

**CCO Agenda & Meeting Minutes: April 8, 2008, 8:30 pm**

**Present:** Jim McCarthy (Chair), Richard Lemoine (Treasurer), Don Nixon (LSSD), Patti Kitler (Coaching Development), David Wilson (NCD), Lise Leblanc (Youth), Dorothy Lothian (Government Liaison), Mike Badham (HPC), Greg Deyne (NOD), John Cowan (SOD), Jen Scholte (PNC), Liz Inkila (Administration)

**Regrets:** Kateri Mills (Provincial Coach), Al White (Officials)

Item	Description	Discussion	Motion/Action	Responsibility	Action/Date
1	<b>Review and Approval of Agenda</b>	<ul style="list-style-type: none"> <li>Agenda approved</li> </ul>	<p><b>Moved by John Cowan</b></p> <p><b>Seconded by Patti Kitler</b></p> <p><b>Motion Passed</b></p>		
2	<b>Review of minutes of March 11, 2008</b>	<ul style="list-style-type: none"> <li>Minutes approved</li> </ul>	<p><b>Moved by Lise Leblanc</b></p> <p><b>Seconded by Richard Lemoine</b></p> <p><b>Motion Passed</b></p>		
3	<b>Business arising from minutes</b>	<ul style="list-style-type: none"> <li>Business arising from minutes will be covered in the agenda</li> </ul>			
4	<b>Financial Report</b> <b>Richard Lemoine</b>	<p><u>2007/2008</u></p> <ul style="list-style-type: none"> <li>Budget continues to show a year end surplus but less than previously reported. The cost of Nationals was higher than anticipated due to the high cost of travel and accommodation. HPC is still significantly under budget due to the cancellation of the European Trip and savings on the Haig glacier trip. The Jackrabbit program will realize a profit but less than budgeted due to the high cost of</li> </ul>	<p><b>Motion to approve financial report.</b></p> <p><b>Moved by Richard Lemoine</b></p> <p><b>Seconded by Lise Leblanc</b></p> <p><b>Motion passed</b></p>		

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		<p>shipping bulky materials. Projected year end surplus is \$25000.</p> <ul style="list-style-type: none"> <li>The budget process has begun for upcoming year. HPC is working on their budget. MHP base funding grant information is not known as yet. Grant report is due May 30/08 and we will receive our grant amount after the submission. For budgeting purposes, we will use last year's grant amount.</li> </ul> <p><u>CCC Fees &amp; Insurance</u></p> <ul style="list-style-type: none"> <li>The CCC Membership Task force has met once again. The message has been communicated to CCC that fees should remain the same for next year. The go forward position will most likely be the status quo. Likely will remain the same. The committee is investigating an alternate method of fees. There is a significant differential among Divisions in the method used in collecting fees. A workable solution will not be in place in the near future.</li> </ul>			
5	<p><b>High Performance</b></p> <p><b>Mike Badham</b></p>	<p><u>Event Scheduling</u> – Eastern Canadian Championships 4 year cycle in the Ottawa area has ended. Stephane Barrette, Assistant Director of High Performance CCC has inquired if Ontario would consider an Ontario Cup outside of the Ottawa area in Quebec. This issue will be</p>			

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		<p>discussed at the HPC meeting next week.</p> <p><u>Heinz Niederhauser Memorial Fund</u> – Approximately \$5500 has been donated. A scholarship program has been discussed for developing young coaches but details have not been fully developed. HPC will take the lead on this.</p> <p><u>Alberta Letter</u> – Cross Country Alberta (CCA) has written a letter to CCC asking for a full audit of CCC HPC system. The letter is also requesting a change in the governance structure of CCC. The governance structure needs improvement as there is very little accountability. CCA has requested that the CCO Chair and HPC Chair sign the letter as further endorsement of their position. Discussion points included the negative impact of audits, CCC needs to stabilize and move forward and a more positive approach is needed to facilitate change. It is anticipated that more people will be putting their name forward for the CCC Board. CCC will be having their HPC meetings this upcoming weekend. Discussions will include team selection, and training centre selection. There will be some impact with the new Alberta World Cup Academy opening in Canmore.</p>	<p><b>Jim McCarthy to communicate with CCA</b></p>		
	<p><b>Youth Report</b></p>	<p><u>Midget Championship</u> - Draft Technical Package was distributed and will be</p>	<p><b>Administrator to post Ontario Midget</b></p>		

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	<b>Lise Leblanc</b>	<p>posted on the website.</p> <p><u>Chair Position</u> - Lise Leblanc indicated that she would be stepping down as Youth Chair. She feels the position would be better filled with someone who is working more closely with youth programs.</p>	<b>Championship technical package on website</b>		
7	<b>Para-Nordic Committee Jen Scholte</b>	<ul style="list-style-type: none"> <li>• First priority is to establish a 3-5 year plan to provide structure to the program and the committee. It has been identified that coaching needs are as a priority for both certified coaching and hands on coaching.</li> <li>• Ontario Paralympic Assoc has purchased 8 sit skis and related equipment, 2 for each of the 4 Districts. These will be both adult and children's sizes.</li> </ul>			
8	<b>Coaching Development Patti Kitler</b>	<p><u>Coaching Development Report</u></p> <ul style="list-style-type: none"> <li>• Increase interest at all levels of coaching</li> <li>• New club coaches attending OWG</li> <li>• High school coaches interested offering an AWAD component to OFSSA</li> <li>• Improved communication from Club to Provincial level (club coaches starting to understand process of developing coaches and athletes)</li> <li>• Coaches want Competitive Coach Train to Train workshops</li> <li>• Horseshoe Valley Jackrabbit program joined SOD</li> <li>• Increased number of Track Attack Programs in Ontario</li> </ul>			

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		<ul style="list-style-type: none"> <li>Increased interest from clubs to hold Ontario Midget Championships</li> <li>Delay in development of coaching materials has been brought to CCC's attention.</li> </ul>			
9	2008 CCO AGM	<p><u>Planning</u> - A draft agenda has been circulated to HPC and CCO Board. Planning is ongoing at the local level. Zone4 will be used to register for the AGM and registration will open next week. This will be used to facilitate transportation, accommodation and meal information.</p> <p><u>Nominating Committee</u> - Nominating Committee has one position which remains vacant at this time but anticipates a full slate of officers. Each District is reminded that they should try to have 2 voting members present for AGM voting.</p>			
10	Incorporation Districts and Clubs	<ul style="list-style-type: none"> <li>NCD CIAF grant was declined due to lack of incorporation status as of due date. LSSD and NOD are the only Districts not incorporated. Incorporation does provide a degree of protection. Draft of incorporation papers can be shared between Districts quite easily. Clubs have a different structure and the District model is not necessarily a good model for clubs. Generic reference could be developed and then used by member clubs.</li> </ul>	<b>Action: David Wilson will send out NCD Incorporation Documents to LSSD and NOD</b>	David Wilson	ASAP
11	CCC	<ul style="list-style-type: none"> <li>2008 CCC AGM and Board elections will take place June 8-9. New President and 3 additional Board</li> </ul>			

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		<p>members are required.</p> <ul style="list-style-type: none"> <li>• There is an opportunity to host 2009 CCC AGM in Ontario. Information has been distributed to clubs and is available on CCC website</li> <li>• CCC Volunteer Awards information has been circulated to clubs</li> </ul>			
12	<b>District Reports</b>	<ul style="list-style-type: none"> <li>• NCD – Funding of school program working on. Up to 4 people may be attending the AGM. Ontario Cup issue to be dealt with as Nakkertok just hosted the Easterns.</li> <li>• NOD – Upcoming NOD Board meeting to determine travel to AGM. District still has lots of snow and will be most likely skiing into May</li> <li>• SOD – New Board member is coming on board for coaching development. HPC representative is setting up criteria for dryland camps. Ontario Cup to be at Duntroon next year prior to Nationals. Midland area may host OFSAA. 3 SOD people to attend CCO AGM.</li> <li>• LSSD – Still snow on the ground. Year end banquets ongoing. OWG were positively received. Geraldton Nordic is interested in coming to CCO AGM</li> </ul>			
13	<b>Date of Next Meeting &amp; Adjournment</b>		<b>Motion to Adjourn</b>		