

**Meeting Minutes  
Board of Directors  
Date: October 17, 2016**

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

Item	Description	Discussion	Motion/Action	Responsibility
1	<b>Review and Approval of Agenda</b>	Agenda approved.	Moved Katja Mathys Seconded by Patti Kitler  Motion passed	
2	<b>Review of minutes of September 12, 2016</b>	Minutes of September 12, 2016 approved with two corrections	Moved by Al White Seconded by John Labine  Motion passed	
3	<b>Business arising</b>	<ul style="list-style-type: none"> <li>Continue to bring forward sending a notice to the Minister of Finance regarding a change in the year end to March 31.</li> <li>Clarification of day use members with CCC as it relates to the SJAM Trail in Ottawa is required</li> <li>D &amp; O insurance with CCC needs to be clarified</li> <li>Robert McClure not yet approached regarding CCO rep NDC board.</li> </ul>	Richard   <b>ACTION: SJAM trail some progress but needs to continue to be worked on</b> <b>ACTION: Liz to contact CCC for final clarification</b> <b>ACTION: Carry forward XCSO representative on the NTDC Board</b>	Liz/Steve/Thom  Liz
4	<b>Chair's Report Steve Howard</b>	<ul style="list-style-type: none"> <li>Policy reviews continue for the MTCS Sport Recognition Application.</li> <li>Canadian Sport Institute Ontario (CSIO) is launching a new</li> </ul>		

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		<p>intake for the ON High Performance Sport Initiative (OHPSI). Deadline is October 31<sup>st</sup>.</p> <ul style="list-style-type: none"> <li>Steve was unable to attend the last DCC meeting . there is an emphasis the need to work with CCC on achieving the 'ends' and will reach out to Divisions. Waxing protocol was discussed by Division Chairs and Alberta may be implementing this year.</li> </ul>		
5	<p><b>Financial Report</b> <b>Richard Lemoine</b></p>	<ul style="list-style-type: none"> <li>Projected surplus of \$11000 based on same membership numbers. Unfunded priorities are \$5000 for Nationals coaching support, \$6000 for the Senior B Tour, and \$16000 for the Junior B Tour.</li> </ul>	<p><b>Motion to approve the budget</b> The budget as per the attached showing a net surplus of \$11,105 plus the addition of the following expenditures; \$5,000 for support for Ontario athletes at Nationals, \$6,000 in support of a Senior B Tour and \$16,000 in support of a Junior B Tour (total additional expenditures of \$27,000) be approved for the 2016 2017 fiscal year.</p> <p>Moved by Richard Lemoine Seconded by Jen Tomlinson Motion passed</p>	
6	<p><b>Administrator's Report</b> <b>Liz Inkila</b></p>	<p>Clubs</p> <ul style="list-style-type: none"> <li>Communicating with clubs as needed. <ul style="list-style-type: none"> <li>2 new clubs in SOD – Etobicoke &amp; Peterborough Nordic</li> <li>1 'new' club in NCD – Skinouk Ontario</li> <li>Finlandia Club in Thunder Bay rejoining with a committed volunteer</li> </ul> </li> </ul> <p>High Performance</p>		

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		<ul style="list-style-type: none"> <li>• Ongoing planning for the OST/OTS (see HP report). <ul style="list-style-type: none"> <li>○ OTS fall camp in Ottawa/Gatineau</li> <li>○ OST Foret &amp; Silver Star camp</li> </ul> </li> <li>• Formats/techniques assigned to the OCups and will be posted on the website</li> <li>• Q4G subcommittee has completed review of the criteria document – will be reviewing and submitting to the MTCS for approval – program not yet launched officially</li> <li>• OHPSI – new intake of sports with an application due on October 31</li> <li>• Ontario Winter Games application for sports due on November 14</li> </ul> <p>MTCS updates</p> <ul style="list-style-type: none"> <li>• Sport Recognition policy review subcommittee – HUGE thank you!</li> <li>• All policies have been reviewed. Continuing to work on application which includes updating programming descriptions, operational plan, strategic plan, budget, Financial Review</li> </ul> <p>Website/Branding - Continuing to work with Patricia and Dave on logo</p> <ul style="list-style-type: none"> <li>• Logo approved and soft launch of new name and logo in progress</li> <li>• Emails to new server under development</li> <li>• Website architecture under development</li> </ul>		
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<b>7</b>	<b>High Performance Jen Tomlinson</b>	As per written report. Two additional items:  A meeting with HP leaders will take place in Ottawa to discuss a Junior B tour. As well will be meeting with SFQ to discuss cross border camps		
<b>8</b>	<b>Officials</b>	<ul style="list-style-type: none"> <li>Level 1 online certification course is available for review</li> <li>Classic pole length regulations will be examined by CCC events committee.</li> </ul>		
<b>9</b>	<b>Coaching Development Katja Mathys</b>	<ul style="list-style-type: none"> <li>As per written report</li> <li>FISU games – A female athlete has withdrawn from the team leaving 5 females and 6 males. All universities with athletes competing have received a letter from CCC encouraging them to support their athletes. Nipissing/Lakehead U/Laval have all .</li> <li>Finalized a quote for full face shield with battery pack respirator mask for professional use - \$2000.</li> </ul>		
<b>10</b>	<b>PN Patti Kitler</b>	<ul style="list-style-type: none"> <li>Para-Nordic enthusiasm is great and are currently looking for clubs with athletes in the GTA</li> </ul>		
<b>11</b>	<b>Youth Report Kelly Sinclair</b>	<ul style="list-style-type: none"> <li>Materials being ordered for Jackrabbit program</li> <li>Swix hats have been received/just waiting for the buffs</li> <li>Across the board 10% increase in materials/\$15.50 program fee remains the same. Some changes in shipping cost which will be more representative of actual costs</li> </ul>		
<b>12</b>	<b>District Reports</b>	<u>SOD</u> <ul style="list-style-type: none"> <li>Toronto Snow show was very successful with interactive booth with roller skis/ski ergs/boots/skisExcellent event – Patricia will be writing up a report</li> <li>AGM this weekend.</li> </ul>		

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		<u>LSSD</u> <ul style="list-style-type: none"> <li>• First meeting of the fall held last week.</li> <li>• Question whether XCSO website will have District pages</li> </ul> <u>NOD</u> <ul style="list-style-type: none"> <li>• AGM set for October 1 in Sudbury</li> <li>• Funding for athletes to attend Ocup races</li> <li>• Trying to increase communication with clubs</li> </ul> <u>NCD</u> <ul style="list-style-type: none"> <li>• Nakkertok target for test snow on November 12</li> <li>• SJAM trail crowd funding continues</li> </ul>		
13	New Business	<ul style="list-style-type: none"> <li>• Policy Review for approval               <ul style="list-style-type: none"> <li>○ Discipline</li> <li>○ Dispute Resolution &amp; Appeal</li> <li>○ Board of Directors</li> <li>○ Officials Code of Conduct</li> <li>○ Screening</li> <li>○ Access &amp; Equity</li> </ul> </li> <li>• Athletes code of conduct               <ul style="list-style-type: none"> <li>○ Conflict with other codes of contact</li> <li>○ HPC reserves the right to review this policy in the future</li> </ul> </li> <li>• Coaches code of conduct               <ul style="list-style-type: none"> <li>○ John Labine – some concerns that a coach has responsibility over athlete actions</li> </ul> </li> <li>• Privacy policy               <ul style="list-style-type: none"> <li>○ Don raised some concerns regarding the Privacy policy and whether we are required to be compliant with Personal Information Protection and Electronic Documents Act (PIPEDA). Patricia indicated that we do need to comply and will</li> </ul> </li> </ul>	<p><b>Motion: Approve the following policies as presented</b>  <b>Moved by Patricia MacDonell</b>  <b>Seconded by Patti Kitler</b></p> <p><b>Motion passed</b>  <b>Motion to approve the Athlete code of conduct as written with the understanding that the HPC will review.</b>  <b>Moved by Patricia MacDonell</b>  <b>Seconded by Patti Kitler</b></p> <p><b>Motion to approve the Coaches Code of Conduct</b>  <b>Moved by Patti Kitler</b>  <b>Seconded by Richard Lemoine</b>  <b>Motion Passed</b></p> <p><b>ACTION: Patricia to provide Liz with link to swim club's privacy act.</b></p>	Patricia

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		<p>provide a link to a swim club's privacy policy which was recently developed.</p> <ul style="list-style-type: none"> <li>• Harassment policy <ul style="list-style-type: none"> <li>○ Concerns expressed by Don regarding the Harassment policy include the policy is too far reaching encompassing issues at the club level. Document to be submitted as is and will be reviewed in November</li> </ul> </li> </ul> <p>Membership Policy</p> <ul style="list-style-type: none"> <li>• D &amp; O insurance moved to a separate line</li> </ul> <p>Brand/Website</p> <ul style="list-style-type: none"> <li>• Dave is building the architecture</li> <li>• Hard launch of website landing page and branding will take place over the next while</li> </ul>	<p><b>ACTION: Liz to review and compare to the existing policy. Privacy policy to be approved via email.</b></p> <p><b>Motion that we approve the Harassment policy as is and review in November</b> <b>Moved by Alan White</b> <b>Seconded by Richard Lemoine</b></p> <p><b>Motion that we approve the Membership policy</b> <b>ACTION: Moved by Al White</b> <b>Seconded by Patricia MacDonell</b></p>	Liz
15	<b>Date of Next Meeting &amp; Adjournment</b>	Next meeting is Monday, November 14 at 8pm	<p>Motion to adjourn</p> <p>Moved by Al White</p> <p>Seconded by Richard Lemoine</p> <p>Motion passed</p>	