

**Cross Country Yukon  
Board of Directors Meeting  
November 18<sup>th</sup>, 2010  
Minutes**

In attendance:

Kathleen Wood	Alain Masson	Jan Horton	Erik Hoenisch
Kirk Potter	Bob Nishikawa	Susan Tinevez	Paula Stoker
Grant Abbott	Leslie Raenden	Sheri Hogeboom	Amanda Dieckmann
Lorrie Greer			

1. Meeting called to order, 6:40pm
2. Agenda adopted (Motion/Grant Abbott, Seconded/Susan Tinevez. Carried).
3. Minutes, October 14, 2010.  
Treasurer's Report
  - 4.2 Desire to see 2010 squad fee increase documented for reference for future changes/increases. Regarding the squad fee increase, there was a motion made in the fall at the planning meeting, letters went out to athletes and figures are in the budget.

**Action Item (1)** Paula – Email to Board, documented indication of agreed to increase for squad fees.

Minutes approved (Motion/Jan Horton, Seconded/Leslie Raenden. Carried).

4. Treasurer's Report  
Liabilities and Equity sheet shows balance of just under \$44,000.

**Action Item (2)** Paula – Revenue of "Athlete Contribution" - \$6,706.67 needs to be reflected in Budget 05/01/2010 to 04/30/2011 column.

**Action Item (3)** Paula - Add line #'s on budget for future ease of discussion.

**Action Item (4)** Paula - Adjust actuals for Expense "Staff Contract" to reflect adjusted staff salaries for 2010/2011.

5. New Business

- 5.1 Review Sport Yukon Sponsorship Template

- An archived 1994 sponsorship document exists as well as a sponsorship matrix developed last year.

**Action Item (5)** Paula – Circulate to the board the 1994 sponsorship document and the more recent sponsorship matrix.

- CCY will adopt a policy on sponsorship prior to approaching potential sponsors so that CCY can indicate the exposure they will receive for various levels of financial sponsorship.

- Need to determine what opportunities athletes have for sponsor recognition and what opportunities CCY has.

**Action Item (6)** Alain – Circulate to the board, National Team sponsorship stipulations from Cross Country Canada athletes manual.

5.2 Update re: Whitehorse Cross Country Ski Club (WCCSC)/Cross Country Yukon (CCY) coordination

- CCY and WCCSC executive are attempting to meet regularly (monthly) to ensure that each organization is aware of major activities or initiatives within their respective organizations.
  - WCCSC is supportive of the idea to co-host future major race events as a means to raise funds, increase national profile, and maintain proficiency of our race/official volunteer base. Earliest possible time frame is 2013 (post AWG)
  - WCCSC has agreed to CCY's suggestion to include race statistics in the Historic Project (historic background of WCCSC) they plan to undertake.

5.3 Sponsor/Coach Thanks gift & card

**Action Item (7)** Paula/Sheri – Proceed with production of same CCY calendar as last year as thank you gift for sponsor/coaches.

- Suggestion was made to consider producing calendars as fundraiser. The intent was ,however, to have these calendars as unique thank you gifts exclusively to recognize the outstanding support from sponsors and coaches rather than being made widely available.

**Action Item (8)** Alain – Arrange for photograph for this year's thank you calendar.

6. Old Business

6.1 Fundraising Options

Initial fundraising target is for \$25,000 to build a reserve and should it be necessary and/or agreed to, subsequent fundraising would be to raise \$25,000 annually.

Need to address three questions

- When approaching sponsors, identify specific purpose for funds raised
- Who do we target as potential sponsors?
- What exposure do they receive for their sponsorship?

**Action Item (9)** Leslie - To email to the board a list of potential local and/or franchised sponsors.

**Action Item (10)** All Board – Review list of potential sponsors and provide any further suggestions for specific potential contacts to Leslie for discussion at next Board meeting.

6.2 Review of Timelines

Reviewed timelines for November 2010 – January 2011.  
November-December 2010

- Grey Mountain Lions Event Series is ready to go
- Canada Winter Games selection races scheduled for December 21,22
- Arctic Winter Games
- Jack Rabbit program starts in January

January 2011

- 5 year plan review
- YRAC application meeting

**Action Item (11)** Paula – Send an email reminder to board indicating what they need to get done for 5 year plan and YRAC meeting in January.

### 6.3 Board Directors Job Descriptions

Job descriptions have been revised based on input from several Board members. The Squad Representative Director position still needs some clarification of responsibilities.

**Action Item (12)** Grant – Email revised job descriptions to the board for final review.

Prior to the 2011 AGM, Board to consider if there are new roles that CCY should consider for adding to the Directors' positions; and if there are existing roles that are no longer relevant or necessary. These could include Youth Development being known as Community Development and considering Director of Fundraising as Board position.

**Action Item (13)** Jan and Grant – Make recommendations to additions/deletions/changes to job descriptions for AGM 2011.

**Action Item (14)** CCY Board - CCY to identify certain key tasks defined broadly in the Job Descriptions and prepare mini-manuals that describe in detail the specific tasks to ensure functional continuity of CCY in the event of Board member or staff changes.

## 7. Committee Reports

### 7.1 High Performance – Jan Horton

- 5 athletes are available for NorAm race as Yukon Ski Team members. Other Yukon skiers will be supported by their respective training centres. The 5 athletes are: Dahria Beatty, Kendra Murray, Katie Peters, Holly Bull and Colin Abbott
- World Junior Trials will have a larger group participating; Westerns should have a full team, and CWG should have a full team.

### 7.2 Events and Technical – Susan Tinevez

- The Biathlon event that was held for the first time last year and became sanctioned as part of the Grey Mountain Lions series will not be a sanctioned event this year.
- Marsh Lake has no Technical Delegate currently available for the race. Alain Masson offered to share this duty with one other.

**Action Item (15)** Susan – Confirm additional person to share responsibilities with Alain Masson for Technical Director at the Marsh Lake Loppet.

### 7.3 Leadership Development – Bob Nishikawa

3 workshops have been offered recently

- Event Organizing Workshop
- Timing Workshop
- Officials Level 1, Part 1

**Action Item (16)** Bob – Email participant lists from Leadership Development workshops to Paula

Upcoming coaching courses requires a volunteer to organize the materials, logistics of these courses.

**Action Item (17)** Amanda Dieckmann – Contact Amanda Deuling about helping out with Coaching Leadership Development needs.

#### 7.4 Youth Development – Kirk Potter

**Action Item (18)** Kirk – Create a list of what a Community Coordinator would do.

#### 7.5 Squad Representative – Sheri Hogeboom

- Outstanding item is hats for squad
- Plans to meet with each Squad and get update prior to next Board meeting.
- Green Squad confirmed for exchange with Nakertok. Skiers will participate in a midget NorAm in Joliet while there. 13 skiers will go from Whitehorse.

#### 8. Sport Coordinator's Report – Alain Masson

- Athletes have been skiing for over a month, and are healthy and injury free.
- Yukon athletes (5) will be at Sovereign Lake December 11 & 12. Coaches Alain Masson and Jonathan Kerr will attend
- Sara Neilson (Blue Squad coach) is leaving for at least 1 year to pursue academic studies. Will need to replace her by February 2011.
- Tracey Bilsky continues to provide sport psychology support for athletes. This is going well.
- In order to maintain high performance and mentor local athletes, investigating possibility of establishing a junior training center in Whitehorse. Will contact CCC re: requirements for such a centre. Purpose would be to attract several elite junior (highschool) athletes to train here.

#### 9. Assistant Sport Coordinator's Report – Amanda Deuling

##### **Communities:**

- Penny is in contact with communities for ski library/ affiliation.
- Emily White (teacher who is CC certified) is meeting with Kwanlin Koyotes to potentially fulfill RPAY contract.
- Lois Johnston and Katherine Scheck expressed interest in teaching in communities-working out schedules.
- Dawson expressed interest in trail grooming and waxing course. Will follow up.

##### **Coaching Courses:**

- Need assistance to organize and coordinate the coaching courses
- 8 coaches completed Mt Lorne CC course Nov 4-6
- 14 registered for ICC course this weekend
- 12 for CC course in Dec.
- 6 coaches took Part A of the L2T course (Alberta facilitator was brought up). After hearing feedback, we have decided Alain will teach Part B spread out over 2 months.

##### **Squads:**

- All squads should be skiing this Sat and then all squads will be skiing at least 2 times a week.

#### **Para Nordic**

- Granted \$3000 from CCC for para development: \$1500 recruitment/ \$1000 equipment and \$500 for Sovereign Lake NorAm's and Training (to be revised due to athlete not being ready to participate)
- Para Coordinator meeting with 4 people from adult group home in early Dec. so they can try sit skiing at recreational level.
- A "Try It" event will be scheduled in early Dec or Jan.
- 1 other potential Para Nordic CWG athlete- Alain is following up.

#### **Other:**

- Parent Volunteers are working- but lots of coordination needed.
- Need to prepare detailed description of volunteer jobs (events) so that the volunteers can implement the job without requiring excessive staff input/time.

#### 10. Administrator's Report – Paula Stoker

- Financials prepared for Board Meeting
- Participated in sponsorship meeting
- Affiliate packages were sent out – usual affiliates have renewed
- Will arrange for changes in signing authority at the bank

Lorrie Greer was thanked for her years of dedication to the CCY Board and presented with a small gift as thanks for her work most recently as CCY Secretary.

**Next meeting Thursday, December 16<sup>th</sup>, 6:30pm, Curling Club.**

#### 11. Meeting Adjournment

Meeting adjourned at 8:37pm.