

Approved: April 29, 2019

**March 18, 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 Jan 14, 2019: Approved by unanimous consensus
3. Review open actions: see updates to action register
4. Financial Update – Jay Swayze
 - a. NCD invoices distributed to clubs
 - b. Year end is April 30
5. Officials Update
 - a. OSZ rejected Safety Policy citing concerns about liability, volunteer load, one-size fits all, etc.
 - b. Brent drafted proposal for new approach that does not specify rules or recommendation, but just references existing rules in ACA and Barry Cordage documents and provides some additional interpretation. Proposal was distributed to clubs to establish position by next meeting
 - c. Level 2 course planned for April
6. Communications Update – Linda
 - a. Need to start planning NCD Awards and AGM
 - b. Target the usual Britannia venue
 - c. Target date May 23
7. Club Updates
 - a. Camp Fortune hosting their Skimeister on March 30
 - b. Calabogie currently in organizing mode for U16 Eastern Finals – March 28-31
8. AOA Update – Brent
 - a. Scott contacted to ensure \$10K gets sent to NCD per MOU
9. NCD Coach Development
 - a. Need to emphasize requirement for coach development plans for next season
10. Athlete Retention
 - a. No update
11. Other Business
 - a. Board positions for next season:
 - i. Brent considering different role; therefore may need new Chair
 - ii. Jay wants to step down; need new Treasurer; Mary interested
 - iii. CFSC will need new representative
 - iv. Brian likely to still be CSRC representative
 - v. Linda wishes to continue as Communications Chair
 - vi. Nancy to still be SCA representative
 - vii. Jeff status unclear; Brent willing to take Officials Chair if Jeff steps down
12. Next Meeting – April 29, 2019

Action Register			
Actionee	Action	Due	Status Update
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	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 first come first served basis
Jeff	Jeff to investigate up-front costs of pursuing homologation	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	Mar18: Museum is too expensive
Jeff	Ensure that race quality reports have a means to report incidents, document root cause and support communication to the region	Ongoing	Mar18: Brent had call with Jane, will be discussing further early next season
Brian, Mary, Nancy	Prepare club position on safety policy proposal	Apr29	

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Brent	Look into possibility of having SX camp/race added to regional calendar		
Linda	Contact Britannia re Awards and AGM on May 23		

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**NCD Board Meeting
6pm Monday, Mar 18, 2019
Bluarc – 80 Aberdeen St, Suite 400**

- Approval of Agenda
- Approval of Minutes from Jan 14, 2019
- Review open actions
- Financial Update – Jay Swayze
- Officials Update
 - Safety Policy
 - Level 2 official's course
 - NCD All Hands 2019 location
- Communications Update – Linda
 - NCD Awards Banquet – date, location, awards
- Club Updates – Mary, Brian, Brent
 - Camp Fortune
 - Calabogie
 - SCA
 - NCO
- AOA Update - Brent
- NCD Coach Development
- Athlete Retention
- Other Business
 - Board positions for next season
- Review new actions
- Next Meeting