

Final: March 18, 2019

**January 14, 2019 Meeting Minutes
National Capital Division Board**

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

Regrets: Jeff Harvey

1. Approval of Agenda: Approved by unanimous consensus
2. Approval of Minutes from Dec 3, 2018: Approved by unanimous consensus
3. Review open actions: see updates to action register
4. Financial Update – Jay Swayze
 - a. Bingo account: Signing authorities updated to Brent and Jay, Jay has received the bank cards and will create the online account credentials needed by NCO
 - b. NCD Corp filings: Minute book has been recreated, signed by all present directors, will be stored at Mann lawyers office
5. Officials Update
 - a. Brent drafted Safety Policy and distributed for review by NCD directors, partial version sent to OSZ chair, was reviewed and generally agreed but OSZ clubs wanted opportunity to review with club Chiefs of Course before approving
6. Communications Update – Linda
 - a. Video from Calabogie U12 Skills day posted on AOA site and getting very positive feedback
7. Club Updates
 - a. Camp Fortune NorAm went extremely well, now planning for OCUP FIS and volunteers are needed in level 1 and level 2 positions
 - b. Calabogie still looking into the possibility of a SX camp/race for U14+; targeting the Family Day weekend (Feb 16 or 17) as only open spot on the current regional calendar
 - c. Dates for U14 speedcamp confirmed to be Thursday through Saturday (Feb 21-23), with 2 SG races on the Sunday, Feb 24
 - d. Nancy Mason MacLellan was introduced as the Ski Cross Academy delegate to the NCD board; SCA has 21 athletes of various ages but only 4-6 intending to register with AOA; SCA is hosting 2 NorAm SX races with the first on the weekend Jan 19-20.
8. AOA Update – Brent
 - a. Clubs are reminded to submit their AOA letters, fees and event sanctioning forms
 - b. AOA MOU was signed and sent back to AOA
9. NCD Coach Development
10. Athlete Retention
11. Other Business
 - a. Selection criteria for U14 OCUP finals has been prepared and posted
 - b. Selection criteria for U16 mid-winters and finals as quota is more than the number of NCD U16s
 - c. Seeding criteria for U16 mid-winters and finals has been prepared and posted
12. Next Meeting – not discussed

Action Register			
Actionee	Action	Due	Status Update
Jay Swayze Brent Allen	Get NCD and Bingo signing authorities changed:	Done	<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	Done	<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>

	– 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 & Nancy	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	Ongoing	
Jeff	Document NCD safety policy and email to the board for review	Done	Jan14: Policy drafted by Brent and sent to OSZ for approval
Brent	Draft communique to OSZ on safety policy	Done	Jan14: Reviewed at OSZ meeting and generally agreed, but clubs what to review before approving at next meeting
Jeff	Ensure that race quality reports have a means to report incidents, document root cause and support	Ongoing	

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	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	Done	
Jay	Send \$296 cheque to Pat Biggs as reimbursement for coach update expenses	Done	

Draft Agenda
NCD Board Meeting
6pm Monday, Jan 14, 2019
Bluarc – 80 Aberdeen St, Suite 400

- Approval of Agenda
- Approval of Minutes from Dec 3, 2018
- Review open actions
- Financial Update – Jay Swayze
 - Bingo accounts
 - NCD corp filings
- Officials Update – Jeff Harvey
 - Safety Policy
 - Level 2 officials results
 - NCD All Hands 2019 location
- Communications Update – Linda
- Club Updates – Mary, Brian, Brent
 - NorAM SL, FIS OCUP @ Camp Fortune
 - U16 Eastern Champs, SX Nor Am @ Calabogie
 - NCO
- AOA Update
 - Club letters/fees/event sanctioning
 - AOA-NCD MOU review/approval
 - AOA Executive Director Search
- NCD Coach Development
- Athlete Retention
- Other Business – Brian, Brent
 - Selection & Seeding Criteria – U14, U16
- Review new actions
- Next Meeting