**Cross Country Yukon Board Meeting**

**AGENDA (Final )**

September 27, 2023

Sport Yukon @ 7:00PM

Call in #: 867-336-7534

Attendance: Matthias Purdon, Jan Downing (via phone), Jan McFadzen, Michelle Leech, Kevin Embacher, Aisha Montgomery, Dominic Bradford, Chad Walasek, Anett Krailish, Graham Nishikawa, Emily Jones, Jen MacKeigan, Kat Davis

Regrets:

1. **Meeting started:** 7:07PMYT
2. **Adoption of Agenda:** Motion to adopt: Kevin Embacher
3. **Motion to accept August 17, 2023 minutes:** Minutes approved by: Dominic Bradford
4. **Chair Update:** 
   1. Volunteer appeal

* Jan McFadzen confirms volunteer coach appeal has been sent out
  1. New admin person
* Barbara Scheck is interested in the role
* Board would like to move forward and offer Barbara the job

1. **2023-2024 Race Organizing**
   1. Review tracker: <https://docs.google.com/document/d/1qm8WdpRdDKBynMYlDXPK1NrvyVeLZa4D/edit?usp=drive_link&ouid=107979828419435315239&rtpof=true&sd=true>

* Anett speaks to the draft race schedule she has put forward
* Race schedule has been discussed with Ben
* Idea from Anett for The Ski Club to host night races for university students
* Dianne to be Chief of Race, and Scott Puskas to be TD for races
* Dianne has requested that a technical guide be written for races to help for AWG 2026 preparation
* Anett to speak with the Ben to have a timed race in mid December
* Name idea for December race from Matthias: Yuletide Blast
* Graham to write a guide for racing- will be added to the website
* Anett puts forward the idea of creating a combined committee with The Ski Club to streamline race day communication/ organization
* Matthias working on the gender policy

**Timing chips:**

* Purchasing is not a viable option
* Discussion of who should rent the chips- The Ski Club or CCY?- Move forward as quickly as possible so that timing team can get familiar
* The Ski Club has $2000 worth of equipment to interface with the chips
* Jan Downing says the cycling association rented and then shared the rental between other cycling clubs
* Ski club contacts first aid to an outside agency for races- possible st. john’s ambulance

**Action item: The the Ski Club can discuss a cost sharing agreement**

**Action Item: Kevin to get in touch with Sport Yukon re chip funding**

1. **Website** 
   1. Overview of outline (Anett, Kat, Aisha)

* Anett presents what she has put together for the website
* The website will consist of mostly static information- dynamic information goes onto social media
* Task force for writing: Jen will write squad program information, Barbara to take on writing the text, Matthias, Aisha and Emily to take a collaborative afternoon to do some website writing
* Kat to send Michelle contact signed for website work

1. **Finance update and 2023-2024 budgeting (Michelle)**
   1. Financials update

* Michelle speaks to the budget
* Jen, Graham and Michelle sat down to talk budget
* Significant expense of note: coaches jackets

* 1. Review Draft Budget 2023-2024

Discussion of Draft Budget:

* Jen speaking to Fran about community skiing and community coaches - funds from those ski programs yet to come in
* Kwanlin Koyotes- Candance Dowe is not able to fulfill her contact- what to do with those funds?
* Alain did not charge his time for snow making- snow making will be more expensive this year
* Officials training- strong interest- opportunity for funding from Sport Yukon- due to new AWG requirements
* Covid funding coming to an end
* Kevin puts forward: Asking The Ski Club and Biathlon help pay for snow making cots
* Waxing to cost more in the future- Graham has a waxing tech for trials and nationals
* Discussion: Ski club working with a surplus- is there an opportunity to talk about budget
* Chad from The Ski Club speaks to how a conversation should start re budgets
* Jen has prepared a letter to solicit money from sponsors
* Vests for coaches contingent on sponsorship
* Jen to send out an appeal for sponsorship for race suits

**Motion to approve budget, as it stands, with the adjustments of the coaches jackets**

* **No coaches jackets and active sponsorship recruitment: The board is all in favor**

**Chad and Jan abstained from voting**

**Action item: Bus and trailer banners with sponsors**

1. **Contractor Updates:** 
   1. Coach Development (Graham / Jen)
   2. Officials Development (Graham / Jen)

* Graham to organize Mike Norton to teach in December
* Level 2 officials course- Graham to speak with the club to get as many level 2’s together as possible
* Will the budget allow for more level 3’s? Dom, Sarah and Dianne
  1. Community Programs / Affiliates (Jen)
     1. Discuss adding Special Olympics group as an affiliate (Dom)

**Action Item:** Dom will email Lee Hawkins from Special Olympics Yukon and see who is in charge of their governance and what involvement they would like with CCY. Possibility to join CCY meetings.

* 1. Squad Hats
     1. **Motion to approve hat purchase: Matthias motions and Michelle seconds**
  2. Sponsorship letter (Jen)
     1. **Motion to approve** **letter and approach: Matthias motions and Jan seconds seconds**
  3. Need a new rep on the Nordiq Canada Division executive directors board (Jen)
* Jen would like to resign- Barbara to join board of Nordiq- Jen to announce an incoming replacement

1. **Strategic Plan Update**
   1. Survey / Reporting / Final (Matthias / Aisha)

* Survey is out! Feedback is trickling in!
* **Action Item: Jen**: Send the survey out again and state ‘One more week to complete’

1. **Club Reps Update (WCCSC / Kwanlin Coyotes)**

Jan Downing give the update:

* AGM went well
* 5 new board members
* READY committee: renaming and re envisioning project continues their work
* Ben is working on a draft for subleasing a space in The Ski Club
* Kwanlin Koyotes and Ta'an Kwach'an member receive earlier bird passes
* Ben is working with City of Whitehorse for accessible parking spots at the stadium
* Dog trail etiquette ongoing conversations
* Programs are filling up
* New V boards arriving soon and will undergo cold weather tests
* New pistenbully arriving soon

1. High Performance Committee
   1. Update (Graham / Dom)

* Dom and Graham started the selections criteria committee and it includes Lee Hawkings and Bronwyn Hancock
* High Performance Committee is yet to start- currently 2 members: Dom and Simon- looking for a gender balanced committee
* Graham to be sending out selection criteria tomorrow (September 28, 2023) and it will be approved by the board over email

1. **Additional items for discussion:**
   1. Media announcements: Aisha
   2. Volunteer recruitment for committees:
      1. Race / Events committee (with club)
      2. Respect in sport committee
   * **Community programs / Media / Outreach committee**
   * **Haines Junction**

* Jen has heard nothing back from Haines Junction
  + **Volunteer coordination**

1. **Schedule October Board Meeting:**

**November 1, 2023 @ 7PM YT**

1. **Regular Meeting finished at:**

Meeting finished at 9:02 PM YT