

Meeting Minutes  
Board of Directors  
Date: January 15, 2017

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

Item	Description	Discussion	Motion/Action	Responsibility
1	Review and Approval of Agenda	Agenda approved with one amendment.	Moved Patricia MacDonell Seconded by Alan White  Motion passed	
2	Review of minutes of December 19, 2016	Minutes of December 19, 2016 approved	Moved by Alan White Seconded by Angus Carr  Motion passed	
3	Business arising	<ul style="list-style-type: none"> <li>Notice to the Minister of Finance regarding a change in the year end to March 31 has been sent.</li> <li>Continue to carry forward XCSO's rep on the NTDC board</li> <li>Volunteer of the year award researched by Patti and Patricia and have not had a chance to discuss. Suggestion that we touch base with Dorothy Lothian as she has been doing research for CCC as well.</li> <li>Carry forward of conflict of interest, harassment policies are under review by Don, Steve and Angus.</li> <li>In the Sport Recognition review, feedback was received that CCO Bylaw #1 has not been reviewed in the last 3 years. Implementation of the Not for Profit Act could take place in 2018, it was recommended that we review/update the bylaws with that in mind. The deadline for this portion of the Sport Recognition application is due March 31, 2017.</li> <li>World Jr/U23 Championships will be the priority for</li> </ul>	<p><b>ACTION: Carry forward XCSO representative on the NTDC Board</b></p> <p><b>ACTION: Carry forward volunteer award</b></p> <p><b>ACTION: Don Angus and Steve will review the present bylaw for SR and also review the progress of the NFP act as it relates to our bylaws.</b></p>	<p>Steve</p> <p>Patricia/Patti</p>



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		Period 1 COC Leaders		
4	<b>Chair's Report Steve Howard</b>	<ul style="list-style-type: none"> <li>Ontario Cup #1 &amp; 2 have been well attended</li> <li>US Nationals/World Jr/U23 Trials in Utah was well represented by Ontario is well represented.</li> <li>OTP review of the CCC high performance system is complete and a committee is now working on communication</li> </ul>		
5	<b>Financial Report Richard Lemoine</b>	<ul style="list-style-type: none"> <li>We are now well into our season and much of our discretionary spending has taken place</li> <li>Membership fees continue to come in slowly. Liz continues to work with clubs</li> <li>OST/OTS camps are complete. In particular the OTS camp was significantly over budget. We will need to better budget these activities next year to improve our ability to plan.</li> <li>10 male/10 female domestic quota for World Cups in QC</li> </ul>		
6	<b>Administrator's Report Liz Inkila</b>	<p>Clubs</p> <ul style="list-style-type: none"> <li>Communicating with clubs &amp; Zone4 as needed. 68 clubs registered.</li> </ul> <p>High Performance</p> <ul style="list-style-type: none"> <li>OST Foret &amp; Silver Star camps are complete. Feedback survey will be sent to athletes</li> <li>Q4G program ongoing with MTCS</li> <li>Meeting with CSIO on Monday, January 16</li> <li>Euro B Tour selection/criteria/planning</li> <li>Ontario Winter Games application successful. Final approval has been received Next steps:               <ul style="list-style-type: none"> <li>Reviewing any recommendations from the Sport Selection Committee and revising accordingly.</li> <li>Finalizing participant numbers for your sport.</li> <li>Completing a sport technical package.</li> <li>Signing a competition agreement outlining the roles and responsibilities of the Sport, Games Organizing</li> </ul> </li> </ul>		

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		<p>Committee and the Ministry.</p> <ul style="list-style-type: none"> <li>○ Confirm venue selection for the Ontario Games</li> </ul> <p>MTCS updates</p> <ul style="list-style-type: none"> <li>• Our Sport Recognition application was well received; however, a few minor items will need to be amended/submitted by March 31, 2017. <ul style="list-style-type: none"> <li>○ Bylaws continue review</li> <li>○ Accessibility policy is proving to be a bit of a challenge. Most written are about office accessibility for visitors and customers. Remote office is more difficult to find. Have been send a sample from MTCS and will review for appropriateness</li> </ul> </li> <li>• Some initial information regarding base funding. They are expecting a launch in January, with an application date early in the new fiscal unlike previous year's deadline of May 31.</li> </ul> <p>Website/Branding</p> <ul style="list-style-type: none"> <li>• Working on content. Looking good!</li> </ul>		
<b>7</b>	<b>High Performance Jen Tomlinson</b>	<ul style="list-style-type: none"> <li>• As per written report.</li> <li>• World Cup finals in QC and will need to determine financial support for athletes attending.</li> </ul>	<b>ACTION:</b> Richard to review budget to determine financial support for ON	<b>Richard</b>
<b>8</b>	<b>Officials Al White</b>	<ul style="list-style-type: none"> <li>• Feedback from Ontario officials indicates that our decision to not implement the FIS pole length rule at the Ocup level is not appropriate. Al has reworked the document and it will be posted on the website. To summarize, a jury is able to sanction at 3 levels – verbal, written, and DSQ. The sanction applied will be appropriate to the apparent</li> </ul>	<b>ACTION:</b> Reworded FIS pole length document to be posted on website	<b>Liz/Al</b>



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		advantage gained by the athlete.		
9	<b>Coaching Development</b> <b>Katja Mathys</b>	<p><b>Workshops:</b></p> <ul style="list-style-type: none"> <li>• Last workshop XCSO organizes was this past weekend (L2T OS, SSM)</li> <li>• More workshops scheduled for later in the spring</li> <li>• CCC organizes Comp Dev On Snow in Ottawa confirm: January 19 – 22, 2017</li> <li>• 6 Ontario coaches confirmed</li> </ul> <p><b>Wax room safety video</b></p> <ul style="list-style-type: none"> <li>• Ron Howden has submitted the video and it has been posted on Slack. With some feedback from this year's Ontario Cups with regards to wax room safety, we are looking to make a more detailed version for next year. But thank you to Ron for this great first edition.</li> </ul> <p><b>Annual XCSO Coaching Seminar</b></p> <ul style="list-style-type: none"> <li>• Application to host the event has been sent out to coaches and posted on slack. Deadline: January 31, 2017</li> </ul> <p><b>Website</b></p> <ul style="list-style-type: none"> <li>• updates with Dave N., Jade N., Patricia and Llz</li> </ul>		
10	<b>PN</b> <b>Patti Kitler</b>	<p>Club Development</p> <ul style="list-style-type: none"> <li>• Lappe is offering a PN program</li> <li>• Laurentian Nordic is offering PN in the school ski programs</li> <li>• Kanata &amp; Pembroke has a coach and one athlete</li> <li>• GBN has added a PN category to their loppet,</li> <li>• Ontario PN renegades participated in their first Ontario Cup</li> <li>• Waterloo Regional have 2 new PN in their group, their coach is Ken Campbell.</li> </ul> <p>Other notes: Number of PN athletes increased at OC #2. Para-Nordic will be at Easterns. The OPSWGS we have 16 PN registered. The</p>		

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		PN committee feels that the training camps offered this past summer and fall definitely increased our participation.		
11	<b>Youth Report Kelly Sinclair</b>	<ul style="list-style-type: none"> <li>Advertising the video for Track Attack video challenge</li> <li>Materials orders are coming in slowly</li> <li>New shipping costs have been implemented and may be a bit higher than estimated.</li> <li>3 clubs have booked Klister in Ontario –Mono Nordic, Walden and Midget Champs. CCC suggested that we Ontario-ize the Klister bib.</li> </ul>	<b>ACTION:</b> Get quote for an ON bib for Klister from Calgary firm <b>ACTION:</b> Mary to take bib measurements	<b>Kelly</b>          <b>Mary</b>
12	<b>District Reports</b>	<u>SOD</u> <ul style="list-style-type: none"> <li>Some events taking place.</li> <li>Looking for someone to maintain SOD website</li> </ul> <u>LSSD</u> <ul style="list-style-type: none"> <li>Annika Richardson and Timo Puiras received a Petro Canada Face grant.</li> </ul> <u>NOD</u> <ul style="list-style-type: none"> <li>Clubs are operating with good snow</li> <li>SOD extra surcharge is viewed negatively. Suggestion that there be a hosting fee for Ocup hosts and remove the per race fee.</li> </ul> <u>NCD</u> <ul style="list-style-type: none"> <li>Candy Cane Cup held early season</li> <li>Kanata Pretzel races held this past weekend.</li> <li>Skinouk Invitational/Silver Spoon in Deep River</li> <li>SJAM trail officially opened this past Monday.</li> </ul>		
13	<b>New Business</b>	Website/branding <ul style="list-style-type: none"> <li>Board was given a review of website. Feedback given. Liz, Katja and Patricia continue to work with Dave Nighbor on this. Launch will be soon.</li> </ul> HPC/Board communication: <ul style="list-style-type: none"> <li>Steve asked that everyone be careful with drafting and sending emails. There are times when XCSO business</li> </ul>	<b>ACTION:</b> Thom to discuss AGM with Liz	<b>Thom/Liz</b>



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		<p>should be internal and is being discussed with others. Please ensure that you check distribution lists before sending email.</p> <ul style="list-style-type: none"><li>• AGM to be taking place in NCD – date and location need to be determined</li><li>• Nominating Committee needs to be struck to refresh our governance. Direction from government through the Sport Recognition process that a PSO board needs to be refreshed. Steve asked for volunteers from the each District to sit on the nominating committee. Don offered to sit on nominating committee</li></ul>	<b>ACTION:</b> District Chairs will suggest nominating committee members by Wednesday, Jan 25	<b>District Chairs</b>
<b>14</b>	<b>Date of Next Meeting &amp; Adjournment</b>	Next meeting is Wednesday, February 15 at 8pm		