**Cross Country Yukon Board Meeting**

**Minutes (DRAFT)**

November 1, 2023

Sport Yukon @ 7:00PM

Call in #: 867-336-7534

Attendance: Matthias Purdon; Jan Downing rep WCCSC ; Jan McFadzen, Michelle Leech, Kevin Embacher, Dominic Bradford, Anett Krailish, Graham Nishikawa, Emily Jones, Jen MacKeigan, Kirk Potter rep Kwanlin Koyotes; Tracee Vickerman rep WCCSC, Barbara Scheck

Regrets: Aisha Montgomery

1. **Meeting started:** 7:10PMYT
2. **Adoption of Agenda:** Motion to adopt: Kevin Embacher, seconded by Dom Bradford

Added Nordiq Canada - Kevin

Kwanlin Koyotes - Kirk

1. **Motion to accept September 27, 2023 minutes:** Revised Minutes approved by: Dom Bradford

Jan made some corrections to the WCCSC update in Sept Minutes .

Anett - will reach out to WCCSC to see if they would organize a race before Christmas, not the University students

1. **Chair Update:** 
   1. Welcome Barbara + round table intro
   2. Safe Sport 3rd Party: Elizabeth Ward EWC Sport Nordique Canada requires a rep. CCY have retained Elizabeth Ward. We do not have to pay a retainer fee, but will pay hourly if needed.

Need to share that this avenue is available to everyone. CCY is required to implement this year and next year all the clubs will have access.

**Action**: Graham will share when ready

* 1. Snowmaking Contract wrap up - Another successful year. Snow in the stadium is now moved around. Alain used the budgeted amount, $ 3000.00 for water and $11,000 labour/fuel for a rough total of $15,000

1. **2023-2024 Race Organizing**
2. Race Guidance Documents (Graham)

Graham is developing a technical guide for races in the Yukon to ensure that the races are sanctioned re Officials.

Nordiq Canada has brought in an additional fee for every participant in a Tier III event which is open to participants who are not members of the host club. If an entry fee of more than $ 5 is collected from each participant a fee of $3 will be collected for a Tier III race license.

b. Anett has met with Ben to discuss roles and responsibilities, talked to Biathlon Yukon who could do an event on the Feb 3 /4th weekend

Marsh Lake will not have an event as no volunteers

May be a pre christmas race at WCCSC and could test timing chips at this event

All dates on website

Feelings that if race organization and recruiting volunteers moved to WCCSC, who have a bigger pool of potential volunteers, and this would allow CCY to do sport governing body tasks

Kirk asked “How does that work for communities which have less volunteers ?”-

**Action:** Jen will talk to KK re their vision and how CCY will support them with events

**Summary** - CCY in favour of the WCCSC running the Don Sumanik races and confirm Yukon Champs

There may or may not be some implications for the technical guide.

C. Timing Chips update (Kevin)

WCCSC will be renting timing chips for the season from Zone 4. CCY will rent them from the WCCSC for their events.

Sport Yukon has put in Lotteries application for timing chips so next year’s plan may be different.

Anett shared that she had reached out to Geoff Harries (cycle) re timing chips and been told that they had found it not sustainable to rent chips and make them available for free to affiliate clubs/ organizations.

1. **Website** 
   1. Update on action items from last meeting (Anett, Matthias, Aisha)

Annet met with Polaris to talk about the new website and will be working on it next week. Polaris provided a development environment so that the current website will not be affected by the development of the new website. Photos will be needed.

A document is in the Google Drive with website content

May be possible to have it ready to approve by the next board meeting

Cost Polaris $70 /hour to work on it. Budgeted $1800 for development

Have spent $1400 on Teamsnap so approx $400 left

**Action:** Jen/Graham/Barbara be trained to update website

1. **Financial Update (Michelle- Treasurer)**
   1. Financials update

In google drive up to end of September

Corrina has not added the new Budget yet

Nothing significant yet - shows a negative of $25,000

Costs are going up but not seeing an increase in revenue

Need to look at sustainability for the programs we run

Drastically increasing program fees has a serious impact

Covid funding was helpful

Michelle puts all docs in the G drive as soon as she gets them from Corrina

**Action** : Feb -March meeting should be big discussions for next year’s budget

1. **Contractor Updates:** 
   1. Squad Update (Graham / Jen)

Skiing has started - snowmaking was a huge success

Leaving in 27 days for Silverstar and Canmore

Running smoothly and athletes making improvements

Younger squads will be on snow tomorrow for the first time. Jen trying to coord use of the stadium.

* 1. Coach Development (Graham / Jen)

Stephen Novosad Nordiq Canada was here last month and coming up again for on snow portion

New instructor stream for NCCP / Nordiq Canada improvement from CANSKI impacts programs like masters coaching

Brian Horton to put on local Community Coaching course

Mt Lorne and Haines Junction may be interested in having a coaching course in their communities.

* 1. Officials Development (Graham / Jen)

Mike Norton can not come up this year. Diane Billingsley is going to do her Level 3 at Nationals in Ottawa in March 2024

Graham will try and get Mike Norton up to do a Level 2 course next year

* 1. Community Programs / Affiliates (Jen)
  2. Sponsorship (Jen)

Dropped off 7 or 8 sponsorship requests and has had no response yet. Targeted

For race suits / fuel

North 60 Petrol (declined by email)

Chieftain ( WCCSC sponsor)

Whitehorse Motors

Quantum Mechanics Dom will approach

Kobyashi Zedda Dom will approach

Midnight Sun Drilling Dom will approach

Subway

Contractor for the airport - Matthias will investigate

Air North and Chieftain are key sponsors of WCCSC so the decision was made not to follow up with them.

* 1. Nordiq Canada Division Executive Directors Board rep update (Jen)

Jen is on this board and would like to pass on this responsibility

It takes place every second Tuesday of the month by Zoom meeting

**Action:** Barbara will take on this task

* 1. Update to Squad Risk Management Policy (Graham)

Graham sent around earlier today

Prompted by an incident with a bear this past summer

This gives policy gives some clarity - suggestions were taken from multiple parties

Jan McF asked if there was an incident form. WCCSC has aa SnowSport form which was used.

Discussion re CCY policy or Squad policy and decided that it was a Squad policy in this situation.

Matthias Purdon moved to Adopt this update, Seconded by Dom Bradford

1. **Strategic Plan Update**
   1. Discuss feedback and next steps to complete (Matthias)

Survey is closed now. Bronwyn Hancock has said she will update the document

Need someone to help - Dom will help and Graham to be included too.

**Action:** Matthias to set up a meeting to review the survey and make an action plan going forward.

1. **Affiliate Reps Update (WCCSC / Kwanlin Koyotes)**

A. WCCSC report from Jan Downing -

-Functional planning for the stadium – hired a consultant, an advisory group struck and all will be meeting in early November.

-Season’s pass sales (1700 as of Nov. 1) Nov. 7, 2022 we had 1900 plus 73 day passes so we were into the ski season.

-Ben is setting up volunteer committees to support him with events

-Land Tenure – meeting with Yukon Parks re. the protection of McIntyre Creek Park and with YG Lands Branch to renew the License of Occupation and discuss the potential of a lease agreement

-WCCSC needs to comply with the CoW’s requirement for formal sublease agreements with groups such as CCY for the use of the stadium, buildings and chalet space. Ben is crafting an MOU to create this sublease and will share with CCY.

-CCY Strat. Plan WCCSC board comments shared with CCY. What are the next steps? WCCSC is happy to share it with our membership when it is complete.

-Is there a plan for developing a CCY 2025-28 plan based on a “shared vision” with affiliates?

-The WCCSC Board passed a motion to rent the Zone4 timing chips. Rental will be available to other groups to use the chips. Details to be worked out by staff.

-WCCSC , through the focus on reconciliation, along with Air North supported KDFN in their book launch “Our story in our Words”. The launch was on Wednesday, Oct. 25th

-READI committee has contracted Teresa Earle and Mary Binstead to work on the RE-imaging project. The project backgrounder was sent to CCY board on Oct. 30

-Opportunity passes are now being collected and will be available to whomever requests them

-MOU with CCY signed regarding snowmaking (there was an incident where a vehicle drove through the stadium to park at the seacans – Oct. 28

-Jean-Paul – President, Jan – VP, Leslie – Treasurer and Moya Painter - Secretary

-REQUESTS: 1). the CCY minutes to be posted on the CCY website, 2) the agenda circulated to board members ahead of the CCY meeting to allow members to prepare for meeting, 3) avoid having to make decisions via email between meetings, 4) any financial items that will affect the WCCSC budget need to be requested through our fiscal planning process. WCCSC sets our budget in May and approves it in June.

B. Kwanlin Koyotes from Kirk Potter

Kirk Potter - Kwanlin Koyote would prefer funding come directly to the Club so they can decide how to spend it, as opposed to using a paid contractor.

**Action:** Jen will get in contact with Gary Bailey to discuss.

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

Janelle Greer, Simon LaPointe and Dom are on the committee

There is a separate High Performance Selection Committee of Lee Hawkings and Browyn Pasloski.

1. **Additional items for discussion:**
   1. Media announcement (Aisha) not available for update today.
   2. Sport Yukon ‘Hope on the Horizon’ summary (Kevin / Jen)

Kevin - Amanda Deuling is heading up Sport tourism massive drive by Sport Yukon

Coord sport with business and using sport as a driver for economic

When planning major sport events coord with Sport Yukon will assist with connections with businesses ie flight discounts.

Sport Yukon will want participation stats etc

Nordiq Canada AGM planning for June 2024

Innerlogic tool is available through Sport Law to help our organization grow, by measuring it’s culture.

Do we want to become a member of True Sport which is a value based organization.

* 1. Respect in sport committee (Matthias)

Have our 3rd party ( Elizabeth Ward) and now need to pull the threads together

What are our obligations and what do we need to communicate to athletes?

Need a brains trust to put heads together on this - complicated and it will be mandatory for affiliates and is already mandatory for us.

1. **Schedule Actual November Board Meeting:**

**Next meeting -** Monday, Nov 27 Board Room 2

1. **Board in camera meeting to discuss HR / Contracts**
2. **Regular Meeting finished at:**

Meeting finished at 9:05PM YT