD and AOA, OSZ remit to AQ.
- NCO needs to ensure they provide all necessary documentation to SQA and AOA

- NCO needs to submit a safety plan- they can use club plans as guides
- NCO needs to send us a rep to the NCD. They will decide who to send us.

Action: NCD needs to provide a parent rep to the NCO. Will be decided at the founding meeting.

6. AOA Update – Scott Barrett

Scott provided an update on the many initiatives AOA is working on to improve racing in Ontario.

- Athletic planning governance model is in place, replacing the technical director.
 - o Bring in age group subject matter experts and focus on that on off season
 - o Joey is u19, Jacques reid, Heather Metzger, Robin Skinner now competition director, Kip Harrington chairs the new athletic committee; Joey, etc report to Robin.
 - o Now looking at longer term items, high performance pathway, how the regions work, relationship with the clubs, education, parent education, athlete engagement
 - o Communications is much stronger, pulling in same direction (Joey) innovative and productive. Lots of positive things coming out of the structure. Improving communications among NCO, Camp Fortune and Calabogie. O cup and super series will be happening in March. Good for the region.
 - o Bolstering the SOD team. Now 28 athletes. AOA running it now.
 - o Growing frustration with Alpine Canada re holistic athlete development program
 - o Growth and retention of athletes through the age groups and engagement of parents is a priority; address the drop of at 13-18. Many ideas were offered as to the why and what could be done; for example, strengthen the high school or University racing program.
 - o SOD will be a FIS registered circuit
 - o Gab has left the University program, LA Schmidt has taken over the high school program
 - o U19 plans will happen in next month
 - o Uof O denied the program again
- Club Excellence Program and Coach Education
 - o Not enough coaches progressing to the highest levels
 - o Defining roles of NSO vs PSO. For example, NSO creates the curriculum, PSO delivers it.
 - o How can we make ski clubs better. 4 year club excellence program.
 - o First year was club education; year 2 athlete development; year 3 is venue safety, year 4 best practices.
 - o Clubs that had best retention of athletes had best coaches, ie hockey.
 - o New fundraising program (raffle tickets for Bassiter boat) to help clubs provide the education and incent clubs
 - Three areas of deficiency across Canada

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- Conversion from entry to certified is 12%. Did 150 EL trained and out of that 30 became certified.
- Internal coach development capacity; external coach development (how can you incent, help clubs graduate more; continuing education)
- Trying to streamline to have turnkey fundraising program
- What can we do now for coach development
 - How do we make the best use of this program and NCD funds
- Rossiter Raffle: Every club will receive a package: how to market it, social media to come out by end of November; not trying to burden admin on it.
- AGM: 2018 here in Ottawa. Late October early November.

Action: Let Scott know about having the event here.

Clubs to support and sell tickets

AOA Awards:

- 4500 hits to the page
- Open voting mid-January online.
- Physical award event at an existing event; U16s O cup. is last event of the year.

Action: Brian, Brent, Scott to figure out it if can tie in to O Cup.

MOU:

- Same as last year; except 10K not split into two tranches; for OCUP finals straight 5K you have to buy swag out of it. New model for athletic committee.

Action: Needs to be finalized by December (next meeting)

7. Coach Development:

- Ideas presented by Pat on behalf of NCD coaches
 - Impactful, not sprinkling
 - Three big ideas:
 - Training skill development. Pushing coaches through the levels, EL, Trained, Development, Performance. Find out what are the barriers as to why they dont move up.
 - Encouraging coaches to get NCCP courses. Get more coaches into those. 100-150
 - Once training is done, get the evaluations and support in the field. Quite a few can do EL, very few can do higher levels. Shortage of getting resources here to give the courses.
 - Coach developers could be from the pool of coaches who can no longer coach fulltime.
 - Help coaches see the big picture; not just about this race. They don't know what high performance looks like. Create more interfaces;

- subsidize coach to go with athlete to CAN AM; or coach with Joey on camps, days of training
 - More regional coaches together for on hill joint development and training
 - Can run a NORAM slalom at Camp Fortune.
 - Can we set our sights on putting on a NORAM.
 - Factors:
 - Costs
- Subsidize two things: training for coaches and ability to attend bigger races....
- Subsidize Collingwood conference

ACTION: Pat to survey regional coaches on where biggest needs are and make a recommendation on what would be most impactful way to develop coaches through the levels.

8. Regional Schedule

Action: Clubs to approve by the end of this week to Jeff Harvey

Action: U14 and U16 reps need to determine regional ranking criteria

9. Next Meeting: Nov 7th after AGM.

Calabogie has built a new deck and is considering naming it the T-deck in honour of Terry.

Meeting adjourned at 8:15 pm.

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>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>

			<p>Oct- NCO has enough checks for the year.</p> <p>We have not changed signatures yet but can do online banking</p>
Ben	Work with the president of OSZ on incorporating NCO	Ongoing	<p>Sept : Brent to follow up with NCO regarding some comments (see Minutes)</p> <p>Brent to follow up with Kevin Pigeon as to whether he wishes to continue and to identify a person to sit on NCD board as NCO club rep.</p> <p>Oct: Kevin and Glen confirmed. Brent will also volunteer.</p> <p>Founding meeting scheduled for Nov 24th.</p>
Andrea	Contact 'Mike' to get ownership of NCD website domain	ASAP	<p>Sept – Andrea will follow up. If not successful, Jeff Harvey will follow up</p> <p>Oct- ongoing</p>
ALL	Need recommendations for how to create the race schedule each year	Ongoing	<p>Sept- Jeff Harvey will meet with OSZ reps.</p> <p>Oct- OSZ approved the schedule. NCD clubs need to approve by October 22</p>
Mary & Brian	Need recommendations for U14 and U16 parent chairs		CFSC provided Emma Gilfillan(U14) and Jim Michelis (U16)
Brent	Hold AGM	Nov 7	Oct- Bylaws and notification sent
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 (DONE)</p>

			<p>Oct- Joey, Pat and Bruce to provide a proposal for NCD to fund development at a regional perspective</p> <p>Support and promote Bassiter raffle</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 (Can't use proxies)</p>
All	OSZ-NCD positive relations		<p>Sept: Brent to reach out to Dan Boivin for meeting with subset of the Board. (DONE)</p> <p>Brent to raise opportunity to update the handbook</p> <p>Oct: Jeff working with Mike Smith on handbook. Goal is to have it published before year end.</p> <p>OSZ looking at a joint meeting Nov 14/15 and will reach out to Brent.</p>

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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?