

Approved: January 14, 2019

**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
 - a. 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
 - b. NCD Corp filings: Mann lawyers retained and working on recreating minute book and updating corp filings
5. Officials Update
 - a. Level 2 officials course held for ~8-10 people
 - b. Coaches credited for Officials Update;
 - c. 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

- d. 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

6. Communications Update – Linda
 - a. No update
7. Club Updates
 - a. Camp Fortune NorAm needs volunteers especially gate judges and course crew; Brent sent out notice to Calabogie
 - b. Calabogie still looking into the possibility of a SX camp/race for U14+
 - c. 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

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8. AOA Update – Brent

- a. Clubs are reminded to submit their AOA letters, fees and event sanctioning forms
- b. AOA MOU was reviewed and unanimously accepted.

ACTION Brent: Sign and return MOU to AOA

9. NCD Coach Development

- a. Camp Fortune submitted reimbursement request for expenses associated with coaches update; board unanimously approved

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

10. Athlete Retention

- a. No discussion

11. Other Business

12. Next Meeting – Monday, Jan 14, 2019

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 Dec – letter of direction prepared, signed by Alan and Jane Van Buren and sent to the bank</p>
Jay Swayze	File new bylaws and end of year documents in minutebook	Ongoing	<p>Nov – Mann Lawyers to be retained to re-establish minute book and file update by-law and board of directors Dec – lawyers retained working on updating corp docus</p>
Brian, Mary, Doug	Club reps/Presidents for CAL, CF and NCO need to put a proposal/plan together	Ongoing	<p>Jan9/18 – no plans received Feb – no plans received Jamie Rosewarne pitch re SX</p>

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	– coaches they would nominate to move from level x to next level and costs associated with that.		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		

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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		

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**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