

Present: Liz Inkila, Jen Tomlinson, Patricia MacDonell, Richard Lemoine, Katja Mathys, Al White, Hilary Mettam, John Labine, Kelly Sinclair, Steve Howard, Don Nixon, Patti Kitler, Mary Waddell, Thom Lyon

Regrets: none

Item	Description	Discussion	Motion/Action	Responsibility
1	Review and Approval of Agenda	Agenda approved.	Moved Katja Mathys Seconded by Angus Carr Motion passed	
2	Review of minutes of August 15, 2016	Minutes of August 15, 2016 approved with two corrections	Moved by Patti Kitler Seconded by Patricia MacDonell Motion passed	
3	Business arising	<ul style="list-style-type: none"> Continue to bring forward sending a notice to the Minister of Finance regarding a change in the year end to March 31. Meeting with Deb Mayotte <ul style="list-style-type: none"> Communication strategy between board CCO rep on the NDC Board Funding request Clarification of day use members with CCC as it relates to the SJAM Trail in Ottawa is required Patricia will report on promotional activities via email Initial emails to clubs for materials ordering and will include a question regarding Klister. Already booked for ON Midget Champs. 	Richard ACTION: some progress but needs to continue to be worked on	Liz/Steve/Thom
4	Chair's Report Steve Howard	<ul style="list-style-type: none"> CPL points roller ski race in Orford next weekend. SJAM trail in danger of folding without funding for 		

		equipment. Crowd funding is underway		
5	Financial Report Richard Lemoine	<ul style="list-style-type: none"> Budget process is still under way with para-nordic and high performance committees finalizing their requests. Projected deficit of \$20M D & O insurance coverage going forward needs to be clarified 	ACTION: Clarify with CCC the provision of D & O insurance	Liz/Steve
6	Administrator's Report Liz Inkila	<p>Clubs</p> <ul style="list-style-type: none"> Reviewing the club information letter & communicating with clubs that are registering Comparing last year's materials orders with club registration to ensure Skill Development Program information accurately collected <p>High Performance</p> <ul style="list-style-type: none"> Ongoing planning for the OST/OTS (see HP report). Regular meetings with Victor/Tim <ul style="list-style-type: none"> OTS fall camp dates announced – November 23-27 OST and OTS PCE applications are posted on the website Formats/techniques will be assigned to the OCups, Easterns event program close to being finalized. Q4G subcommittee identified and held first meeting. I am unable to sit on the committee due to personal conflict HPC Terms of Reference <p>MTCS updates</p> <ul style="list-style-type: none"> Base funding (90%) received. Q4G program review being completed. MTCS has asked for preliminary contact information Sport Recognition policy review subcommittee <ul style="list-style-type: none"> Dorothy Lothian Debbie Friendly Angus Carr John Labine Richard Lemoine 		

		<ul style="list-style-type: none"> ○ Katja Mathys <p>General</p> <ul style="list-style-type: none"> • Provincial/Territorial ED/Admin meeting to be held Tuesday, Sept 13 		
7	High Performance Jen Tomlinson	<p>Budget: The HPC has reviewed the initial budget estimate and has the following recommendations: Committed funds non-discretionary:</p> <ul style="list-style-type: none"> • Coaching costs for the contract coach and NTDC Thunder Bay • Camp costs for the OTS (2 dryland) and OST (2 dryland and 2 on-snow), suits and jackets • Support for the FISU games • Support for non-NST Ontario athletes selected for WJ/WU23, World Cups, World Champs • Ontario Cup participation team, awards and other incentives <p>Discretionary in order of importance and priority based on available budget</p> <ul style="list-style-type: none"> • Support Ontario athletes participating in the Senior B Tour as organized by the Training Centres (\$6,000) • Nationals club support (\$5000) • Junior B Tour Support (\$16,000) we would have to organize • World Cup support (\$16,000) we would have to organize <p>OCup Wax Room Protocol and guidelines The communications plan was circulated previously and is in the process of being executed. Right now the first communication has been posted on the website and an email to coaches will be sent directly. Some discussion took place regarding sanctions if any person enters a wax room without adequate protection. At this point</p>		

		<p>in time, the wax room protocols are highly recommended. We have received one negative response from a coach regarding the protocol. It will be important that we as a Board speak in one voice regarding the decision and guide the Province accordingly.</p> <p>OST and OTS</p> <p>Feedback from the US joint camps has been positive on a number of fronts and the coaches are looking at ways to seek opportunities to further collaborate on training camps. We will be reviewing the OTS and OST selection criteria shortly, once race formats are finalized at the OCups.</p>		
8	Officials	<ul style="list-style-type: none"> • TD assignments <ul style="list-style-type: none"> ○ Kit Pizzey – Ocup #1 ○ Rod Somppi – Ocup #2 ○ Richard Lemoine – Ocup #3 ○ Frances Norlen – Midget Champs • Webinar held for roller skiing events. Documents will be incorporated into Officials course 		
9	Coaching Development Katja Mathys	<ul style="list-style-type: none"> • Recommended wax room safety guidelines still in draft form. Meeting with community is Wednesday, Sept 21 • Concussion training will be integrated into online ICC/CC module and taking this online module from CAC will be strongly encouraged • Ontario setting a good example supporting athletes and staff and other divisions are now looking at doing the same. No support from CCC as of yet. CCC is drafting a letter to universities to encourage funding their athletes. Laval is giving each athlete \$500. 		
10	PN Patti Kitler	<ul style="list-style-type: none"> • Para-Nordic is growing and trying to connect clubs in Toronto with new athletes. • Al White is meeting with Alan Trevitt of ParaSport ON to 		

		determine official needs at ParaSport Champs.		
11	Youth Report Kelly Sinclair	<ul style="list-style-type: none"> Swix is the producer of toques this year and will be sent directly Highlands 		
12	District Reports	<u>SOD</u> <ul style="list-style-type: none"> SOD AGM will take place October 22. Hired a coordinator for SOD Team <u>LSSD</u> <ul style="list-style-type: none"> Nothing to report <u>NOD</u> <ul style="list-style-type: none"> AGM set for October 1 in Sudbury <u>NCD</u> <ul style="list-style-type: none"> Roller ski time trial held in Gatineau Park SJAM trail needs XCSO support <ul style="list-style-type: none"> State that we support grooming of trails in urban areas Assist with communications via twitter, website 		
13	New Business	<p>HPC Terms of Reference</p> <ul style="list-style-type: none"> Has been circulated to the board Some discussion at the HPC meeting regarding voting roles versus adversary roles <p>Membership Policy</p> <ul style="list-style-type: none"> Concerns regarding “women on skis’ reference. What defines a member? Need to broaden the definition to ensure we capture all members. <p>Brand/Website</p> <ul style="list-style-type: none"> Patricia and Liz met to discuss the website/brand. Feedback to Dave and awaiting a response. Website hosting suggested by 9 Lives and will begin to move that forward. 	<p>Motion: Accept the HPC Terms of Reference</p> <p>Moved by Jen Tomlinson Seconded by Patti Kitler Motion passed</p> <p>ACTION: Small subcommittee will be struck and work on wording – Don, Steve, Richard, Liz</p>	

		<p>LSNA</p> <ul style="list-style-type: none"> Letter of endorsement for Nationals 2018 requested by LSNA. No other club has requested an endorsement. Highlands will not be bidding. <p>SJAM trail</p> <ul style="list-style-type: none"> Help with communication and promotion for crowdfunding initiative. <p>CCO Representative on NTDC Board</p> <ul style="list-style-type: none"> NTDC is looking for a representative for their NDC Board to assist with fundraising and communication. Is the role a liaison position? Or a working position? Rob McClure of Ottawa area was suggested. 	<p>Motion: That CCO endorse LSNA's bid to host 2018 Nationals Moved by John Labine Seconded by Patricia MacDonell Motion passed</p> <p>ACTION: Steve to approach Rob McClure as XCSO rep on NTDC board</p>	
15	Date of Next Meeting & Adjournment	Next meeting is Monday, October 17 at 8pm	<p>Motion to adjourn Moved by Richard Lemoine Seconded by Angus Carr Motion passed</p>	