

CROSS COUNTRY NOVA SCOTIA

Board Meeting Minutes

2024 - 2016

BOARD MEETING MINUTES
JANUARY - DECEMBER 2024

CCNS Board Meeting Minutes
Date: January 18th, 2024 at 7 pm

Present: Melanie, Kris, Eileen, Lois, Lorenzo, Paula

Regrets: Dave

Non-Voting Members: Aidan, Cathy, Daniel

Agenda	Discussion	Time
Call to Order		Meeting Called to order at 7:02 pm
Approve Agenda	Motion: To approve the current agenda (Attachment #1) Moved: Melanie Seconded: Paula	
Approve Minutes	Motion: To approve November Meeting Minutes (Attachment #2) Moved: Melanie Seconded: Lois	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none">• Safe sport policy suite from Sport Nova Scotia should be out in the coming weeks. We should be able to swiftly adopt all the policies with no hassle.• Nordiq Canada is still working on their definition of membership, it will get passed in the coming months and will result in us having to keep better track of day pass users.• We should be able to opt out of the NC Safe Sport plan due to our involvement in the SNS Safe Sport policy suite.	
Communications Update - Cathy	<ul style="list-style-type: none">• Getting ski ambassador templates and data on the website to track event participation from events they put on.• Connect CBC with Ski ambassador Michelle Richard as they are long to do a story on her.• Helped Baddeck with some social work including adding a link tree to their social media.• This upcoming month will be focused on clu and ski ambassador content.	
Finance Report – Kris	<ul style="list-style-type: none">• N/A	
Ski Ambassador Position – Melanie	<ul style="list-style-type: none">• Ski ambassadors have reached out to a ton of organizations about hosting events targeting the general population and EDI populations.	

	<ul style="list-style-type: none"> ● Claire did some para training with alpine skiers just to get comfortable with the equipment and hopes to teach lessons in the future. ● Michelle reached out to tons of organizations and is in the process of planning tons of new events. 	
Athlete Representative - Melanie	<ul style="list-style-type: none"> ● Fiona has become the Nova Scotia athlete representative on the Nordiq Canada board and asked about becoming the athlete representative on the CCSNS board, will do research and follow up. 	
Coach Development - Melanie	<ul style="list-style-type: none"> ● Charlo camp is sold out. ● Kat has gotten LF training in Quebec and Dave, John, Michele, and Claire will get it in Charlo. ● We got a grant from NC for \$3200 because of that we can have 5 adult LFs certified which will allow us to train more people in the fall on roller skis so we can hit the ground running when we get snow. ● Money will be left over from the grants if Cape Breton wants to run a community coaching course. 	
Updates from Clubs and Ski Team	<ul style="list-style-type: none"> ● <u>NHN:</u> ● Open since January 2nd ● Jackrabbit, bunny, and Family Youth programming has started up and is going great ● <u>Baddeck:</u> ● Waiting for more snow, but pretty much ready to go, could open for snowshoeing. ● <u>Scotia XC:</u> ● No snow, 1 adult program got a day in and 1 track attack program got a day in. ● 300 members registered ● <u>Ski Team:</u> ● 2 national competitions completed, and athletes are knocking on the door in the top 20. ● Emma Archibald is currently in Europe doing some para world cups. 	
Adjournment	<ul style="list-style-type: none"> ● Motioned to adjournment ● Moved by Melanie ● Seconded: Kris 	8:21 pm

The next Meeting will be February 15th at 7 pm

CCNS Board Meeting Minutes
Date: February 22nd, 2024 at 7 pm

Present: Melanie, Kris, Eileen, Lorenzo, Paula, Dave

Regrets: Lois, Daniel

Non-Voting Members: Aidan, Cathy

Agenda	Discussion	Time
Call to Order		Meeting Called to order at 7:05 pm
Approve Agenda	Motion: To approve the current agenda (Attachment #1) Moved: Melanie Seconded: Paula Motion Passed	
Approve Minutes	Motion: To approve November Meeting Minutes (Attachment #2) Moved: Melanie Seconded: Dave Motion Passed	
Strategic Planning Update – Andrew	<ul style="list-style-type: none"> Reviewed the results from survey number 1 Exampled some of the readings and what he wanted for survey #2 Agreed that survey #2 will be released after the season is over at the end of March 	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none"> No Nordiq Canada update Annual outcomes coming up, Melanie and I will take the lead a present to the board when completed Participation Data due next week, 3/5 done just need coaches and athletes Lots of school ski rentals coming in, Kat and I are working together to organize and bill everyone. 	
Communications Update - Cathy	<ul style="list-style-type: none"> Primary focus this month was ski ambassadors and pushing their events. Making sure we keep up our stakeholders in the area to help promote these events. Making sure to post lots of pictures and update information from provinces and ski team events. Emma Archibald was interviewed by Global, Cathy will push the story when it's released. 	
Finance Report – Kris	<ul style="list-style-type: none"> Statements look good Some unbudgeted revenue from Coach Development grants but it has mostly already been spent. Data is still a bit skewed because there is no ski team budget. 	

Ski Ambassador Position – Melanie	<ul style="list-style-type: none"> ● Ski ambassadors have done great work over the last month. ● Targeting lots of different groups including members, non-members, and schools. ● Partnerships with local municipalities have helped get events off the ground and provides great promotion. ● Biathlon as invited us to have a both at an upcoming event, the ski ambassadors will attend if available. 	
Coach Development - Melanie	<ul style="list-style-type: none"> ● 3 new adult facilitators have been trained as well as 2 new learning instructors. ● Focus will now shift to get the training done in the fall on roller skis so that when the snow hits, we can hit the ground running. ● 3 new community coaches have also been trained by John. 	
Updates from Clubs and Ski Team	<ul style="list-style-type: none"> ● <u>NHN:</u> ● New programs are going well ● Offering a free hour of skiing after programming and it has been a huge success in growing family passes ● Averaging 100 people every Sunday. ● <u>Baddeck:</u> ● 64 members and 75-day pass users ● 2 events with Michelle Richards so far have been a huge success ● <u>Scotia XC:</u> ● Programming is going well ● We got provinces in just before the snow started to disappear. ● Registration has picked up as the snow as come back. ● <u>Ski Team:</u> ● N/A 	
Adjournment	<ul style="list-style-type: none"> ● Motioned to adjournment ● Moved by Melanie ● Seconded: Kris ● Motion Passed 	8:17 pm

The next Meeting will be March 21st at 7 pm

CCNS Board Meeting Minutes
Date: March 21st, 2024 at 7 pm

Present: Melanie, Kris, Eileen, Paula, Dave

Regrets: Lois, Lorenzo, Eileen

Non-Voting Members: Aidan, Cathy, Daniel

Agenda	Discussion	Time
Call to Order		Meeting Called to order at 7:03 pm
Approve Agenda	Motion: To approve the current agenda (Attachment #1) Moved: Melanie Seconded: Paula Motion Passed	
Approve Minutes	Motion: To approve November Meeting Minutes (Attachment #2) Moved: Melanie Seconded: Dave Motion Passed	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none"> • Nordiq Canada Safe Sport opt-out is in progress • Annual Eligibility is almost done • Annual outcomes feedback to come shortly • Hilda's finance replacement will be in place soon. 	
Communications Update - Cathy	<ul style="list-style-type: none"> • Currently coordinating S4S and CCNS award nominations • Supports clubs by promoting their year-end events • A wrap-up month, end-of-the-year stories and uploading some documents to the website. 	
Finance Report – Kris	<ul style="list-style-type: none"> • N/A 	
Ski Ambassador Position – Melanie	<ul style="list-style-type: none"> • Ski Claire and Michelle invited to Nordiq Canada coaching conference <ul style="list-style-type: none"> o Motion to cover \$500 each if needed for the conference o Moved – Melanie o Seconded – Paula o Motion Passed • 1st year of program considered major success and will now look to next season. 	
Coach Development - Melanie	<ul style="list-style-type: none"> • 3 new adult facilitators have been trained as well as 2 new learning instructors. • Money left over for next year to train more adult facilitators 	

Updates from Clubs and Ski Team	<ul style="list-style-type: none"> ● <u>NHN:</u> ● 2600 people visited this year ● 120 full-time members ● Needing a new groomer and will be going to many sources for funding in the coming months ● <u>Baddeck:</u> ● 64 members ● The 4H club used it a lot ● Future ski team camp could be held there ● <u>Scotia XC:</u> ● Ski Ambassadors end of year event sadly had to be cancelled ● Around 380 members ● Pushed day passes more this year and it seemed to pay off ● <u>Ski Team:</u> ● Nationals were a success ● Lots of great placements and improvement was shown ● Best finisher was Cohen with 19th and 21st placements in his races. 	
Any other things to note	<ul style="list-style-type: none"> ● <u>The AGM date has been set as May 16th</u> ● <u>Annual outcomes were reviewed by the board and approved.</u> 	
Adjournment	<ul style="list-style-type: none"> ● Motioned to adjournment ● Moved by Melanie ● Seconded: Kris ● Motion Passed 	7:57 pm

The next Meeting will be April 18th at 7 pm

CCNS Board Meeting Minutes
Date: April 18th, 2024 at 7 pm

Present: Melanie, Paula, Lois, Dave

Regrets: Kris, Lorenzo, Eileen

Non-Voting Members: Aidan, Cathy, Daniel

Agenda	Discussion	Time
Call to Order		Meeting Called to order at 7:05 pm
Approve Agenda	Motion: To approve the current agenda (Attachment #1) Moved: Melanie Seconded: Paula Motion Passed	
Approve Minutes	Motion: To approve March Meeting Minutes (Attachment #2) Moved: Melanie Seconded: Lois Motion Passed	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none"> • No updates from Nordiq Canada, Safe Sport still in progress • Andrew sends his regrets, will send out the next steps next week • All year end e-transfers were sent on time, will flow up next week with SNS accountants on year end financials. 	
Communications Update - Cathy	<ul style="list-style-type: none"> • Wrapping up year end communications and reports • Getting ready to draft the AGM package 	
Finance Report – Kris	<ul style="list-style-type: none"> • N/A Kris was not in attendance for the meeting. 	
Ski Ambassador Position – Melanie	<ul style="list-style-type: none"> • Right on target with program budgets • Looks like were going to have quite a bit of money left over thanks to a Nordiq Canada equity grant. • With some of the left-over money we expanded the ski fleet to get more adult sizes and that allowed the ski ambassadors to target more families. • About a \$2000 surplus that will carry over to next year with similar grants • Will make a more robust budget now that we have a year of actuals to look at. • Will look to expand programs next year. 	
Coach Development – Melanie/Dave	<ul style="list-style-type: none"> • Michelle going to Canmore for upcoming coaching conference, Claire couldn't make it. • Dave recommended having a coach development meeting before next season to discuss the vision for the future of 	

	coach development in Nova Scotia, looking for people not on the CCNS board.	
AGM Questions/Prep - Anyone	<ul style="list-style-type: none"> ● <u>Report</u> requests for clubs will go out next week. 	
Updates from Clubs and Ski Team	<ul style="list-style-type: none"> ● <u>NHN:</u> ● <u>Meeting</u> with county to get a new groomer, support will be given from the county for us to get a new groomer. ● <u>Baddeck:</u> ● <u>N/A</u> ● <u>Scotia XC:</u> ● AGM in the next month or two ● <u>Ski Team:</u> ● Slow spring skiing season 	
Any other things to note	<ul style="list-style-type: none"> ● <u>N/A</u> 	
Adjournment	<ul style="list-style-type: none"> ● Motioned to adjournment ● Moved by Melanie ● Seconded: Dave ● Motion Passed 	7:36 pm

The next meeting will be the AGM on May 16th at 7 pm

CCNS Board Meeting Minutes
Date: June 20th, 2024 at 7 pm

Present: Melanie, Dave, Kris, Lorenzo, Eileen, Lois

Regrets: Cathy, Paula

Non-Voting Members: Aidan, Daniel

Agenda	Discussion	Time
Call to Order		Meeting Called to order at 7:02 pm
Approve Agenda	Motion: To approve the current agenda (Attachment #1) Moved: Melanie Seconded: Kris Motion Passed	
Approve Minutes	Motion: To approve April Meeting Minutes (Attachment #2) Moved: Eileen Seconded: Melanie Motion Passed	
Strategic Planning Update - Andrew	<ul style="list-style-type: none"> • Andrew reviewed the strategic planning process until we are at right now. • Then, we reviewed the goals we had submitted in an earlier survey and the ratings given to each. • The goals were rated based on the importance and ease of implementation. 	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none"> • Lifetime achievement award is ordered, picking it up in early July. 	
Communications Update - Cathy	<ul style="list-style-type: none"> • N/A Cathy not in attendance 	
Finance Report – Kris	<ul style="list-style-type: none"> • Not much to note, will have a full budget in August. 	
Coach Development – Melanie/Dave	<ul style="list-style-type: none"> • Dave has reached out to locations about dates for next year's master camps. 	
Updates from Clubs and Ski Team	<ul style="list-style-type: none"> • All clubs have completed their AGM's • Baddeck looking for some grants to improve trails and their property. 	
Any other things to note	<ul style="list-style-type: none"> • <u> </u> N/A 	
Adjournment	<ul style="list-style-type: none"> • Motioned to adjournment • Moved: Melanie • Seconded: Dave • Motion Passed 	8:22 pm

The next meeting will be August 15th, 2024 at 7 pm

CCNS Board Meeting Minutes
Date: August 22nd, 2024 at 7 pm

Present: Melanie, Kris, Lorenzo, Eileen, Lois,

Regrets: Dave, Paula

Non-Voting Members: Aidan, Daniel, Cathy

Agenda	Discussion	Time
Call to Order		Meeting Called to order at 7:03 pm
Approve Agenda	Motion: To approve the current agenda (Attachment #1) Moved: Melanie Seconded: Kris Motion Passed	
Approve Minutes	Motion: To approve June Meeting Minutes (Attachment #2) Moved: Melanie Seconded: Eileen Motion Passed	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none">● Reminder about the strategic planning work with Andrew● SNS Safe Sport has finally come out with an update and has switched providers, more details to come● Lifetime achievement award has arrived, where should it be sent?	
Communications Update - Cathy	<ul style="list-style-type: none">● Just some simple website updates that are coming up.● Going to be reaching out to the clubs next month on any topic they would like her the focus on for the upcoming season.	
Finance Report – Kris	<ul style="list-style-type: none">● Kris explained the proposed Budget for the upcoming year.● Adjustments to be made to include some Nordiq Canada AGM fees and ski ambassador program expenses.● Major points include a ski team budget for the year and \$12500 for projects aligning with our goals for the year● Reach out to me for a detailed report Motion: To Approve the proposed budget Moved: Kris Seconded: Lois Motion Passed	
Coach Development – Melanie/Dave	<ul style="list-style-type: none">● N/A	
Updates from Clubs and Ski Team	<ul style="list-style-type: none">● <u>Baddeck:</u>● Club registration opened this week	

	<ul style="list-style-type: none"> ● Fundraiser running right for a dinner at Woodroad restaurant, see Facebook for more details. ● <u>North Highlands Nordic</u> ● Waiting to hear back on grants they applied for, for a new groomer. 	
Any other things to note	<ul style="list-style-type: none"> ● <u> </u> N/A 	
Adjournment	<ul style="list-style-type: none"> ● Motioned to adjournment ● Moved: Eileen ● Seconded: Lois ● Motion Passed 	7:35 pm

The next meeting will be September 17th, 2024 at 7 pm

CCNS Board Meeting Minutes
Date: September,17th 2024 at 7 pm

Present: Melanie, Eileen, Paula

Regrets: Lois, Dave, Kris, Lorenzo, Cathy

Non-Voting Members: Aidan, Daniel, Andrew

Agenda	Discussion	Time
Call to Order		Meeting Called to order at 7:06 pm
Approve Agenda	Motion: To approve the current agenda (Attachment #1) Moved: No quorum Seconded: Motion Passed	
Approve Minutes	Motion: To approve August Meeting Minutes (Attachment #2) Moved: No quorum Seconded: Motion Passed	
Strategic Planning Update - Andrew	<ul style="list-style-type: none"> Andrew went through a summary of what we've done so far in the strategic planning process, which the OE and participation pillars and what the next steps are to finish off the process, which is putting the excellence and coaching pillars in the SMART format. The process is 80% done just need a little more commitment to finish it off. 	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none"> Sport Nova Scotia's safe sport process has taken another step forward and it looks like we will be in the second round of sports. Nordiq Canada has informed me something about opting out of their safe sport plan is coming Nordiq Canada has announced a new platform for official registration called Snow Reg 	
Communications Update - Cathy	<ul style="list-style-type: none"> N/A 	
Finance Report – Kris	<ul style="list-style-type: none"> N/A 	
Coach Development – Melanie/Dave	<ul style="list-style-type: none"> Nordiq Canada will be supporting the participation camp in Charlo again and there are a few other camps in the works, announcements will come when they go live. 	
Updates from Clubs and Ski Team	<ul style="list-style-type: none"> <u>Baddeck Nordic:</u> Fundraising going on Meeting with the landowners in the hopes of upgrading the trails 	

	<ul style="list-style-type: none"> ● <u>North Highlands Nordic</u> ● Still waiting to hear back on groomer funding, but it looks like it will be a go. ● <u>Scotia XC</u> ● Dave is doing a youth outdoors program ● Starting the process of seeing what coaches are available for the coming year. 	
Any other things to note	<ul style="list-style-type: none"> ● Grants information will go out this week, a month for clubs to submit applications and then winners will be announced at the November meeting. 	
Adjournment	<ul style="list-style-type: none"> ● Motioned to adjournment ● Moved: No quorum ● Seconded: ● Motion Passed 	8:09 pm

The next meeting will be October 15th, 2024 at 7 pm

CCNS Board Meeting Minutes
Date: October 15th, 2024 at 7 pm

Present: Melanie, Eileen, John, Kris, Dave

Regrets: Lois, Lorenzo, Paula

Non-Voting Members: Aidan, Daniel, Cathy

Agenda	Discussion	Time
Call to Order		Meeting Called to order at 7:04 pm.
Approve Agenda	Motion: To approve the current agenda (Attachment #1) Moved: No quorum Seconded: Motion Passed	
Approve Minutes	Motion: To approve August Meeting Minutes (Attachment #2) Moved: No quorum Seconded: Motion Passed	
Strategic Planning Update - Andrew	<ul style="list-style-type: none"> N/A 	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none"> No Nordiq Canada Update Sport Nova Scotia has confirmed we will be in cohort 2 for the safe sport policy suite and third-party dispute resolution. 	
Communications Update - Cathy	<ul style="list-style-type: none"> Cathy has been making quite a few updates to the website keeping it in line with Nordiq Canada's updates Made it easier for people visiting the website to find out how to rent equipment Has offered to make a Facebook event for any event the clubs have on the CCNS event to help with better promotions. Over the next 30 days will be putting a focus on the clubs and highlighting anything the clubs would like. 	
Finance Report – Kris	<ul style="list-style-type: none"> No update from Kris Melanie has updated the budget for the ski ambassadors this year and it is very similar to last with the remaining budget from last year carried over. 	
Club Day Pass Fees and Payment Processing - John	<ul style="list-style-type: none"> John has looked at Zone4 and Cape Breton Nordic is looking to charge day passes this year as a better way to track skiers that visit the club Clubs shared their tips and tricks for promoting day passes as a major source of revenue for clubs, most recommended linktree and social media as the 2 main ways to promote day passes 	

Coach Development – Melanie/Dave	<ul style="list-style-type: none"> ● Camp in Charlo is still good for January 17th and 18th ● Dave wants to run a learn-to-train course in Cape Breton or the mainland at some point this year. ● Looking to get a grant for Charlo camp. 	
Updates from Clubs and Ski Team	<ul style="list-style-type: none"> ● <u>Baddeck Nordic:</u> ● New ATV purchased getting tracks and everything purchased now. ● Early bird registration is open have 24 registrations so far. ● Applied for a grant through CCTH but were not successful will reapply again. ● <u>North Highlands Nordic:</u> ● The new groomer is ticking in the right direction. ● <u>Scotia XC:</u> ● TBD about Dollar Lake location this year due to construction. ● Rest of locations up and running. Snowmaking will be in full effect this year. ● Dave is running a youth running program and an adult preseason training program ● Coaching shortage this year so programming isn't off to the start it normally is. ● Membership is open. ● <u>Cape Breton Nordic:</u> ● Applying to get a classic track setter ● Looking to charge day passes this year, so just looking at all the different components with that. ● <u>Ski Team:</u> ● Maritime session in PEI last weekend ● Atlantic session happening this weekend 	
Any other things to note	<ul style="list-style-type: none"> ● Welcome John as the representative from Cape Breton Nordic 	
Adjournment	<ul style="list-style-type: none"> ● Motioned to adjournment ● Moved: No quorum ● Seconded: ● Motion Passed 	8:05 pm

The next meeting will be November 19th, 2024 at 7 pm.

CCNS Board Meeting Minutes
Date: November 19th, 2024 at 7 pm

Present: Melanie, Eileen, John, Dave, Paula, Lorenzo

Regrets: Lois, Kris

Non-Voting Members: Aidan, Daniel, Cathy

Agenda	Discussion	Time
Call to Order		Meeting Called to order at 7:03 pm.
Approve Agenda	Motion: To approve the current agenda (Attachment #1) Moved: Melanie Seconded: Paula Motion Passed	
Approve Minutes	Motion: To approve August Meeting Minutes (Attachment #2) Moved: Melanie Seconded: Eileen Motion Passed	
Strategic Planning Update - Andrew	<ul style="list-style-type: none">• Andrew joined for the final time to present the finalized strategic plan• Andrew went through the strategic plan step by step overviewing the finalized product and discussing each goal.• Andrew will share this plan with all relevant pillar leads in the province as well as recommending we share it with our NSO.	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none">• No Nordiq Canada updates• Safe sport is moving along nicely and we are moving up in the queue• Melanie and I completed our 6th-month check-in with our Sport Consultant everything went well and they are happy with where we are at.	
Communications Update - Cathy	<ul style="list-style-type: none">• Priority this month to get organized for the season launch.• Added some more social media links• Added some ski maintenance workshop info for Ike so people can book maintenance through the website and it goes directly to Ike.• This maintenance workshop can be another way to reach different groups through forwarding info and recommendations from Ike.• The main goal is to continue to support the clubs.	
Finance Report – Kris	<ul style="list-style-type: none">• N/A	

Coach Development – Melanie/Dave	<ul style="list-style-type: none"> ● Charlo camp sold out in 36 hours. ● 2 instructors coming from Nordiq Canada ● Planning to put a camp together in North Highlands Nordic for February 8th and 9th made from right up to the intermate skier. ● Stephen from Nordiq Canada would come down to train more Learning facilitators. 	
Updates from Clubs and Ski Team	<ul style="list-style-type: none"> ● <u>Baddeck Nordic:</u> ● Finished with 55 adults and 44 kids in early bird registration, which is what our membership finished at last year. ● Been working on the trails and there coming along nicely. ● <u>North Highlands Nordic:</u> ● Got all the funding for the new groomer, expecting it sometime in December. Ready for snow! ● Had a trail maintenance session with 18 people in attendance great way to start the year. ● <u>Scotia XC:</u> ● Was able to find coaches for our youth coaching, about 30 youth registered so far. ● 25 adult spots open for programming ● Have about 130 members registered so far ● Dave wrapping up an adult and youth preseason conditioning and youth outdoors. ● <u>Cape Breton Nordic:</u> ● Will have 10 new Km of trails at Ben Eoin, hoping to see increased numbers with that, skiers will be able to drive up the mountain and not take to ski lift ● Will be charging day passes this year. ● <u>Ski Team:</u> ● Had an Atlantic camp with all 4 maritime provinces in attendance at Fundy, it was a great success. ● In 2 weeks will have the Baddeck training camping, supposed to be the highlight of the year. 	
Any other things to note	<ul style="list-style-type: none"> ● The grant committee has reviewed the application and will get back this week with the results. ● Will nudge officials on the new registration system. ● The Ski Ambassador program is up and running with the same group as last year. 	
Adjournment	<ul style="list-style-type: none"> ● Motioned to adjournment ● Moved: Melanie ● Seconded: Paula ● Motion Passed 	8:10 pm

The next meeting will be on December 17th, 2024 at 7 pm

CCNS Board Meeting Minutes
Date: December 17th, 2024 at 7 pm

Present: John, Dave, Paula, Kris, Eileen

Regrets: Melanie, Lorenzo, Lois

Non-Voting Members: Aidan, Daniel, Cathy

Agenda	Discussion	Time
Call to Order		Meeting Called to order at 7:07 pm.
Approve Agenda	Motion: To approve the current agenda (Attachment #1) Moved: Paula Seconded: Eileen Motion Passed	

Approve Minutes	<p>Motion: To approve November Meeting Minutes (Attachment #2)</p> <p>Moved: Eileen</p> <p>Seconded: Paula</p> <p>Motion Passed</p>	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none"> • Melanie and I have been working hard on ski ambassador contracts and school ski instructor, all contracts have been sent out. They are pretty much ready to go just waiting for snow! • Charlo Camp is sold out! • 10 people registered so far for the NHN camp hopefully more over the holiday season. 	
Strategic Plan Approval - Aidan	<p>Motion: To Approve New Strategic Plan as Proposed</p> <p>Moved: Paula</p> <p>Seconded: John</p> <p>Motion Passed</p>	
Communications Update - Cathy	<ul style="list-style-type: none"> • Lots of web maintenance • Connect Ike with the ski ambassador for some ski maintenance workshops • Getting articles for the website ready to be published • Some back and forth with Nordiq Canada of snowshoeing and snow walking to be on the insurance, seems to be an error on their end. 	
Finance Report – Kris	<ul style="list-style-type: none"> • Kris went through the comparative statement to the end of November; everything is mostly on track and we are a bit ahead on membership revenue. Some data is a bit off that's just related to coding and will get cleaned up. 	
Coach Development – Melanie/Dave	<ul style="list-style-type: none"> • N/A 	
Updates from Clubs and Ski Team	<ul style="list-style-type: none"> • <u>Baddeck Nordic:</u> • <u>Up to 63 members, 3 memberships over what they finished last year with.</u> • <u>10 Km of trail-ready, hoping to develop another 2 Km next year</u> • <u>North Highlands Nordic:</u> • <u>The new groomer came last week, but can't be publicly announced yet.</u> • <u>Getting ready for snow to start, just doing some trail maintenance right now.</u> • Looking to make a ski playground near the Nordic center • <u>Scotia XC:</u> • Doing a community coaching course coming up. • Programming has been slowly filling up. • <u>Cape Breton Nordic:</u> • Dorian Hudec is going to be helping with the workshops at NHN 	

	<ul style="list-style-type: none"> • Still working with Ben Eoin to get the road to the top of the hill open • Received new track setter, just working to get it set up. • Working on getting a link tree set up for Cape Breton Nordic. • <u>Ski Team:</u> • Training camp in Baddeck a couple of weeks ago. A highlight of the year for the kids. • 2 team members from Team NS at the Candy Cane Cup, a big improvement from both athletes. Plenty of alumni also participated and all the results were positive. 	
Any other things to note	<ul style="list-style-type: none"> • N/A 	
Adjournment	Motion to adjournment Moved: Kris Seconded: Paula Motion Passed	7:56 pm

The next meeting will be on January 21st, 2025 at 7 pm.

CCNS BOARD MEETING MINUTES

January - December, 2023

* No meetings - May, July, August

CCNS Board Meeting Minutes
Date: January 9th at 7 pm

Present: Kris, Dave, Melanie, Lois, Lorenzo

Regrets: Paula

Non-Voting Members: Cathy, Aidan, Daniel

Agenda	Discussion	Time
Call to Order	Meeting Called to order at 7:07 pm	
Approve Agenda	Motion: To approve the current agenda a Moved: Melanie Seconded: Dave Motion passed.	
Approve Minutes	Motion: To approve December Meeting Minutes Moved: Melanie Seconded: Lorenzo Motion passed *Change the grant increase section to reflect Scotia XC's increase and the overall increase of the grant budget*	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none"> • Got the first school ski request of the season • New Canadians of skis fundings has come in (1st installment) • Nothing from Nordiq Canada • CWG is going along as planned 	
Communications Update - Cathy	<ul style="list-style-type: none"> • Contact Cathy for communications report 	
Finance Report – Kris	<ul style="list-style-type: none"> • An update will be provided at the next meeting 	
Feb/March Meeting Different day of the week required. Proposing Tuesday, Feb 7th and Tuesday, March 7th	<ul style="list-style-type: none"> • No conflicts • Approved 	
Coach Development Opportunities- Coaching Rendezvous and CC Course	<ul style="list-style-type: none"> • Proposed new date in February for one that was postponed this month • March Camp - \$2000 in grant money from the government coming in. 11 participants signed up so far. 	

Para Update - Dave	<ul style="list-style-type: none"> • Other Provinces are interested in a maritime crash course on the equipment and getting people on skis • Have till March to put a proposal together for Nordiq Canada to • Going to reach out to more people and try and get things going because the interest is there - Dave 	
HR Policy- 1st discussion	<ul style="list-style-type: none"> • Check-in with SNS, on HR practices with possible 3 employees next winter • Going to answer some bigger-picture questions before continuing with reviewing and approving. 	
Updates from Clubs and Ski Team/Canada Games	<ul style="list-style-type: none"> • <u>CWG</u>: • 8 skiers met the mark to qualify for CWG at the selection tournament (check website for more details) • Easterns coming up in a month. • <u>Baddeck</u>: • Baddeck has sent all the paperwork to Joint Stocks. Trails are getting groomed and there firing things up and want to join CCNS • <u>NHN</u>: • Groomer getting fixed and the new building has the final touches being put on it, hoping to be open for the season soon. • <u>Scotia XC</u>: • Not much to note, waiting for snow • Registration is down right now but should turn around with snow. 	
Adjourn meeting at 8:09 pm	<p>Motion: To approve Adjournment</p> <p>Moved: Melanie</p> <p>Seconded: Lorenzo</p> <p>The next meeting will be held on February 7th, 2023</p>	

CCNS Board Meeting Minutes
Date: February 7th, 2023 at 7 pm

Present: Kris, Dave, Melanie, Lois, Lorenzo, Paula

Regrets:

Non-Voting Members: Cathy, Aidan, Daniel

Agenda	Discussion	Time
Call to Order	Meeting Called to order at 7:04 pm	
Approve Agenda	Motion: To approve the current agenda a Moved: Melanie Seconded: Paula Motion passed.	
Approve Minutes	Motion: To approve December Meeting Minutes Moved: Melanie Seconded: Dave Motion passed *Changes to January minutes to add in approval of Baddeck nordic to CCNS *	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none"> • More school ski rentals coming in Citadel High and Wild Outside. • Some of you will be getting emails in the coming days regarding coaches, officials and athlete data. 	
Communications Update - Cathy	<ul style="list-style-type: none"> • Videos are doing well on Facebook • Our Facebook page likes are the highest among Canadian cross-country ski pages • Overall referrals are down for the year. • Contact Cathy for the full report 	
Finance Report – Kris	<ul style="list-style-type: none"> • Statement Attached to minutes package 	
CCNS passing along a few items	<ul style="list-style-type: none"> • Scotia XC will be taking the tent • NHN will be taking the speaker and timing clock 	
Stipended TD application update – Aidan/Melanie	<ul style="list-style-type: none"> • The application was denied mainly due to the seasonal nature of our purposed TD position 	
Pop-up grant discussion/Para-Nordic discussion - Melanie	<ul style="list-style-type: none"> • A gentleman is looking to try and use our para-equipment • Kat is willing to teach the session • More to come 	
Updates from Clubs and Ski	<ul style="list-style-type: none"> • <u>Ski Team</u>: • The Eastern Cup trip cancelled due to the cold weather 	

Team/Canada Games	<ul style="list-style-type: none"> ● Raced a couple of weeks ago in Fredericton, and had some good results. ● Will be at a tournament in Miramichi this weekend. ● <u>NHN</u>: ● Officially open for the season ● Some trails are groomed, looking to get more snow in the hopes of grooming them all this year ● <u>Scotia XC</u>: ● Had 7 skiable days so far ● All programs have had at least one session ● Member registration is down ● <u>CBN</u>: ● Nothing to note 	
Any other things to note	<ul style="list-style-type: none"> ● The coaching course that was cancelled has been rescheduled to be in 2 weeks. 	
Adjourn meeting at 7:51 pm	<p>Motion: To approve Adjournment</p> <p>Moved: Melanie</p> <p>Seconded: Paula</p> <p>The next meeting will be held on March 7th, 2023</p>	

CCNS Board Meeting Minutes
Date: March 7th, 2023 at 7 pm

Present: Dave, Melanie, Lois, Lorenzo, Paula, Eileen

Regrets: Daniel, Kris, Lorenzo

Non-Voting Members: Cathy, Aidan, Daniel

Agenda	Discussion	Time
Call to Order		Meeting Called to order at 7:05 pm
Approve Agenda	Motion: To approve the current agenda (Attachment #1) Moved: Melanie Seconded: Paula Motion passed.	
Approve Minutes	Motion: To approve February Meeting Minutes (Attachment #2) Moved: Melanie Seconded: Dave Motion passed	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none"> • New School grant finished up • Eligibility and annual outcomes for the year getting wrapped up • School Ski equipment has been used by 2 schools in the last 2 weeks 	
Communications Update - Cathy	See Attachment #3	
Finance Report – Kris	N/A Treasurer was absent	
Provincials Recap	<ul style="list-style-type: none"> • Big thanks to North Highlands Nordic for hosting • Everyone had a great weekend and it was nice to see everyone back together for the first time in a long time. • Contact NHN for official results 	
Medal Update - Melanie	<ul style="list-style-type: none"> • New medals are to be ordered after the stash was depleted during provincials. • Will make sure the skis on the medals are cross country and not alpine 	
Support4Sport Awards	<ul style="list-style-type: none"> • Nominations will go to Cathy • Board will decide at the next meeting 	
AGM Date Planning	<ul style="list-style-type: none"> • The date and location (Virtual or not) are to be decided at the next meeting when all members are present. 	
Updates from Clubs and Ski Team/Canada Games	<ul style="list-style-type: none"> • <u>NHN</u>: • Ski Loppet will be held on March 12th • Snowshoe loppet will be on March 18th • <u>Scotia XC</u>: 	

	<ul style="list-style-type: none"> ● <u>Around 15 new members this past month</u> ● <u>Coaches have been doubling down on programming to get in the 30 or so ski days we've had</u> ● <u>Baddeck:</u> ● <u>Up to 36 members this year</u> ● <u>Formed on December 22nd</u> ● <u>Have a 2.4 km in and out classic track</u> ● <u>Day passes are available</u> ● <u>CWG:</u> ● <u>Amazing experience for all the athletes and coaches</u> ● <u>Thanks to PEI for an incredible venue</u> ● <u>Emma Archibald was the star with 3 medals and was awarded the flag bearer for the closing ceremonies</u> ● <u>Big thanks to Daniel, Kris, Lilla, and Tara for all their hard work.</u> 	
Any other things to note	<ul style="list-style-type: none"> ● The NCDC board Chair is looking for someone to rep CCNS ● The new Canadians on skis program have gone really well, with 15 to 20+ people at all events ● NSO and SNS are on board for a para workshop just need to work out some details and dates. Other Atlantic prices have also been invited. 	
Adjournment	<p>Motion: To approve Adjournment</p> <p>Moved: Melanie</p> <p>Seconded: Paula</p> <p>The next meeting will be held on April 2nd, 2023</p>	8:10 pm

CCNS Board Meeting Minutes
Date: April 3rd , 2023 at 7 pm

Present: Dave, Melanie, Lois, Lorenzo, Paula, Kris, Lorenzo

Regrets: Eileen

Non-Voting Members: Cathy, Aidan, Daniel

Agenda	Discussion	Time
Call to Order		Meeting Called to order at 7:03 pm
Approve Agenda	Motion: To approve the current agenda (Attachment #1) Moved: Melanie Seconded: Lois Motion passed.	
Approve Minutes	Motion: To approve March Meeting Minutes (Attachment #2) Moved: Melanie Seconded: Lois Motion passed	
E-Poll Results	Melanie reiterated the results of recent board decisions to have them included in the minutes. 5 board members voted via poll. <ul style="list-style-type: none"> • 100% Approval to Appoint Eileen to the Board. - Welcome :). • 100% Approval for Virtual AGM • May 10th @ 7 pm will be the date of the Virtual AGM. Cathy will promote the AGM date and call for new board members. Presidents of Clubs asked to submit reports on May 3rd. Year End • Finances. • We were unsuccessful in finding a representative of CCNS to attend the Division Chairs Council Meeting. • We were unsuccessful in finding a representative of CCNS to attend the NC AGM in PEI in June. 	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none"> • The Ski school program was completed and invoices were all paid • Nordiq Canada is in the process of policy changes around Safe Sport that will be mandatory for PSOs to adopt. Will forward information as becomes available. • Melanie- submitted PSO Co-ordinator application going for the next 4-year cycle, SNS agreed to a 30% position and Melanie attended an interview with SNS to discuss program expectations. 	

<p>Update to Board on Ski School/ New Canadians/Coaching Camp- John Cameron (Report Attached)</p>	<p>CCNS Projects: Winter 2022-23 John Cameron john.cameron@dal.ca</p> <p><u>New Canadians on Skis</u></p> <ul style="list-style-type: none"> • Funding: Nordiq Canada Equity Initiative from Sport Canada ‘Community Sport for All’ fund • Project partner: Immigrant Settlement Association of Nova Scotia (ISANS) • Budget: \$5,010 • Planning committee: John Cameron and Derek Estabrook • Project coordinator: Kat Kitching • Media coverage: CBC News - Feb 27, 2023 • Try-it events (5): 102 participants, 20 volunteers <ul style="list-style-type: none"> o Feb 26: 50 participants, 9 volunteers o March 4: 20 participants, 6 volunteers o March 5: 18 participants, 4 volunteers o March 11: 10 participants, 1 volunteer o March 12: Free ski pass (no instruction): 4 participants, 0 volunteers • Youth in Scotia XC regular youth programs <ul style="list-style-type: none"> o 11 registered, 4 participated o Reasons given for non-participation: busy schedules, prioritized hockey because it is regular / not weather dependent, not yet comfortable in cold winter weather <p><u>Adults in the ‘New to Snow’ program</u></p> <ul style="list-style-type: none"> o 12 adults o Program included semi-supervised ski and snow play for children • Lessons learned (debriefing still underway) <ul style="list-style-type: none"> o The families who participated were very enthusiastic and appreciative o Volunteers expressed huge enthusiasm o Coordination of the program (using the model for 2023-24) was more work than we anticipated (coordinating transportation and recovering ski gear). Kat did an excellent job. o Paying for try-it events at Brunello is expensive (\$10 per skier + rental of Pavilion for large events) but moving skis is a lot of work. Brunello waived trail fees for 1 event. o Transportation is a barrier for some but not all families. Taxi cabs were more cost-effective and flexible than bus rentals. Transport cost less than budgeted. Funds moved to pay additional hours for the project coordinator. <p><u>Next steps:</u></p> <ul style="list-style-type: none"> o How to offer a similar program in winter 2024? o Debriefing meetings with ISANS, Nordiq Canada in April 	
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	<ul style="list-style-type: none"> o Funding? Possibly from Nordiq Canada? Sport NS? CCNS? o What elements of the program can we cover? o Confirm coordinator role? CCNS funding? <p><u>Atlantic Canada Coach Development Camp, March 10-12, Cape North</u></p> <p>Funding:</p> <ul style="list-style-type: none"> o Sport Nova Scotia PSO project for coach development (Requested: \$3,019. Funded: \$2,000) o Participant registration fees: \$937.50 o CCNS (Budgeted: \$500, Actual: \$682.50) o Nordiq Canada: covered all of Stephen Novosad's travel costs <p>Objectives: Strengthen coaching capacity (especially at the intermediate level) and strengthen coaching community in NS and Atlantic Canada</p> <p>Agenda: 3-day workshop at NHN with Stephen Novosad, NC Director of Coach Development</p> <ul style="list-style-type: none"> o Focus on technique development and how to design drills and activities to enable skiers to 'feel' good technique <p>Coach participation: 15 coaches (NS: 13, NB: 2)</p> <p>Next steps – with Stephen Novosad (NC will cover Stephen's costs, we need to cover the rest)</p> <ul style="list-style-type: none"> o Two follow-up Zoom meetings with Stephen Novosad (April 5 and May 3) o Dry-land coach development camp with other maritime provinces (August 2023) o Pre-season dry-land workshop with Stephen as facilitator (Fall 2023) o On-snow coach development workshop with Stephen as facilitator (Winter 2024) <p><u>School and community ski project</u></p> <ul style="list-style-type: none"> • Objective: purchase ski equipment to fill in missing sizes in the CCNS fleet for the New Canadians project • Funding: <ul style="list-style-type: none"> o Sport NS PSO project grant (Requested: \$2,225. Received: \$1,875) o CCNS: \$272.77 (15% of the requested amount) o Total revenue: \$ 2,147.77 o Total expenses: \$2,145 • Equipment purchased: <ul style="list-style-type: none"> o Skis: 10 pairs o Poles: 12 pairs o Boots: 6 pairs o Bindings: 2 pairs o Glide wax o Plus 9.5 hours of paid equipment maintenance (\$237.50) 	
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	<ul style="list-style-type: none"> • School and community group programs in Winter 2023 <ul style="list-style-type: none"> o New Canadians: 5 events with 102 participants o Cavalier Drive Elementary School: March 7-9, 240 students o Citadel High Outdoors Club: March 1, 65 students 	
Communications Update - Cathy	<p>See Attachment #3</p> <ul style="list-style-type: none"> • Another busy month CWG wrap-up and Nationals coverage • Of note: increased interest in News Articles, and decreased visits to the Trails and Conditions Page likely due to SCOTIA XC self-reporting. • FB/IG interest remains high and increasing with the use of Linktree in Bio • Reels continue to have high views 	
Finance Report – Kris	<p>See attachment #2</p> <p>Reporting up to Feb 28th</p> <ul style="list-style-type: none"> • Projected Revenue down Decreased membership dues with difficult winter conditions and decreased PSO project revenue. • Melanie- Ski Team Account adopting a similar EFT procedure for funds transfers. The manager submits expenses, approved by Board Member and Treasurer, PSO Coordinator sends EFT, Treasurer F/Us with electronic notification. • Kris has started to process to investigate transferring some of the Marketable Securities from current holdings (2-3% gains) to Fixed Bond Funds that would be expected to return 4-5%. Suggest 1st meeting after AGM board to determine how much to lock in vs keep fluid. • There are still some questions as to the actual amount of money available per year which will be cleared up this month through when Annual Review. Need to separate Ski Team finances from General CCNS Financial Reporting. • We need to work towards a Big Picture Budget for next year to support current projects and utilize increased funding available. 	
Awards- Melanie	<p>Support4Sport Awards Winners - Coach of the Year- Dave Hubley:</p> <ul style="list-style-type: none"> - Volunteer of the Year- Paula Michaelis - Jr. Female Athlete- Emma Archibald - Jr. Male Athlete- Milo Sircom-Brown <ul style="list-style-type: none"> • Our winners have been submitted and information about the awards event will follow. • CCNS Internal Awards- Freda Wales- Eileen Woodford 	

	<ul style="list-style-type: none"> • Lifetime Contribution- 2 nominees- John Cameron and Dennis Doyon (e-poll to follow) • Cathy- Requests approval to nominate Pat Healy for a Nordiq Canada Media Award, the support is given. • Sue (Hill) Corrigan- has expressed a desire to offer \$100 to the award receipting. Kris/Aidan will look at the best way to make this happen. 	
Coaching Camp- Daniel	<ul style="list-style-type: none"> • Daniel is looking to attend the Nationals Coaching Camp, April 27-30th, Mont-Saint-Anne, Quebec. • Will follow up with specific financial requests for support. 	
Updates from Clubs and Ski Team	<ul style="list-style-type: none"> • Deferred due to time constraints 	
Adjournment	<p>Motion: To approve Adjournment Moved: Melanie Seconded: Paula The next meeting will be held on May 9th, 2023 (AGM)</p>	8:10 pm

CCNS Board Meeting Minutes
Date: June 15th, 2023 at 7 pm

Present: Dave, Melanie, Kris

Regrets: Eileen, Lorenzo, Paula, Lois

Non-Voting Members: Cathy, Aidan, Daniel

Agenda	Discussion	Time
Call to Order		Meeting Called to order at 7:08 pm
Approve Agenda	Motion: To approve the current agenda (Attachment #1) Moved: Seconded: *No Quorum*	
Approve Minutes	Motion: To approve April Meeting Minutes (Attachment #2) Moved: Seconded: *No Quorum*	
CCNS Lifetime Achievement Award	<ul style="list-style-type: none"> Moved to another meeting as John is at the Nordiq Canada AGM 	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none"> Awards and Medals are being ordered Supporting Tara on a Ski Team Budget Keeping track of what funding has and hasn't come in yet for this fiscal 	
Communications Update - Cathy	<ul style="list-style-type: none"> No Report this month 	
Finance Report – Kris	<ul style="list-style-type: none"> Kris shared the projected budget for the coming year Didn't have a Quorum so the vote will be moved to an e-poll Lots of room for interpretation as the "Projects aligned with CCSNS strategic priorities" can be broken up into multiple individual projects. The club grants section is also up for an increase with a new club added. 	
Budgeting and Investments - Kris	<ul style="list-style-type: none"> Main points of discussion: Self-funded part-time Technical director to cover school ski rental program and try-it events With our increase in funding discussing the possibility of funding some ski team travel. 	
Updates from Clubs and Ski Team	<ul style="list-style-type: none"> No Updates 	
Adjournment	Motion: To approve Adjournment Moved: Melanie Seconded: Paula The next meeting will be held on August 17 th at 7 pm	8:26 pm

CCNS Board Meeting Minutes
Date: September 14th, 2023 at 7 pm

Present: Dave, Melanie, Kris, Paula, Eileen,

Regrets: Lorenzo, Daniel, Lois

Non-Voting Members: Cathy, Aidan

Agenda	Discussion	Time
Call to Order		Meeting Called to order at 7:00 pm
Approve Agenda	Motion: To approve the current agenda (Attachment #1) <ul style="list-style-type: none"> Modified to take out John's Role Moved: Melanie Seconded: Eileen	
Approve Minutes	Motion: To approve June Meeting Minutes (Attachment #2) Moved: Melanie Seconded: Kris	
CCNS Lifetime Achievement Award	<ul style="list-style-type: none"> Moved to another meeting 	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none"> Attend the Nordiq Canada ED meeting, nothing to note Medals and Plaque have been received and are in the office Nothing to note from an SNS standpoint 	
Communications Update - Cathy	<ul style="list-style-type: none"> Cathy wants to order more communication cards The trial shop has run out a couple of times Motion to approve the order Moved: Kris Seconded: Melanie 	
Finance Report – Kris	<ul style="list-style-type: none"> The budget has been approved and will be sent to Hilda The investment account to be looked at and updated in October 	
Ski Ambassador Position – Melanie	<ul style="list-style-type: none"> Kat is interested in the role Aidan will send job postings from comparable positions to Melanie Melanie will do a rough draft job description for the next meeting. 	
Club Grant Timelines – Melanie	<ul style="list-style-type: none"> \$3500 for grants approved currently September 29th will be the deadline to submit club grants Grant Committee review before the October 29th meeting 	
Oval/Coach Development - David	<ul style="list-style-type: none"> Professional development money is needed for coaches to be able to go where the snow is to get training. Many possible events this winter, will be discussed more as more info becomes available. The oval project not happening 	

Updates from Clubs and Ski Team	<ul style="list-style-type: none"> • No Updates 	
Adjournment	<ul style="list-style-type: none"> • Motioned to adjournment • Moved by Melanie • Seconded: Kris 	8:34 pm

CCNS Board Meeting Minutes
Date: October 26th, 2023 at 7 pm

Present: Dave, Melanie, Kris, Lorenzo, Eileen,

Regrets: Cathy, Daniel, Lois, Paula

Non-Voting Members: Aidan

Agenda	Discussion	Time
Call to Order		Meeting Called to order at 7:02 pm
Approve Agenda	Motion: To approve the current agenda (Attachment #1) Moved: Melanie Seconded: Kris	
Approve Minutes	Motion: To approve September Meeting Minutes (Attachment #2) Moved: Melanie Seconded: Eileen	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none"> • No Nodiq Canada updates • Going to have an OE consultant come to the next meeting and talk to us about a short-term strategic plan. • 6-month check-in coming up next week, Melanie and I will relay any info from that. 	
Communications Update - Cathy	<ul style="list-style-type: none"> • N/A 	
Finance Report – Kris	<ul style="list-style-type: none"> • The investments in the investment account will be changed in the coming months • Action Item – Kris and Aidan will follow up with Hilda on a few income reporting questions 	
Ski Ambassador Position – Melanie	<ul style="list-style-type: none"> • Person(s) would run the school ski program and try it events. Once hired would look to get more adult-size skis for the ski fleet. <p>Motion: To approve position and funding allocation Moved: Melanie Seconded: Kris</p>	
Club Grant – Melanie	<ul style="list-style-type: none"> • The Grant Committee recommended allocating all \$3500 to Baddeck Nordic. They felt their proposal aligned with the purpose of the grants. Cape Breton Nordic proposal didn't meet the guidelines for the grants. Full explanation attached in meeting items. 	
Para-Nordic Funding	<ul style="list-style-type: none"> • Possibility of allocating a small amount of money for 1 individual to take private lessons as CCNS doesn't have anyone available to instruct the lessons. More to come. 	
Coach Development	<ul style="list-style-type: none"> • CCNS will protect some funds for coach honorariums and travel expenses 	

	<ul style="list-style-type: none"> • A learning facilitators course coming up, details will be posted at a later date. • Community coaching and instructor courses will be the main focus this winter. 	
New Canadians Proposal	<ul style="list-style-type: none"> • Nordiq Canada doesn't know if they'll have to funds to support this project this year. • If not would ask that CCNS help fund. The board is unsure as they are more focused on just getting anyone on skis not a targeted group. The Ski ambassador could to allocated, will revisit it at a later date. 	
Updates from Clubs and Ski Team	<ul style="list-style-type: none"> • No Updates 	
Adjournment	<ul style="list-style-type: none"> • Motioned to adjournment • Moved by Melanie • Seconded: Kris 	8:16 pm

CCNS Board Meeting Minutes
Date: November 16th, 2023 at 7 pm

Present: Dave, Melanie, Kris, Eileen, Cathy, Daniel, Paula

Regrets: Lois, Lorenzo,

Non-Voting Members: Aidan

Agenda	Discussion	Time
Call to Order		Meeting Called to order at 7:02 pm
Approve Agenda	Motion: To approve the current agenda (Attachment #1) Moved: Melanie Seconded: Kris	
Approve Minutes	Motion: To approve October Meeting Minutes (Attachment #2) Moved: Melanie Seconded: Paula	
Strategic Planning Info Session	<ul style="list-style-type: none"> Discussed the strategic planning framework and timelines for a strategic plan. Having it done by the 2024 AGM is the projected timeline Also discussed was board structure and the need for more executive board members 	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none"> No Nodiq Canada updates – looking to get more info on Tier 3 funding 6-month check went well, got some clarity in some areas for next year's outcomes. 	
Communications Update - Cathy	<ul style="list-style-type: none"> Updated print cards coming out soon Communication coming soon to the clubs for any posts they want CCNS for upcoming events Cathy and Aidan will meet soon to go over the school ski program. 	
Finance Report – Kris	<ul style="list-style-type: none"> Questions from the last meeting answered: Can't make the ski team its own entity for legal reasons. Kris will reach out to Tara to revisit the ski team budget item. 	
Ski Ambassador Position – Melanie	<ul style="list-style-type: none"> Melanie met with Dillion to discuss both the school ski position and the ski ambassador from the HR perspective. Got some great info both job postings were adjusted and have been posted. 	
Updates from Clubs and Ski Team	<ul style="list-style-type: none"> An adult instructor course will be held in NB this year, grant application has been submitted to get additional funds to help with travel, etc. <u>NHN:</u> 	

	<ul style="list-style-type: none"> ● Getting ready for the start of the season finishing the inside of the community building. More grooming equipment is on its way. ● <u>Baddeck:</u> ● 40 members registered so far ● Trail maintenance is continuing. ● <u>Scotia XC:</u> ● Programming registration has started, drop in interest so far but still early. ● <u>Ski Team:</u> ● 2 great camps so far this season, one in PEI and one in the valley ● Will check on the availability of Emma and Lila for a possible para lesson this year. 	
Adjournment	<ul style="list-style-type: none"> ● Motioned to adjournment ● Moved by Melanie ● Seconded: Kris 	8:31 pm

The next Meeting will be December 14th at 7 pm

CCNS Board Meeting Minutes
Date: December 14th, 2023 at 7 pm

Present: Dave, Melanie, Kris, Eileen

Regrets: Lois, Lorenzo, Paula

Non-Voting Members: Aidan, Cathy, Daniel

Agenda	Discussion	Time
Call to Order		Meeting Called to order at 7:04 pm
Approve Agenda	Motion: To approve the current agenda (Attachment #1) Moved: Kris Seconded: Eileen	
Approve Minutes	Motion: To approve November Meeting Minutes (Attachment #2) Moved: Kris Seconded: Eileen	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none"> • Nordq Canada is looking to update its definition of membership, still in the early stages but this will have an impact on our bylaws and clubs will have to start tracking day pass members more. • Safe sports policies are coming out in 2024 that will have to be voted in and will be revisited more in March 2024. 	
Communications Update - Cathy	<ul style="list-style-type: none"> • Ski team members will be posting stories on Facebook for the candy cane cup. • Cathy got the upgraded version of Canva, which will hopefully help with graphic design. • The website getting up to date for the season, and clubs are asked to email Cathy with any events or stories they want added to the website. 	
Finance Report – Kris	<ul style="list-style-type: none"> • Everything looks on track and up to date if you want to look at the detailed statement email Kris or I. • Coaching camp revenue is starting to come in from Zone 4 and will be moved out soon as some is owned to CCSNB. 	
Ski Ambassador Position – Melanie	<ul style="list-style-type: none"> • Ambassadors are all hired, and each ambassador has been given a special project/initiative that they will be working on this year. Hours will be put in a shared Spreadsheet. 	
Coach Development	<ul style="list-style-type: none"> • Coaching Camp in Charlo sold out. • Adult LFs will be treated like coaches and get Nordic Canada coaching license cards. 	
Updates from Clubs and Ski Team	<ul style="list-style-type: none"> • <u>NHN</u>: N/A • <u>Baddeck</u>: • Registration is contunuing 	

	<ul style="list-style-type: none"> ● Trail maintenance is finally completed and we are ready for snow. ● <u>Scotia XC:</u> ● Great week of skiing in December, skiing and membership all went up during the week. ● <u>Ski Team:</u> ● Candy Cup this weekend in Gatineau this weekend, will be a full 2.5 km loop, check out the social media for results. 	
Adjournment	<ul style="list-style-type: none"> ● Motioned to adjournment ● Moved by Kris ● Seconded: Melanie 	7:54 pm

The next Meeting will be January 18th at 7 pm

Board Meetings

Minutes 2022



CCNS Board Meeting | Zoom video conference | January 10, 2022

Present: John Cameron, Lorenzo Caterini, Dave Hubley, Catherine Caouette, Dorian Hudec, Daniel Murray, Chris Bolger, Lois MacNeil, Lauren Muzak Ruff, Andre Roy-Girard, Louise Doucette, Paula Michaelis, Kris Doyen

Minutes submitted by Dorian Hudec

Agenda	Discussion	Time
Approval of Agenda	See Attachment #1. Suggestion made to switch the order dealing with Budget before School Ski Program. Welcome to Louise from Friends of Ellenwood.	Motion: To approve the agenda as circulated and discussed. Moved: Paula Seconded: Dave <i>Motion carried.</i>
Approval of Minutes from December meeting	See Attachment #2. Matters arising from the minutes: 1. John followed up on the issue of Zone 4 automatically debiting membership dues. . No other provinces had an issue with this automatic deduction. Lauren henceforth will see all deposits via the CCNS email. 2. CANSI: There was a meeting following the December Board meeting. Many felt it might not be in the best interest to pursue organizing and funding CANSI coaching courses as they did not fit NS skier needs.	Motion: To approve the minutes as submitted by Dorian. Moved: Dave Seconded: Lorenzo <i>Motion carried.</i>
PSO Coordinator Update	Welcome to Lauren Muzak Ruff to CCNS. Lauren is filling in for Mallory Taylor. Lauren will provide a monthly report on activities for CCNS in the previous month and planned activities for the coming month. This is an opportunity for CCNS to figure out how to make best use of the PSO Coordinator position. Lauren summarized her report. See Attachment #4.	
Communications Update	See Attachment #3. Cathy presented the highlights of her report. The Trails and Conditions reports are being viewed a lot. Facebook has engagement of 2000 people, reaching 87,000. Priority for January is to promote the clubs and activities heavily. People are encouraged to send pictures, grooming reports and information for sharing to her.	
Coaching and Officials Development Report	Dave reported. They are planning 2 Community Coaching Clinic Courses in the province: one at NHN with John and Daniel with the on snow component to happen in mid Feb. The online portion for the two courses would be done together prior to this. The other course is to be offered in the West Hants region. Kat Kitching who has experience with CANSI may help with some aspects of presentation to increase focus on adult education. There were 4 skiers who took the level 1 Officials course over the Christmas period. At least 2 of these are interested in taking the level 2 course which has a more practical component.	
Finance Report	Kris to report monthly in the future once John has conferred with Hilda who needs more specific information on what to organize for each month. Kris has been monitoring the action in the accounts.	

CCNS Budget for 2021-22	See Attachment #5. The Board still has discretionary spending to approve. Since previous funding proposal of \$4000 to CANSI has been withdrawn, there is now about \$6000 left to spend. \$1500 is proposed for the upcoming CCC, and \$1000 for the School Ski Program. Other options discussed were funding Officials course, and funding Pop up events at the clubs, that could include Covid friendly events (Try It, new grooming location, impromptu coaching on the trails, virtual events, small number people time trials, amongst other things).	<p>Motion: CCNS to pre approve commitment of up to \$1000 per club (maximum of two \$500 requests) for clubs who put on events that promote skiing, pending completion of a basic application form to be devised by John and Lauren this week that will outline the parameters.</p> <p>Moved: John</p> <p>Seconded: Kris</p> <p><i>Motion carried.</i></p>
CCNS School Ski Program	<p>CCNS School Ski Program: In 2019 and 2020, CCNS received grants from Sport NS to build a significant fleet of ski equipment for school ski programs and youth rentals at Brunello (~65 sets of equipment worth > \$20,000). Mallory coordinated communication with teachers/community orgs. The missing piece was someone to manage the ski equipment. We now have someone (Kat Kitching) willing to manage the equipment and deliver it to schools and provide instruction / support to teachers. Costs would be covered by CCNS and charged to schools. Budget decision required.</p> <p>Cost to CCNS would be \$25/hour for approx. 10-40 hours (\$250 - \$1000). In the future, we can apply for grants to help cover this cost. It is a necessary cost to sustain and / or expand the program (especially maintenance / management of the skis). The Board discussed this and generally in favor.</p>	
Sport Development Tool (SDT): Self-Assessment Process	See Attachment #5. The first step in the SDT process is for the Board to complete a self-assessment. The components are: Organizational Effectiveness, Participation, Coaching and Officiating, Excellence. Due to time issues, a plan was made to have an extra meeting of Board members on Jan 17, 2022 7-8 pm to specifically address this issue. A zoom link will be sent out.	

<p>Updates from Clubs and Ski Team</p>	<p>Friends of Ellenwood Park (Chris): They have done some grooming this season but are not loaning equipment.</p> <p>Scotia XC Ski Club (Lorenzo): They have approximately 550 members now. There has been good skiing in Halifax and Dill Farm. They are planning to groom CFB base.</p> <p>Baddeck (Daniel): Club is in process of formation hoping to operate under the umbrella of CBN if approved by CBN board. They are hoping to have some event in the next 2 weeks with grooming and lessons.</p> <p>Provincial Ski Team (Daniel): There are no competitions due to Covid restrictions. Time trial events may be planned in the future.</p> <p>Cape Breton Nordic (Dorian): Seaview was groomed on Jan 8, 2022. No official club hours yet. Meeting this week to discuss Baddeck club inclusion.</p> <p>North Highlands Nordic (Paula): Club was opened for the season Jan 9, 2022, and groomed. There is work ongoing on the club house by a dedicated group of volunteers.</p>	
<p>Adjournment</p>	<p>The next board meeting will be on the first or second Monday of February 2022, to be communicated later. There is a meeting planned Monday January 17, 2022 for Sport Development Tool self- assessment process.</p>	

CCNS Board Meeting | Zoom video conference | February 7, 2022

Present: John Cameron, Melanie MacDermid, Lorenzo Caterini, Dave Hubley, Catherine Caouette, Dorian Hudec, Kris Doyen, Louise Doucette, Paula Michaelis, Daniel Murray, Lauren Muzak Ruff, Lois MacNeil, Andre Roy-Girard

Minutes submitted by Dorian Hudec

Agenda	Discussion	Time
Approval of Agenda	See Attachment #1.	Motion: To approve the agenda as circulated by John. Moved: Dorian Seconded: Paula
Approval of Minutes from January meeting	See Attachment #2.	Motion: To approve the January minutes as circulated. Moved: Dorian Seconded: Lois
PSO Coordinator Update	See Lauren’s CCNS Attachment. Lauren’s main activity has been helping to coordinate the school ski program with Kat Kitching. There are many upcoming reservations for the equipment.	
Communications Update	See Attachment #3. Cathy summarized her report. There are 3 social media platforms set up which reach a broad group of people (Facebook, Instagram, twitter). 7000 people used search engines that directed them to the CCNS website this year.	
Coaching and Officials Development Report	John reported that the CCC is planned for the Valley and Cape Breton, which will be delivered by John and Dave. The Level 2 Officiating workshop is not going to happen this season as participants would have to be able to volunteer at an event	
Finance Report – Budget Update	See Attachment #4. Lauren and Melanie are added as signing authorities. E transfer capability is now set up and can be done by Lauren. This will facilitate the flow of money more easily. In the short run the treasurer and president will check the transactions weekly as a safeguard. In the future, the plan is to have the email notification communication to go to more than one person (president and treasurer) to ensure good transparency. There is still over \$3000 available in discretionary expenses. Two clubs have	

Funding Requests/ Budget Allocations	<ul style="list-style-type: none"> · Scotia XC: \$1,500 request for storage container for Greenwood (Attachment #5). · FOEP: support to repair snowmobile (See page 2). This may come as a future request, as they can keep it running for this season. · CCNS: ski equipment manager for school ski program (see page 2) 	<p>Motion: To approve CCNS supporting the grant request of \$1500 by Scotia XC towards the cost of a storage container.</p> <p>Moved: Dave</p> <p>Seconded: Paula</p> <p><i>Motion carried.</i></p> <p>Motion: CCNS to allocate \$1200 towards the funding of a part time Ski Equipment Manager now and to have a job description by March 2022.</p> <p>Moved: John</p>
Sport Development Tool	Self-assessment process was initiated in a January meeting covering the areas of Organizational Effectiveness and Participation. We have Coaching and Officiating left which we will do in our March meeting. See Attachment #6.	
PSO and PRO Outcomes for 2022-23	PSO & PRO Outcomes for 2022-23 (Deadline Feb 21): This is the annual plan that CCNS presents to Sport NS and Recreation NS with planned 'outcomes' in the 4 pillars: Organizational Effectiveness, Participation, Coaching and Officiating, Excellence. (Attachment #7) The Board worked on the draft that was presented and some changes were made. John will share the revised draft to the Board by email.	
2022 Awards	<p>2022 Awards: Support4Sport Awards (Deadline: April 5 – all categories) + CCNS Awards (Sue Hill Award, Freda Wales Award, Bryan Scallion Award)</p> <p>See Attachment #8 – Call for nominations to CCNS</p>	
Updates from Clubs and Ski Team	<p>CBN (Baddeck) Daniel: Daniel is offering intermediate and beginner ski lessons in the Baddeck region on Feb 12, 2022.</p> <p>No other club reports at this time.</p>	
Adjournment	Meeting adjourned. Upcoming meetings planned for the first Monday of the month at 7 pm. Next is March 7, 2022.	

CCNS Board Meeting | Zoom video conference | March 7, 2022

Present: John Cameron, Melanie MacDermid, Lorenzo Caterini, Dave Hubley, Catherine Caouette, Dorian Hudec, Lauren Muzak Ruff, Lois MacNeil, Andre Roy-Girard

Minutes submitted by Dorian Hudec

Agenda	Discussion	Time
Approval of Agenda	See Attachment #1	Motion: To approve the agenda as circulated. Moved: Melanie Seconded: Lois <i>Motion carried.</i>
Approval of Minutes from February meeting	See Attachment #2.	Motion: To approve the minutes as circulated. Moved: Lorenzo Seconded: Dave <i>Motion carried.</i>
PSO Coordinator Update	a. Lauren has been working on many of the ongoing Sport NS administrative pieces including, PSO eligibility, outcomes and the Sport Development Tool. b. Met with Daniel, Jennie Mae and Lilla to complete the “Excellence” pillar of the Sport Development Tool. c. Coordinated with Daniel and John to complete submissions for SNS Athlete Assistance program (PSO carding).	
Communications Update (Cathy)	a. Reached 80,000 screens b. Partnerships with municipalities (creating Facebook events with municipalities) to coordinate XC events. c. It is most useful for teams / clubs / individuals to tag ‘CCNS’ in order for us to get more exposure and be easily shared.	
Coaching and Officials Development Report (Dave)	CCNS delivered the Community Coaching course: 11 participants (5 in the Valley with Dave instructing and 6 in Cape Breton, including one person from NL, with John instructing). Most also completed or will complete the Intro to Community Coaching Course. Dave noted that plans are underway to develop a NS designed workshop that could	
Finance Report (John)	• 2021 Fiscal Year end is March 31. 2022 Budget should be coded using Sport NS / CCNS accounting codes in order to produce Year-to-date monthly reports. Any outstanding requests/bills should be submitted in the next 10 days. NHN may still put in a request for a Pop Up event if they do it soon. • E-banking update: system now in place to monitor CCNS account weekly. Two other options discussed: 1) Have a 2 person check system to approve etransfers (may be slow) 2) Have an email notice sent to 2 Board members every time an etransfer is done. John is to pursue this avenue. A monthly statement could be made to the	
Sport Development Tool	Sport Development Tool: Self-assessment process was continued, led by Lauren. The area focused on was Coaching and Officiating, with discussions around goals of	

PSO and PRO Outcomes	PSO & PRO Outcomes for 2022-23 (Deadline Feb 21): This is the annual plan that CCNS presents to Sport NS and Recreation NS with planned 'outcomes' in the 4 pillars: Organizational Effectiveness, Participation, Coaching and Officiating, Excellence. Lauren and John will fill in the Resources and Timeline. Lauren plans to make a one page summary that the Board could look at each meeting, as it represents an annual plan. A doodle poll will be sent to the Board members for	
2022 Awards	2022 Awards: Support4Sport Awards (Deadline: April 5 – all categories) + CCNS Awards (Sue Hill Award, Freda Wales Award, Bryan Scallion Award). Nominations must be in by March 29, 2022. Any club member can make a nomination. Final decisions at April 4 CCNS Meeting. Submit nominations to Sport NS on April 5.	
2022 AGM Planning and Board Member	Board members are to let John and/or Lauren know if they would like to continue on the CCNS Board after the AGM or stand for re-election or not. Terms are 2 years.	
Updates from Clubs and Ski Team	Due to time constraints, no specific Club reports were made. It was generally noted that there has been plenty of coverage through the social media sites and	
Adjournment	Meeting was adjourned. Next meeting planned for Mon April 4, 2022 at 7 pm.	

CCNS Board Meeting | Zoom video conference | April 4, 2022

Present: John Cameron, Dave Hubley, Catherine Caouette, Dorian Hudec, Daniel Murray, Louise Doucette, Andre Roy-Girard, Kris Doyen, Lauren Muzak Ruff
 Regrets: Melanie MacDermid, Paula Michaelis

Minutes submitted by Dorian Hudec

Agenda	Discussion	Time
Approval of Agenda	See Attachment #1	Motion: To approve the agenda as circulated. Moved: Dorian Seconded: Dave <i>Motion carried.</i>
Approval of Minutes from March meeting	See Attachment #2.	Motion: To approve the minutes as circulated. Moved: John Seconded: Dave <i>Motion carried.</i>
PSO Coordinator Update	See PSO Report presented by Lauren. March was a busy month with time spent wrapping up the School Ski rental program with Kat and Cathy (total of 252 participants), completing the Sport Development Tool with John, working on application for NS Tier funding and Nordiq Canada Equity Initiative among other activities. The Board discussed the challenges involved with running the ski rental program noting that it took a lot of time, energy and coordination of people and schedules. Available human resources were maxed out, but overall the program was	
Communications Report	See Attachment #4, presented by Cathy. Annual Data was reviewed. There has been increased visitors to the Website, and increased Search Engine referrers (2300). The Website is viewed every month of the year so it is important to keep it	
President's Update (John)	There is a Nordiq Canada Equity Initiative under way aimed at promoting increased diversity and equity amongst Canadians ("New Canadians on Skis"). A grant request needs to be complete that would be approved by Nordiq Canada.	
Coaching and Officials Development Report	Dave reported that there is a grant application underway for classic roller skis and skikes (combo classic or skate skis with brakes) that would be used by Youth. This initiative is to promote and develop skiing skills amongst the Track Attack age group. There are already some skate rollerskis available. So far the province will fund \$5000 (pending some financial support from CCNS) and Scotia XC \$1000. Total cost of 6 pairs of classic skis and skikes would be approximately \$7800. Dave has requested \$750 to \$1000 from CCNS. The plan would be to use the new rollerskis	Motion: CCNS to allocate \$750 towards the rollerski purchase, pending a written document from Scotia XC. Moved: John Seconded: Kris <i>Motion carried.</i>
Finance Report and Budget Update	See Attachment #5. John shared a template for 2022-23 Budget – aligned with PRO and PSO Outcomes and budget codes (new). The E Banking is working well, with John now getting automatic notification with each E transfer. Hilda is working	

2022 Awards	See Attachment #6. Due to time constraints, the Board voted on only 2 categories. There were many worthy volunteers nominated: John Hudec was elected as Volunteer of the Year and Grace MacIntyre was elected as Coach of the Year . The Freda Wales Memorial Award will be voted on at the next meeting: the Sue Hill and Brian Scallion Awards will be selected by Daniel and Jennie May Roy. The Board discussed the idea of a Lifetime Achievement Award that could be awarded to anyone who has been a dedicated contributor to the ski community over time. There	
AGM Planning and Board Member Recruitment	The AGM is going to be done in Zoom Format. Proposed date is Monday, June 6, 2022 at 7:00 to 8:30 pm. A Doodle Poll will be done to confirm this date, and notification made. Several members will need to prepare reports. Three board members will be stepping down: John Cameron, Andre Roy-Girard, and Dorian Hudec. A nominating committee was not formally made, however Daniel said he was going to approach the Baddeck group. Other Board members are encouraged to	
Updates from Clubs and Ski Team	NS Provincial Ski Team (Daniel): Two ski team members, Emma Archibald and Milo Sircan Brown represented NS in the National Championships in Whistler, BC in the past 2 weeks. They performed very well with Emma winning all her categories and Milo placing in the top 30. Coach Daniel, also present was very happy with the ski performances/results. Congratulations to both Emma and Milo!	
CCNS Board/ Governance planning after the AGM	See Page 3. What are the core functions of CCNS that need to happen for clubs and ski team to function? What are the 'nice but not necessary' functions of CCNS? The Board reviewed the suggestions made and more discussion is planned for the next meeting. The goal would be to create	
Adjournment	Meeting adjourned. Next meeting planned for Monday May 2, 2022.	

CCNS Board Meeting | Zoom video conference | April 4, 2022

Present: John Cameron, Catherine Caouette, Dorian Hudec, Daniel Murray, Paula Michaelis, Lois MacNeil, Kris Doyon, Lauren Muzak Ruff, Andre Roy-Girard
Minutes submitted by Dorian Hudec

Agenda	Discussion	Time
Approval of Agenda	See Attachment #1.	Motion: To approve the agenda as circulated. Moved: Dorian Seconded: Andre <i>Motion carried.</i>
Approval of Minutes from April meeting	See Attachment #2.	Motion: To approve the minutes as circulated. Moved: Lois Seconded: Paula <i>Motion carried.</i>
Matters arising from the April minutes	See yellow highlights in the minutes. 1) Dave still needs to submit a written proposal for the allocation of funds for roller skis. (Lauren is sending Dave a reminder). 2) Proposal to create a	
PSO Coordinator Update	See Attachment #3. Lauren summarized her report: She has been busy working on the Sport Development Tool with John and Daniel, and PROAT, as well as Financial tasks related to coding in the budget. She attended a session on "Sideline Learning and Safe Sport" hosted by Mike Hudson. A portal is now available for use by the PSOs (will be mandatory by 2026). Canadian Women and Sport are hosting an event on Gender Equity Training. There are 2	
Communications Update	See Attachment #4. Cathy reported. Some articles were written for the Website. Focus for May will be documenting the Award winners well. The Website template will no longer be updating. Cathy will be occupied looking for a replacement that will suit the needs of CCNS.	
Coaching and Officials Development Report	John reported in Dave's absence. Early stage planning is underway for a NS Coach Camp tentatively for March 11 and 12, 2023 at NHN. This will overlap with the Loppet weekend. A Nordiq Canada coach may attend. This would target coaches of Adult intermediate and Learn to Train Youth Levels. It would be a low cost event for the individuals. Grants may be applied	
Finance Report	Hilda is working on the yearend report. Lauren and John continue with work on organizing financial statements coding for increased transparency.	
PSO Outcomes Progress Tracking	See Page 2. A suggestion was made by John to review one category per monthly meeting. Organizational Excellence was reviewed today. We are on track for revising Board Governance and revising the Financial system. There was interest expressed in meeting with Mike Hudson regarding "Sideline Learning and Safe Sport" portal, participating in the early	
Update on Sport Development Tool and	Update on Sport Development Tool and PROAT submissions (core funding for next 4 years) 1) SDT meeting with Sport NS was April 29). Results + funding announcement expected in	
2022 CCNS Awards	1. Freda Wales Award. See nominations package (Attachment #5) The Board voted for Sandra Curtis. This will be announced at the AGM. 2. Lifetime Achievement/Contribution Award: Daniel and Dorian will put together a description of criteria for the award before the AGM. Pierre Roy will be the recipient.	

Nordiq Canada AGM	Nordiq Canada AGM is in Gatineau June 16-18. 2023. Board members are invited to represent CCNS. John will put out a further call to the Board members. He will go if no one else wants to go that is on the new Board. CCNS covers accommodation and meal expenses,	
2022 AGM Planning and Board Member Recruitment	<p>2022 AGM planning and board member recruitment: June 6, 7-8:30 (Zoom)</p> <ul style="list-style-type: none"> · Notice of AGM + call for nominations sent out through social media (must be at least 30 days before AGM) · Volunteers for Nominations Committee? (3 positions available to replace Dorian, Andre, John). By-laws (2.06) state Committee is President + 2 Board Members. John will contact the Ski Clubs for nominations. · President position: Bylaws state that President is elected by members at AGM. · Reports for AGM from Clubs + Ski Team (May 20) · AGM Agenda (7:00-8:00): 1) Approval of Financial Report, 2) Approve Operations Budget for 2022-23, 3) Elect new members. · First meeting of new board (8:00-8:30): Normally chaired by new President: 1) Confirm 	
CCNS Board/Governance planning after AGM	See Page 3 for a list of core functions needed, and nice but not necessary functions of CCNS. At the most basic level, the Ski team and Clubs need to be able to continue to function.	
Updates from Clubs and Ski Team	<p>NHN (Paula): The new ski room was operational by the end of the season. All is quiet now. They need to fix the groomer.</p> <p>Ski Team (Daniel): The team will be announced in 2 weeks. Ski Training camps upcoming will have 2 Olympic athletes in attendance.</p> <p>CBN (Dorian): The ski room has been cleaned out for the season. AGM to be scheduled soon.</p>	
Adjournment	<p>John moved to adjourn the meeting.</p> <p>Next meeting is the AGM June 6, 2022 via zoom.</p>	

CCNS Board Meeting | Zoom video conference | June 6, 2022

Present: Melanie MacDermid, Paula Michaelis, Kris Doyon, Dave Hubley

Non-voting members: Daniel Murray, Cathy Caouette, Lauren Muzak Ruff

Minutes submitted by Lauren Muzak Ruff

1. Convene first meeting of the new Board of Directors with Election of Officers
2. Appointment of Officers by Resolution of the Board (Motions required)
 1. President: 2-year term
 2. Vice President: 2-year term
 3. Secretary: 2-year term
 4. Treasurer: Kris Doyon to continue in his 2-year term
3. Voting delegate for Sport NS AGM (June 23 @ 5pm)
 1. Melanie to attend on behalf of CCNS
 2. Action: Lauren to send reminder.
4. Brief discussion of general business: Budget and Annual Plan for 2022-23
 1. Budget
 1. Operational budget – Kris presented a “Core” budget which covers operational expenses (staff and assumed/known revenue)
 2. Motion by Melanie to approve the operational budget as presented
 3. 2nd by Paula
 4. Passed unanimously.
 2. CCNS President Email
 1. John will create an automatically reply asking inquiries to be forwarded to ccns@sportnovascotia.ca, which is managed by Lauren.
 2. Daniel offered for any ski or coaching specific inquiries to be directed to him. Thank you, Daniel.
 3. Action – Lauren will change RBC alerts to Kris’ email.
 3. Potential new board members (Julie Archibald, Curtis Donnahee) – appoint a board member to follow up.
 1. Melanie can reach out to Curtis
 2. Daniel can reach out to Julie
 3. Action – Lauren to send process / need to know for new board members to Melanie and Daniel
5. Set next Board of Directors meeting dates
 1. Use Sport NS Zoom account
 2. September 12th at 7pm for next board meeting
 1. Action – Lauren to request access to Sport NS Zoom account
 2. Melanie to Chair first meeting. Action – Melanie and Lauren to create agenda for September 12th meeting
6. Adjourned at 8:46pm.
7. Orientation for new Board members (More soon)

CCNS Board Meeting | Zoom video conference | September 12, 2022

Present: Kris, Dave, Melanie, Lois, Paula, Christine

Regrets: Lorenzo Caterini

Non-Voting Members: Cathy, Kat, Aidan, Daniel

Agenda	Discussion	Time
Call to Order	Meeting Called to order at 7:02 pm	
Approve Agenda	Motion: To approve the current agenda as circulated Moved: Melanie Seconded: Paula Motion passed.	
Approve Minutes	Motion: To approve May 2nd Meeting Minutes Moved: Kris Seconded: Melanie Motion passed	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none"> Continue to handle invoices and finances with Hilda. Help keep the ski rental program going with Kat. Keep open communication channels with Cathy as the season starts. Be available for any issues that may arise. 	
Communications Update - Cathy		
Coaching and Officials Development Report/WorkShop - Dave	<ul style="list-style-type: none"> Stephen Novosad from Nordic Canada will come down Take Place in Cape North Will try and get SNS grant for part of it Motion to Approve: Melanie Seconded: Paula 	
New Canadians on Snow Grant Update- Kat	<ul style="list-style-type: none"> "Nordic Canada Equity Initiative" application was approved and the "New Canadians on Skis" has been approved for the full amount you applied for, which was \$5,010. All in all, Sport Canada will be supporting the Nordic Canada Equity Initiative. 	
Ski School Program Update- Kat	<ul style="list-style-type: none"> Look at training another Kat Look at getting more bigger/adult size skis Working on a formal agreement with Brunello Motion to approve \$3500 for this program: Kris Seconded: Melanie 	
Finance Report: Updated budget with strategic initiatives- Kris	<ul style="list-style-type: none"> Budget to have roughly a \$1500 surplus (Can be changed due to the amount of grant money given out) Motion to approve: Kris Seconded: Paula 	
PSO Outcomes Progress Tracking	N/A	
CCNS Board & Administrative Functions - Need to have and	N/A	
Updates from Clubs and Ski Team/Canada Games	<p>North Highlands Nordic:</p> <ul style="list-style-type: none"> 2 grants were approved for the upcoming season Will have a new nordic centre building, should be completed soon <p>Ski Team</p> <ul style="list-style-type: none"> Attend various events throughout the country this summer Attending a camp this weekend in PEI with the other maritime provinces 	
Adjourn meeting at 8:37 pm	Motion: To approve Adjourn Moved: Melanie Seconded: Everyone The next meeting will be held on October 3 rd , 2022	

CCNS Board Meeting | Zoom video conference | October 3, 2022

Present: Kris Doyon, Daniel Murray, Melanie MacDermid, Lois McNeil, Dave Hubley, Lorenzo Caterini

Regrets: Paula Michaelis

Minutes submitted by: Melanie MacDermid

Quorum not established

PSO Co-ordinator:

Kris reviewed PSO Coordinator Report:

Discussion re: adding Aidan as co-sign on RBC account for ease of cheque writing. Melanie will FU to facilitate this.

Kris noted Reporting of Etransfers/account activity is going smoothly.

Clubs advised to follow-up with Aidan re: NC insurance documents.

NHN- specifically with new buildings

SXC- confirm 2022/2023 locations

*Aidan to contact CBN directly

Financial Report: (See attachments)

Kris reviewed Balance Sheet and Comparative Income Statement reports.

On track with budget, at this point in the year all costs are mainly fixed costs with little change.

Reserve fund has lost approximately \$5000 in keeping with current economic downturn. \$68k remains in reserve.

Melanie asked about possibility holding a discussion at a later date in regards to if having such a large reserve fund is serving the mandate of CCNS, when some of the money could be used for supporting ongoing projects. The grant protocol stipulates we should hold \$30k in reserve for emergency use. Kris advised that would be part of an overall review of the Strategic Plan.

Communications Report:

Cathy advised she has been undergoing a complete website overhaul as the old template is no longer supported. New site should be going live in the next week or so.

Misc:

- Daniel will draft a letter explaining his commitments with the HPT for his employers and we will have 2 board members sign.
- Reminder of CCNS Grant Deadline of Oct 10th.
- Cape Breton Nordic no longer has representation on the board. We will ask Aidan to reach out specifically to them in advance of meetings, should the wish to join or forward a club update. Lois inquired if a club doesn't have representation if they are eligible for CCNS grants...reviewed Grant Policy and did not find any stipulation indicating this was current policy.
- Baddeck- Daniel reports they are moving towards winter planning under the CBN club.
- NHN has been advised to let Aidan know if they wish to purchase NC hats/toques for upcoming season.

OCTOBER 2022

Club Reports:

NHN- New building attachment construction has begun.

SXC- Fall Roller Ski programs for Youth and Adults underway with Coach Dave.

- Coach recruitment has improved and hopeful will be able to host all programming.

HPT- Very successful Nordic Camp (XC and Biathlon) held in PEI 2 weeks ago.

- 40 athletes from NS/PEI/NB.
- Excellent coach mentorship provided from Stephen Novostad from NC
- Upcoming HRM based camp

PSO Outcomes

Discussion held around the idea that we need a more user friendly/date focused list of items to keep us on track. Will ask Aiden to identify items as they need to be dealt with in a timely manner.

If there are big pictures items we need to address, we should highlight a certain number to be discussed at a meeting to keep it manageable.

Meeting adjourned.

NOVEMBER 2022

CCNS Board Meeting | Zoom video conference | October 3, 2022

Present: Paula Michaelis, Lorenzo Caterini, Kris Doyon, David Hubley, Christine Bolger, Melanie MacDermid

Regrets: Lois McNeil

Non-Voting: Catherine Caouette, Aidan Devine, Daniel Murray

Agenda	Discussion	Time
Call to Order	Meeting Called to order at 7:01 pm	
Approve Agenda	Motion: To approve the current agenda as circulated Moved: Melanie Second: Paula Motion carried	
Approve Minutes	Motion: To approve October 3rd Meeting Minutes Moved: Melanie Second: Kris Motion carried	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none"> SDT 2.0 – Congrats everyone on the increase in funding. The board would like to thank John Cameron for the work that went into securing the significant increase in funding that was a big reflection of his leadership role as President. November Check-in – Need someone this month for 1 hour to go over annual outcomes. If anyone is available let me know. 	
Communications Update - Cathy	<ul style="list-style-type: none"> The website all migrated to a new theme. Emphasis on the photos reflecting a diverse cut of NS XC skiers. Will be finishing the final details. Melanie inquired if there will be a need to update any links to previous pages: No, all remain unchanged. 	
Finance Report – Kris	<ul style="list-style-type: none"> Everything is on track and up to date. The latest investment account statement was released with investments down 10%. This is to be expected with the state of the economy. 	
Approve the cost of updating the Bryan Scallion Award	Motion to pay for an update on engravings of the Bryan Scallion Award which haven't been done since 2020. Moved: Melanie Second: Dave Motion carried <ul style="list-style-type: none"> Discuss the future location of the award was loosely talked about, with the possibility of rotating it between the clubs or putting it at NHN's new building. Nothing concrete. 	

<p>Review grant committee recommendations - Discussion about further grants for the year with the increase in funding available.</p>	<ul style="list-style-type: none"> • Firstly, the board would like to thank Derek Estabrooks, Susan Corrigan, Jennie Mae Roy and Chris Algar for their work on the Grants Committee. • Second is a message from the grant committee: <p>To the CCNS Board,</p> <p>The members of the CCNS Grants Committee (Susan Corrigan, Jennie Mae Roy, Chris, Algar, Derek Estabrook) have reviewed and evaluated the two CCNS grant applications received from North Highlands Nordic for \$5,000 and by Scotia XC for \$4,000. The Committee has determined that both applications meet the grant eligibility criteria and align with the CCNS strategic plan by supporting the growth of cross-country skiing in Nova Scotia through increased participation and club membership.</p> <p>While the clubs requested different funding amounts in their grant applications the Committee felt that, since the funds requested would be used for similar purposes and both applications met the eligibility criteria, the amount granted to support each project should be equal. Therefore, the Committee unanimously recommends that CCNS award equal funding to each of the grant applications submitted by Scotia XC and North Highlands Nordic to a maximum of \$8,000 (up to \$4,000 for each project). If CCNS determines that it has more than \$8,000 available in the 2022-23 fiscal year to fund projects through the CCNS Grants, the Committee recommends that CCNS, at its discretion, open another round of funding and solicit applications for new projects.</p> <p>The Grants Committee thanks Scotia XC and North Highlands Nordic and their volunteers for their continued efforts to support the growth of cross-country skiing in Nova Scotia.</p> <p>The members of the Committee are available to discuss or answer any questions that the CCNS board may have about its recommendation.</p> <p>Sincerely, CCNS Grants Committee November 5, 2022</p> <ul style="list-style-type: none"> • Motion the raise the grant amount from \$8,000 to \$10,000 • Motioned by Lorenzo • Seconded by Paula • Motion approved • Motion to raise Scotia XCs amount from \$4,000 to \$5,000 • Motioned by Melanie • Seconded by Paula • Motion approved 	
<p>PSO Outcomes Progress Tracking</p>	<p>N/A</p>	

<p>Updates from Clubs and Ski Team/Canada Games</p>	<p>Event Schedule</p> <ul style="list-style-type: none"> Looking to confirm the location of the provincials Make sure to have flexibility in dates Hopes to be done by the end of November <p>Ski Team Update</p> <ul style="list-style-type: none"> Trials will be done shortly after Christmas Congrats to Emma Archibald on the Team Coatsworth Grant <p>Ellenwood</p> <ul style="list-style-type: none"> Transmission going back in the snowmobile hope to have it up and running this month before the snow starts. <p>NHN</p> <ul style="list-style-type: none"> Phase 2 of planning coming to an end and phase 3 is coming together. <p>Scotia XC</p> <ul style="list-style-type: none"> Youth program registration is almost full Adult registration is over half full 213 members registered already <p>There are 2 positions that need to be filled for CCNS programming.</p> <ul style="list-style-type: none"> The first is the Co-ordinator/Instructor Position for the New Canadians on Ski program which is being managed by John. The funds for this position are coming completely out of the grant that they secured from NC. There is only 1 applicant, Kat Kitching. I am looking for board approval to allow John to proceed with filling that position. Motion passed with 5 YES votes. 	
<p>Adjourn meeting at 8:04 pm</p>	<p>Motion: To approve Adjournment Moved: Melanie Seconded: Lorenzo The next meeting will be held on December 5th, 2022</p>	

CCNS Board Meeting | Zoom video conference | December 5, 2022
Present: Kris Doyon, David Hubley, Lois McNeil, Lorenzo Caterini

Regrets: Paula Michaelis

Non-Voting: Catherine Caouette, Aidan Devine, Daniel Murray

Agenda	Discussion	Time
Call to Order	Meeting Called to order at 7:12 pm	
Approve Agenda	Motion: To approve the current agenda a Moved: Melanie Seconded: Dave Motion passed.	
Approve Minutes	Motion: To approve November Meeting Minutes Moved: Melanie Seconded: Dave Motion passed *As a board we approved Scotia XC increase request from \$4000 to \$5000 (to match NHN) and approved an overall increase from \$8000 to \$10000	
PSO Coordinator Update - Aidan	• TLEP Stipend discussed, Melanie and Aidan are going to work together to get an application for part-time technical director submitted	
Communications Update - Cathy	• Contact Cathy for communications report	
Finance Report – Kris	• Nothing to note • The grant money will be sent this week	
Other items	• A few items from past meetings were discussed but never officially motioned and approved. • Motion to raise grant budget from \$8000 to \$10000 • Motion to approve NHN grant increase • Motion to approve May minutes • All motioned by Melanie • Seconded by Dave and Lois • Motions passed	

<p>Updates from Clubs and Ski Team/Canada Games</p>	<ul style="list-style-type: none"> • Friends of Ellenwood park have left CCNS, we thank them for their contributions over the years <p>Update on New Canadians on Skis:</p> <ul style="list-style-type: none"> • Families found, registered, and outfitted • Kat has been officially hired and connected with the families <p>North Highland Nordic:</p> <ul style="list-style-type: none"> • The building is coming along nicely and should be completed soon <p>Cape Breton Nordic:</p> <ul style="list-style-type: none"> • Registration has opened <p>Scotia XC:</p> <ul style="list-style-type: none"> • Just hit 399 members • The last push is on to advertise programming <p>Ski Team:</p> <ul style="list-style-type: none"> • Had a camp last weekend • Headed to Canada Cup in Ottawa 	
<p>Adjourn meeting at 8:17 pm</p>	<p>Motion: To approve Adjournment</p> <p>Moved: Melanie</p> <p>Seconded: Kris</p> <p>The next meeting will be held on January 9th, 2023</p>	

Board Meetings

Minutes 2021



CCNS Board Meeting | Zoom video conference | January 19, 2021

Present: John Cameron, Melanie MacDermid, Mallory Taylor, Lorenzo Caterini, Dave Hubley, Catherine Caouette, Dorian Hudec, Janice Comeau, Daniel Murray, Lois MacNeil

Minutes submitted by Dorian Hudec

Agenda	Discussion	Time
Approval of Agenda	See Attachment #1	Motion: To approve the agenda as circulated. Moved: Janice Seconded: Lois <i>Motion carried.</i>
Approval of Minutes from December meeting	See Attachment #2.	Motion: To approve the minutes as circulated. Moved: Janice Seconded: Melanie <i>Motion carried.</i>
Financial Update	See Attachments #8-11. Kris presented the Balance Sheet. We are on track with the budget set in the fall. Lorenzo noted that there needed to be clarification on the Long term Loan Receivable category as it did not show that CCNS had received \$5000 loan payment in 2021 (which really had been cancelled out by HN not physically being paid out their \$5000 grant this year). Kris is going to record in the books the receipt of the loan payment, and the grant distributed. John reminded Kris that we still need to be able to see the amount in the reserve fund, and a clear record of the Ski team's separate finances. The goal for financial report to the Board every 3 months seems reasonable. This will be confirmed with Hilda so that the information needed can be ready.	Motion: To approve the financial report as presented by Kris. Moved: John Seconded: Dorian <i>Motion carried.</i>
Communications Update	See Attachment #3. Cathy made 3 main points: 1) Content production (CCNS had very high engagement in Dec), 2) There were more social media referrals to the website than search engine referrals. 3) Type of web pages being viewed are becoming more varied. In addition to "Trails and Conditions", the gear "Buy and Sell" page is popular. Cathy is going to put a disclaimer on the site, as well as some information to help guide buyers select appropriate equipment.	

CCNS Updates	<ul style="list-style-type: none"> • Provincials originally planned for Feb 13-14 2021 are on hold due to government Covid restrictions. The plan is not to fully cancel in case a modified version or time trial can be held at a later time at NHN (maybe in conjunction with the loppet if it runs). • There are new skis bought from Hub Cycle with grant money (25 pairs, plus 36 pair of boots), meant to be used by schools or Try It events. This is entry level classic equipment. Currently people find out about the availability by word of mouth. There are several bookings in HRM. We still have no planned way to transport the equipment any distance. 	
Coach Development Courses	<p>Dave summarized recent progress. Dave and John completed the CCLF course and have instructed 13 people in the Halifax area, some of which are ski team members. There is a snow portion of instruction still to complete. Keppoch is interested in a CC course.</p> <p>The CANSI program cannot currently go forward as the instructor lives in NB and there are travel restrictions.</p> <p>Daniel complimented Dave and John for a job well done, successfully increasing the number of coaches in NS.</p>	
CCNS PSO and PRO Outcomes for 2020-21	<ul style="list-style-type: none"> • CCNS PSO and PRO outcomes for 2021-22: The deadlines are coming up for CCNS reports on our 2020-21 outcomes and to propose our outcomes/goals for 2021-22. These are key reports and proposals to our core funders. <ul style="list-style-type: none"> o 2020-21 PRO Outcomes report to Dept. of C,C,H: due Jan 22 (Attachment #4) o 2021-22 PSO Outcomes Proposal to Sport NS: due Feb 15 (Attachment #5) o 2021-22 PSO Outcomes report to Sport NS: due in March (Attachment #6) o Sport Development Tool Report for CCNS. This is the Sport NS evaluation of CCNS from 2018. <p>Our proposed outcomes for 2021-22 should try to improve our scores. See p9 (Organizational Effectiveness), p10 (Participation), p11 (Coaching and Officiating), p12 (Excellence) (Attachment #7)</p> <p>The Board reviewed/discussed PSO 2020-21 Outcome document. We are doing well overall on completing our goals with the exception of increasing Officials, and some coaching levels both of which are effected by the Covid situation.</p> <p>The Board will focus on proposing outcomes for 2021-22 at our next meeting.</p>	

<p>Updates from Clubs and Ski Team</p>	<p>Friends of Ellenwood Park: (Janice) There is no snow now and no activity. So far only 2 days of groomed trails this season.</p> <p>Halifax Nordic: (Lorenzo) There are now 529 members. They are grooming at Paragon Golf and Country club, Smiley's Park, and Haliburton House in Windsor. Snow making is just starting at Brunello with the colder weather. They are hoping to continue for 5 days in a row to build a good base that can last through the season. Lessons have started.</p> <p>Cape Breton Nordic: (Dorian) There are 33 members now. Seaview golf course was groomed once only, and that snow is mostly gone.</p> <p>North Highlands Nordic: (Lois) The club is not open now due to no electrical hookup to the groomer building yet, and not enough snow to groom. When there is enough snow, the trails will open for club members.</p> <p>Ski Team: (Daniel) The team has been participating in strength workouts on Thursdays, informal time trials, and occasional coaching sessions in Halifax. They are planning to have some time trial events on the long weekend in Feb at NHN.</p>	
<p>Adjournment</p>	<p>Meeting adjourned. Upcoming meetings planned Tuesday at 7:00 pm: Feb 9, March 2, April 13 2021.</p>	

CCNS Board Meeting | Zoom video conference | February 9, 2021

Present: John Cameron, Melanie MacDermid, Mallory Taylor, Lorenzo Caterini, Catherine Caouette, Dorian Hudec, Daniel Murray, Kris Doyon, Lois MacNeil, Paula Michaelis, Wendy Majestic

Minutes submitted by Dorian Hudec

Agenda	Discussion	Time
Approval of Agenda	See Attachment #1	Motion: To approve the agenda as circulated. Moved: Wendy Seconded: Dorian <i>Motion carried.</i>
Approval of Minutes from January meeting	See Attachment #2. John made one clarification point for the Financial update which will be revised in the minutes. The loan discussed was \$5000, and the grant was \$3500 (not \$5000).	Motion: To approve the minutes as circulated with the correction included. Moved: Dorian Seconded: John <i>Motion carried.</i>
Financial Update	Kris suggested further modification of the financial reporting process. He suggested inclusion of a balance sheet (accurate only on the day of presentation only) and an income statement listing budget, revenues, expenditures and variances. This would give a clearer picture of the fluidity of the finances, and allow the Board to make necessary changes if there was a change in revenue or expenditures that differed from the budget. It would be more transparent. The plan is for Kris to move forward with the plan of the revised income statement, and to work with Hilda in getting quarterly reports ready for the Board.	
Membership Policy	CCNS needs a policy for admitting new member clubs. See notes and suggested draft policy on page 2 of the agenda. The Board reviewed and suggested one other statement be added: Commit to the vision and values of CCNS. The Board was generally in agreement with the policy statement. There was discussion and acceptance that all requirements listed were not absolutely necessary and in fact some existing clubs did not meet all the suggested requirements.	

Antigonish Hiking and Biking Association Request to Become members of CCNS	Andrew Foran joined the meeting and made a presentation on behalf of the Antigonish Hiking and Biking Association. See Attachment #4. The group is a recreational community based group that loans out equipment, works with schools, grooms a golf course (12 kms) and partners with Keppoch at times. John reviewed the draft of the CCNS policy with Andrew.	Motion: To approve the request from Antigonish Hiking and Biking Association to become members of CCNS. Moved: John Seconded: Lois <i>Motion carried.</i>
Communications Report	See Attachment #3. Cathy summarized her report. The website has been very busy in January. There were 2 main areas of focus: Developing partnerships/sharing information and Publish as much as possible.	
CCNS PSO Outcomes for 2021-22	The Board was asked to review PSO Outcomes Spreadsheet (Attachment #5), as 2021-22 PSO Outcome Proposal to Sport NS is due Feb 15 and PSO Outcomes for 2020-21 (Attachment #6) before the meeting, as well as CCNS Sport Development Tool (Attachment #7). The Board reviewed the documents looking at each category. There was interest in pursuing the promotion of coaching, and less on officiating. The Board remains committed to promoting recreational skiing and welcoming more diverse groups. John and Mallory will revise the document and submit a first draft to Sport NS.	
Updates from Clubs and Ski Team	<p>Friends of Ellenwood Park: (Wendy) There has been some grooming and skiing.</p> <p>Halifax Nordic: (Lorenzo) They have over 700 members (of note, more females than males). They have been grooming all areas including several golf courses. Programming is running 6 days/week at Brunello.</p> <p>Cape Breton Nordic: (Dorian) There was a Nordic walking session last week. Daniel is offering 2 lessons to adult runners interested in learning to ski. There are 2 part time employees to operate the club and rentals during open hours.</p> <p>North Highlands Nordic: (Lois) Trails have been open to Members recently. Trails will be open to the public the next weekend with rentals/registration happening at the firehall across the road. Ongoing fundraising activities continue including a takeout lasagna supper.</p> <p>Provincial Ski Team: (Daniel) The team will ski in Northern Cape Breton next weekend. They are doing time trials.</p>	
Adjournment	Meeting adjourned. Upcoming meetings March 2, April 13, May 4, June 6 (Tuesdays at 7:00)	

CCNS Board Meeting | Zoom video conference | March 2, 2021

Present: John Cameron, Melanie MacDermid, Mallory Taylor, Lorenzo Caterini, Dave Hubley, Catherine Caouette, Dorian Hudec, Kris Doyon, Sharon Sullivan, Lois MacNeil, Daniel Murray

Minutes submitted by Dorian Hudec

Agenda	Discussion	Time
Approval of Agenda	See Attachment #1. Additional agenda item suggested regarding upcoming grant requests and timing of approval.	Motion: To approve the agenda as submitted with one item added. Moved: Lorenzo Seconded: Sharon <i>Motion carried.</i>
Approval of Minutes from February meeting	See Attachment #2.	Motion: To approve the minutes as submitted by Dorian Moved: John Seconded: Melanie <i>Motion carried.</i>
Communications Report	See Attachment #3. Cathy presented her report. It has been a busy month with 97000 screens reached and an engagement of 11000. She emphasized the importance of news articles that people will read all year round (found on the news page and directory page). Partner sharing and positive content involving photos and faces remain important focuses. Kris congratulated Cathy on a job well done.	
2021 Support4Sport Awards	2021 Support4Sport Awards: This year, each provincial sport organization may honor one individual, group, organization, or committee who went above and beyond for their sport despite the challenges brought forth by the pandemic. The deadline to submit nominations to CCNS is March 15. The deadline for CCNS to submit the recipient to Sport NS is April 1. We may need a short special meeting to decide the recipient. There is a nomination form. The link will be emailed out to the membership.	
Harassment Policy for Clubs	See Attachment #4. Harassment Policy for Clubs: A requirement for membership in Nordic Canada is that all clubs have a harassment policy that includes an independent 3rd party to respond to allegations of harassment. CCNS has a template that clubs can use: fill in name of club + review / approval by club board. Sport NS is currently developing a harassment policy that may be used in the future. The Board felt that the current harassment policy should be posted on the website.	
Summary of CCNS PSO and PRO outcomes for 2021-22	See Attachment #5. Summary of CCNS PSO and PRO outcomes for 2021-22. This is the set of goals that we have told our funders (Sport NS and CCH) that we will achieve in 2021-22. CCH has already responded with a suggestion that we need to measure our participation better (gender, ages, diversity). We may look to zone 4 and social media to help with this. All will be reviewed again after the AGM.	

Membership Policy	See Agenda page 2. Membership Policy: CCNS needs a membership policy with criteria for admitting new clubs. With increasing collaboration with Municipal Recreation Departments, we also need a plan on how to deliver Nordiq Canada Jackrabbit programs with municipalities rather than clubs. Recreation departments in the Annapolis Valley region have expressed interest in offering learn to ski programs. CCNS needs to clarify with Nordiq Canada if recreation departments (partners) can offer their Jackrabbit programs. A suggestion was made that prospective partners could pay a fee to a club to help cover any admin costs. This topic will remain an agenda item in later meetings.	
Simplified CCNS Membership Fee	Simplified CCNS Membership Fee: CCNS has a complicated membership fee structure. (See page 4). Could we switch to a flat fee of \$2/person? Other options discussed were \$3 or \$5 flat fee, or a youth and adult fee. No decision was made. Fee set at \$2 would decrease the overall financial intake. To be further discussed.	
Upcoming Grant Requests/ Change of Approval Timeline	Lorenzo noted that Halifax Nordic has taken on a significant financial burden this season with the increased grooming to more areas. The club is planning to request a grant of \$7500 for next season. It would be beneficial to know if a grant request was approved earlier in the year so they could proceed with ordering equipment in the spring or summer. The Board would need to know the budget before granting requests. Potentially this could be done in June after the AGM. It was also noted that there is value in keeping some funds that could be allotted later in the ski season if specific needs arise.	
Next Meeting Items	Next meeting items: Governance self-assessment survey and board governance priorities, upcoming grants, membership policy	
Updates from Clubs and Ski Team	<p>Cape Breton Nordic: Daniel mentioned that he has provided 2 days of lessons at Seaview to one group. He has another group scheduled for the upcoming weekend. See also submission by John Hudec- Mid season report.</p> <p>Friends of Ellenwood Park: Sharon reported that their trails were groomed only once in the past month. There have been more snowshoers than skiers due to snow conditions. The club will participate in a family event during March break (though not skiing).</p> <p>No other reports submitted due to time constraints.</p>	
Adjournment	Meeting adjourned. Next meetings April 13, May 4, June 6, 2021 all at 7:00 pm on Tuesday.	

CCNS Board Meeting | Zoom video conference | June 1, 2021

Present: John Cameron, Melanie MacDermid, Mallory Taylor, Lorenzo Caterini, Dave Hubley, Dorian Hudec, Lois MacNeil, Kris Doyon, Daniel Murray, Chris Bolger,
Minutes submitted by Dorian Hudec

Agenda	Discussion	Time
Approval of Agenda	See Agenda circulated. Board members approved by consensus.	
CCNS Grants to Clubs	<p>See Attachments: CCNS Grant Evaluations; Financial background on CCNS grants to clubs; Grant applications from North Highlands Nordic, Cape Breton Nordic, and Halifax Nordic.</p> <p>There was discussion around the topics of capital expenses versus operational costs, CCNS financial ability to cover the grant requests, and the importance of both respecting the recommendations of the grant committee and adhering to the criteria. The following decisions were made:</p> <ol style="list-style-type: none"> Cape Breton Nordic: Request of \$3107.71 towards purchase of ginzugroomer approved in full. Halifax Nordic Ski Club: \$5000 of \$7500 request approved now towards purchase of ATV grooming equipment for the Windsor area. John is to present an option to the grant committee. We would like their advice on approving the \$2500 as this additional amount did not fit the original criteria. Of note, the Board feels that an exception may be made this year due to extra funding that became available through the federal government. North Highlands Nordic: Grant request of \$5000 towards repair cost of the piston bully groomer not approved. John is going to approach the club president asking for a resubmission of grant request that would better fit the criteria of the grants. The committee has agreed to evaluate a revised submission. The Board remains committed to granting requests that fit the criteria that further the development of Nordic skiing in NS. 	
AGM Planning	Zoom CCNS AGM planned for June 8, 2021 at 7 pm. The agenda was reviewed. A brief meeting with the new Board will follow.	
Nominees for CCNS Board	See attachment of the Bios of 5 people who have been nominated, to fill 3 positions on the CCNS Board. An election by the club representatives will be run. Board members reviewed the Bios.	
Adjournment	Meeting adjourned.	

CCNS Board Meeting | Zoom Video Conference | August 10, 2021

Present for 7 pm: John Cameron, Melanie MacDermid, Stephen Sollow, Catherine Caouette, Kris Doyon, Lois MacNeil
 Present for 7:30pm: Lorenzo Caterini, Dave Hubley, André Roy-Girard
 Regrets: Dorian Hudec, Daniel Murray, Mallory Taylor, Paula Michaelis, Christine Bolger

Minutes submitted by Melanie MacDermid

Agenda	Discussion	Time
Approval of agenda	See attachement #1 & #2 Quorum was not achieved, thus no formal motion was made to approve agenda or previous minutes.	7:05pm
Communications Report	See Attachment #3. Cathy provided a communications update. July Highlights- 7 articles published, continued development of the "New-to-Ski" website page, Saltwire Media continues to produce member profile of HPT skiers. Aug Plans- continue articles and recourses to website - production of a card to be distributed at retail locations with all ski purchase/rentals to direct people to CCNS and club websites. ~ collaborating with local Rec Dept. to produce a "How to put on Skis" video Discussion around the collaborative relationship between CCNS/Clubs/Retail locations. ~Kris gave strong support of card idea, commenting that the data acquired from people access links could be useful in the future.	7:10pm
CCNS Fee Structure Update	Kris provided a review of the current CCNS Fee structure. Current system has NC charging \$10/person (adult and youth.). CCNS has a complicated system that results in less \$ being diverted to CCNS the more members of a family. Melanie pointed out that HNSC, only charges \$38/ family in fees and is thus subsidizing fees for families. Unclear of exact details but will look into this in detail and follow-up with Kris. It was felt that a more linear and transparent fee structure was the best course of action. A short discussion on potential ways to subsidize this fee for families was had.	7:22pm
	Quorum was achieved.	7:30pm

	<p>Motion: To approve a flat fee structure for CCNS fees.</p>	<p>Moved: Stephen Solo Second: Melanie MacDermid Motion carried</p>
	<p>Stephen explained the benefit and favourable attitude that increasing member revenue has to Sport Governing bodies. Motion: To set Fee at \$3/person.</p>	<p>Moved: Stephen Sollow Second: Kris Doyon Motion Carried</p>
Grant Updates	<p>John has been in contact with the grants committee and has made them aware of NHN resubmitted grant proposal. He has also explained that the increased funding would be available this year to fully fund HNSC request. Awaiting reply.</p>	<p>8:00pm</p>

CCNS Board Meeting | Zoom video conference | September 7, 2021

Present: John Cameron, Melanie MacDermid, Mallory Taylor, Dave Hubley, Catherine Caouette, Dorian Hudec, Andre Roy-Girard, Kris Doyon, Sharon Sullivan, Lois MacNeil, Daniel Murray
 Regrets: Paula Michaelis

Minutes submitted by Dorian Hudec

Agenda	Discussion	Time
Approval of Agenda	See Attachment #1	Motion: To approve the minutes as circulated. Moved: John Seconded: Dorian <i>Motion carried.</i>
Approval of Minutes from August meeting	See Attachment #2. Sharon noted the need to correct the spelling of Stephen Sollows.	Motion: To approve the minutes as circulated with the suggested correction. Moved: John Seconded: Sharon <i>Motion carried.</i>
Communications Report	Cathy reported: <ol style="list-style-type: none"> 1. There is a new ski page providing basic information on weather resources, trails and conditions, info on where to rent/buy/borrow skis. 2. Website includes a safety and risk awareness page. 3. Ongoing collaboration to connect with Hub Cycle, and municipalities. 4. Group rentals page now on the website that may make management of ski rentals easier for Melanie who has been doing this. 	
President's Updates	President's updates presented by John <ul style="list-style-type: none"> • Upcoming check-in meetings with Sport NS (John and Mallory), and CCH (John, Mallory and 1 other Board member for an online meeting that John will reach out to online) • Grants Committee The external grants committee supported the revised NHN grant request, and advised support for partial funding of the excluded \$2500 out of a total of \$7500 of the HN request. John will bring the details back to the Board. • NC Strategic Planning meeting is scheduled in Canmore on Sept. 23, 2021. John has been invited to attend as the Atlantic Canada representative. He is choosing to attend virtually this year. 	
Restructuring CCNS Board	See Attachment #3 – Roles and Responsibilities of CCNS President – with hours. John presented his document. Many functions could be managed by committees. Committees could include Board members and other skier members. The president would oversee the working committees. We will start transitioning some of the work to committees over the year; next meeting we will create a few committees.	

Flat Fee Concerns	Refer to pages 2 and 3 on the agenda compiled by Melanie. After much discussion a decision was made to pause the resolution made at the last meeting to have a \$3 flat fee. Concerns were expressed by HN that their club would take in significantly less money this season. There was also concern that a discrepancy exists in the amount of money the Board should get back from Zone 4 (who collects the money) and what we have recorded in our budget. John is going to communicate with Zone 4 to clarify how much CCNS did get back from Zone 4 in collected fees, and also to ask them to calculate what our share would be with a \$3 and \$5 flat fee. Other options discussed were \$5 adult fee and \$2 youth fee. Further discussion planned once this information is available.	
Collaboration with Biathlon NS	John is going to meet with the Biathlon president to explore potential benefits of collaboration. We may have some common interests.	
Updates from Clubs and Ski Team	<p>Halifax Nordic (Melanie): A new name is being proposed: Scotia XC Ski Club. It may be confirmed after a zoom club meeting next week. They are looking for more volunteers for communications, coaching, serving on the Board. Dave has been involved with Coach License Registration process. All people coaching over 7 hours need to have a license and register online on the NC website. John will forward the necessary info to the other clubs, as well as info about coach education, which is free now.</p> <p>Provincial Ski Team (Daniel): There is an in person training camp in HRM in September. Some expats will attend the camp. Otherwise online training has continued.</p> <p>Cape Breton Nordic (Dorian): No activity to report.</p> <p>North Highlands Nordic (Lois): The AGM is happening this month. The club is building a warming shed for the upcoming season.</p> <p>Friends of Ellenwood Park (Sharon): A meeting is planned for next week. They are hoping to learn more about operating with the Covid restrictions.</p>	
For next meetings	<ul style="list-style-type: none"> · Governance self-assessment survey and board governance priorities · Harassment Policy for Clubs · Officials development · Para Nordic Plan 	
Adjournment	John moved to adjourn the meeting. Next meeting planned for October 5, 2021 at 7 pm.	

CCNS Board Meeting | Zoom video conference | October 5, 2021

Present: John Cameron, Melanie MacDermid, Lorenzo Caterini, Catherine Caouette, Dorian Hudec, Chris Bolger, Daniel Murray
 Regrets: Dave Hubley, Lois MacNeil, Paula Michaelis, Mallory Taylor, Kris Doyon

Minutes submitted by Dorian Hudec

Agenda	Discussion	Time
Approval of Agenda	See Attachment #1	Motion: To approve the agenda as circulated. Moved: Dorian Seconded: Lorenzo <i>Motion carried.</i>
Approval of Minutes from September meeting	See Attachment #2.	Motion: To approve the minutes as circulated. Moved: John Seconded: Chris <i>Motion carried.</i>
Communications Report	See Attachment #3. Cathy presented her report. She has developed a card with basic information re: CCNS and its website that will be made available to merchants MEC, Hub, and the Trail Shop. These can be handed out to people when they purchase ski merchandise. They may also be made available to recreation areas/communities as desired. She has also made other pamphlet options. Cathy has further developed the Website in the area of Equipment Rentals. She is in	
Grants Committee Recommendations	Grants Committee Recommendations for NHN and Scotia XC grant applications (see page 2). Motion required to approve grants. · NHN Revised Grant Application (Attachment #4) · HNSC / SXCSC Application (Attachment #5) The Board discussed various options based on the grant committees report.	Motion: CCNS to fully fund the NHN revised grant request of \$5000 as recommended by the grant committee. Moved: John Seconded: Chris <i>Motion carried.</i> Motion: CCNS to fund SXCSC a total of \$6500 of their grant request (\$5000 previously approved).
Flat Membership Fee Proposal	Flat membership fee proposal: \$5 adult/\$0 youth. See page 3. Melanie presented various options and the Board discussed them. As clubs have not started to register for this year we will be able to implement this change right away. The zone 4 fee numbers were clarified with Hilda, looking at actual numbers not the	Motion: CCNS to adopt a \$5 adult/ \$0 youth membership fee. Moved: Melanie Seconded: Dorian

Restructuring CCNS Board	Draft Committee Structure. See Attachment #6. John reviewed the document which includes 9 suggested committees. It was noted that several are already in operation or partially formed in practicality including treasurer, high performance, para Nordic, and coach development although not all have a board member chairing. For further	
President's Updates	<ul style="list-style-type: none"> · COVID-19 proof of vaccination policy (meeting with club presidents) John has drafted a document for proof of vaccination for participation in official events/races that clubs can use. Further clarification with SNS needed regarding regular ski outings. · Meeting with President of Biathlon NS (Sara Wolthers) <p>Open communication/collaboration established now particularly with SXCSC.</p> <ul style="list-style-type: none"> · Potential collaboration with Nordic skating group: Nor'Easter Natural Ice. Check out: https://noreaster.ca/ As the Nordic skating group is not part of a PSO they could benefit from being apart of one for grant applications. We would need to clarify whether they would be covered by NC/CCNS insurance policy before moving forward with this. · Para Nordic program opportunity + funding opportunities (See page XX) A community member, Julia Archibald is interested in working with DAL students on a 	
Updates from clubs and ski team	<p>NHN (Daniel): No specific report although notes the club is busy with organizational activities.</p> <p>CBN (Dorian): Plans underway to run a Nordic walking series soon.</p> <p>SXCSC (Melanie): They are working on continued expansion in the Windsor area. They have 2 new board members. Registration for programs was delayed some while looking for 2 more coaches for the proposed programs.</p> <p>FOEP (Chris): They are in liaison with Lands and Renewables. They moving their equipment into the park.</p>	
Next meetings	Harassment Policy for Clubs	
Adjournment	John moved to adjourn the meeting. Next meeting planned for November 2, 2021.	

CCNS Board Meeting | Zoom video conference | December 7, 2021

Present: John Cameron, Melanie MacDermid, Mallory Taylor, Lorenzo Caterini, Dave Hubley, Catherine Caouette, Dorian Hudec, Kris Doyon, Andre Roy Girard, Sharon Sullivan, Daniel Murray, Paula Michaelis, Lois MacNeil

Minutes submitted by Dorian Hudec

Agenda	Discussion	Time
Approval of Agenda	See Attachment #1	Motion: To approve the agenda as circulated. Moved: John Seconded: Sharon
Approval of Minutes from October meeting	See Attachment #2. Matters arising from the minutes: A discussion ensued regarding the payment of membership fees to Nordiq Canada, and the current process of automatic withdrawal of the money owing from CCNS account by Zone 4. John is to discuss this at the division council meeting in a few weeks.	Motion: To approve the minutes as circulated. Moved: Dorian Seconded: Melanie
Communications Report	See Attachments #3.1 and #3.2 Cathy presented her report. Focus continues on collateral development (retail promotion cards tweaked with map of groomed trails, and development of Links of Brunnello map); Inventory for group rental has been consolidated to one page on the web site including information specific to Brunnello and the	
PSO Coordinator Position	Mallory has been seconded to the Regional Sport Consultant position in Truro for 13 months. She is being replaced by Lauren Mukaz Ruff, beginning December 6. Welcome to Lauren; good-bye to Mallory. John thanked Mallory for	
Sport Development Tool	Sport Development Tool process begins in January. The deadline date is April 29, 2021. CCNS needs to submit data + a 'self-evaluation' on 1) Organizational Effectiveness, 2) Participation, 3) Coaching and Officiating, 4) Excellence (ski team). This determines CCNS funding from Sport NS for next 4 year cycle: 2023-2026. A special meeting is being held on January 17	
CCNS Budget for 2021-22	See Attachment #4. John reviewed the proposed budget with the Board. There was previous approval of "fixed spending", and we discussed "discretionary spending". There was much discussion on the issue of funding for CANSI coach instruction (for adults). There are obstacles related to the high cost of bringing in a coach for level 1 and level 2 instruction, and whether that particular program meets the needs of the NS skiers. Costs could be over \$7000 for the benefit of 6 – 8 participants who would need to pass a fairly rigorous skill test to be certified.	

Financial Reporting Process	<p>Proposal</p> <ul style="list-style-type: none"> · Sport NS Accounting Office to continue to provide monthly financial statements for CCNS. · CCNS Administrative Coordinator (Lauren / Mallory) to communicate with Sport NS Accountant (Hilda) to provide data on year-to-date spending in comparison with budget and revenue (so that we know how much money we have spent in relation to budget and revenue). · PSO Admin Coordinator and Treasurer will work together to provide a monthly report to the board based on the financial info from the previous month (e.g. October financials would be presented to the CCNS December Board Meeting). · CCNS Board Members can review the monthly financial report. · CCNS Treasurer will provide very brief update on spending vs. budget and any particularly important financial issues at monthly meeting. <p>Changes:</p> <ul style="list-style-type: none"> · We'll scrap the idea of quarterly reports and replace with monthly reports. 	
Winter Schedule for 2022	<p>Schedule for Winter 2022. Click here for Google Drive Doc: https://docs.google.com/document/d/1otZZMh6TtP3rbrNiXzCA1nlkGwnyNc5/edit?invite=CKSul5oL</p> <p>Includes proposed dates for coach training (CB, HRM, Valley), NS events + out of province</p>	
President's Updates	<ul style="list-style-type: none"> · Possible new club in Baddeck to offer programs and grooming. · John and Lauren to meet with all Valley Rec Departments on Dec 9, 2021. · John working with NC and CAC on discount code for ICC course. 	
Updates from Clubs and Ski Team	<p>Scotia XC Ski Club (Melanie): There are now 340 members registered. Most programming is full. A grooming plan is in place.</p> <p>Cape Breton Nordic (Dorian): Fall Nordic walking sessions are complete. Decisions still to be made on club hours.</p> <p>North Highlands Nordic (Paula): The groomer is not ready yet. Phase 2 of the club building is well underway. There is a Craft market fundraising event this weekend.</p> <p>Friends of Ellenwood Park (Sharon): The cabin and groomer are ready. They are organizing giving consideration to Covid restrictions.</p>	
Adjournment	<p>John moved to adjourn the meeting. Topics of planned discussion include Budget and the Development Tool. A few board members continued an informal discussion regarding</p>	

Board Meetings

Minutes 2020

CCNS Board Meeting

January 14

Present: John Cameron, Melanie MacDermid, Mallory Taylor, Dave Hubley, Camille Cameron On Phone: Dorian Hudec, Will Roy, Daniel Murray, Cathy Caouette
Regrets: Ron Mitchell, Lorenzo Caterini
Minutes submitted by Dorian Hudec

Agenda	Discussion	Time
Approval of Agenda	See attachment #1. Additional item to appoint Will Roy to the CCNS Board.	Motion: To approve the agenda with the addition of appointing Will Roy to the Board. Moved: John Seconded: Camille Motion carried.
Motion to appoint Will Roy to the CCNS Board	Will Roy was introduced to the Board. He has moved to Sydney from Alberta. He is currently serving on the Cape Breton Nordic Board.	Motion: To appoint Will Roy to the Board now, with election to follow at the AGM in Spring 2020. Moved: John Seconded: Dorian Motion carried.

Approval of minutes of December 2019 Meeting	See attachment #2.	Motion: To approve the minutes of December 2019 meeting as circulated. Moved: John Seconded: Dave Motion carried.
Finance Update	Deferred as Ron was absent. We are between quarterly reports.	

Harassment Policy	<p>See attachment #4 (Revised version of the Draft CCNS Harassment Policy)</p> <p>* John and Mallory will meet with the new Sport NS SafeSport Lead (Elana Liberman) in the coming weeks to discuss our situation and the draft policy. *Nordiq Canada clarified the insurance coverage for harassment cases: The insurance should cover the costs of any harassment suits against CCNS or member clubs, provided that we implement an appropriate Harassment Policy. The insurance will not cover the costs for the 3rd party investigator to receive or investigate complaints. CCNS should have a reserve fund to pay for potential legal costs (We have approx. \$65,000 reserve funds).</p> <p>CCNS will wait until other organizations are more aligned before proceeding with our draft version. John will keep the Board updated. In the interim, the Board recognizes that the ski clubs/team need to be proactive in prevention of harassment.</p>	
Changes to CCNS Bylaws	<p>The NS Registry of Joint Stocks did not approve the revised CCNS Bylaws (from AGM 2019). Camille reviewed the report, and noted that 3 revisions were recommended. She thinks these will be straight forward and will work on them. In the meantime, we continue to operate on the old Bylaws.</p>	

Communications strategy for Coaches in:	<ul style="list-style-type: none">■ 2020-21 PSO and PRO Outcomes (Deadlines on Feb 15 and Feb 21)■ Attachment 5.0 - 2020-21 Recreation Outcomes Template - Blank)■ Attachment 5.1 - 2019-20 Recreation Outcomes and Final Report)■ Link to PSO Outcomes for 2020-21: https://docs.google.com/spreadsheets/d/1XF18EMiQOWMNufuwJ8U5DIAAv72XmIdrV79xiU7rm00/edit#gid=1644609740■ Attachment 5.2 - 2019-20 PSO Outcomes <p>*Each year CCNS must identify and submit two sets of 'Outcome' documents to our two major funders: 1) Provincial Recreation Organization (PRO) Outcomes to the Dept. of Communities, Culture and Heritage, 2) Provincial Sport Organization (PSO) Outcomes to Sport Nova Scotia.</p> <p>Discussion among the Board focussed on the goal of coach and officiating development. It would need to be a very high priority for us to succeed. We may need to bring in outside help to put on a CANSI course. Board members were encouraged to submit their ideas to John and to take note of the upcoming report deadlines.</p> <p>Upcoming Reporting Deadlines</p> <p>Jan 24th: 1. PRO submission of final report Feb 15th: 1. PSO data uploads 2. 2020/2021 Outcomes</p> <p>Feb 21st: 1. PSO Eligibility Criteria due 2. PRO Outcomes due</p> <p>March 31st: 1. PSO 2019/2020 Outcomes final reporting</p>	
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Coach Registration Process	<ul style="list-style-type: none">■ Nordiq Canada insurance requires that all coaches / instructors who coach for more than 7 hours per winter complete 3 steps: 1) NC coach registration, 2) criminal record check, child abuse register check (for coaches responsible for children under 18). All clubs have implemented a process to ensure coach registration. (Attachment #6) It appears as if clubs are moving forward with this. The option to use Mybackcheck.com was discussed for criminal record checks. Mallory was going to check to see if it was now operating well.	
2020 Calendar of CCNS Events	See attachment #7. The Board reviewed the schedule noting that provincial ski races are planned for Feb 1 and 2 at Oakfield Golf Club, and are being organized by Halifax Nordic.	
Zone 4 Club Registration	Nordic Canada requires that clubs use Zone4 for individual member registra9on. Zone4 registra9on is also very helpful as it can generate all the data we need to submit annually to Sport Nova Sco9a. Halifax Nordic uses Zone4. CBN and NHN may need some support. See www.zone4.ca. Susan McClure and Melanie MacDermid are good resources.	
Updates from Clubs	<p>Provincial Team (Daniel): The team raced in the Gatineau Candy Cane Cup in December, and all placed in the upper half, with two 13th place finishes, and one 9th place. Upcoming is the Maritime Cup in Fredricton and the Canadian championships.</p> <p>North Highlands Nordic (Daniel): Lots of season passes are being sold.</p> <p>Halifax Nordic (Dave): The club is making snow at Brunnello. They are hoping to have night skiing with lights soon. Lessons started last week on Saturday, and also Monday nights. Oakfield Golf Course (by Enfield) is going to be grooming Mon to Fri using Halifax Nordic equipment. The Youth ski equipment purchased by CCNS with a grant from Sport NS is being loaned out at Brunnello currently. There are plans to transport it to Kentville for a Try It event.(It can all fit in a station wagon, and will be available for the whole ski community although issues and cost of transportation will need to be addressed).</p> <p>Cape Breton Nordic (Will): Seaview golf course has been groomed and tracked. Plans to have the clubhouse open for Saturdays are underway.</p>	
Adjournment	Upcoming meetings planned for the first Tuesday of the month from 7:30 to 9:00 pm. as follows: Feb 4, Mar 3, Apr 7, and May 5, 2020.	

FEBRUARY 4, 2020

Present: John Cameron, Melanie MacDermid, Mallory Taylor, Lorenzo Caterini, Dave Hubley, Catherine Caouette, Ron Mitchell

On Phone: Dorian Hudec, Chris Bolger, Will Roy, Lois McNeil, Daniel Murray Minutes submitted by Dorian Hudec

Agenda	Discussion	Time
Approval of Agenda	See attachment #1. Daniel's portion regarding to ski team to be presented early as he is able to attend for 30 minutes.	Motion: To approve the agenda as circulated. Moved: Dave Seconded: Ron Motion carried.
Approval of Minutes from January 14, 2020 meeting	See attachment #2.	Motion: To approve the minutes from the January 4, 2020 meeting as circulated. Moved: Dave Seconded: Melanie Motion carried.
Motion to appoint Lois McNeil from NHN to the CCNS Board	Lois provided a brief introduction of herself, telling of her long term involvement with cross country skiing including previous experience of having a daughter on the ski team for many years, as well as being a longtime member and volunteer with North Highlands Nordic.	Motion: To appoint Lois McNeil to the CCNS Board (election to follow at AGM). Moved: John Seconded: Lorenzo Motion carried.
Finance Update	Ron reported that the quarterly report was in, but he had not yet had a chance to review it. Discussion was deferred.	

Communications Update	See Cathy's submitted Communications report. Cathy reported that she continues to be busy working on the website and increasing communication connections. There has been ongoing increased engagement with the posts and website (more than double last year).	
Harassment Policy	<ul style="list-style-type: none">■ Harassment Policy: Revised version of the Draft CCNS Harassment Policy (Attachment #3). * John met by phone with Brian Ward, the lawyer who is the independent 3rd party to receive and oversee the investigation of harassment complaints for Nordiq Canada and Cross Country Ontario. He will provide the fee for service to CCNS (i.e no cost if no complaints). Contract: Attachment #4*John and Mallory met with the new Sport NS Safesport lead, Elana Leberman – lawyer and our Sport Consultant, Mike Hudson about the Harassment Policy. Both emphasized that the likelihood of any serious and expensive harassment case CCNS and member clubs is very small (e.g.the total legal costs for all harassment cases in Saskatchewan Sport in 2018 was about \$40,000). The motion to sign the contract with Brian Ward was deferred as the Board wanted to know if there could be an increase in frequency reporting what costs would be mounting to in the event of a significant investigation and if he would be able to give an estimate of probable cost at the outset. John was going to have a further discussion with Brian Ward for clarification.	Motion: To approve the proposed Harassment Policy. Moved: John Seconded: Will Motion carried.
2020-21 PSO and PRO Outcomes	<ul style="list-style-type: none">■ 2020-21 PSO and PRO Outcomes (Deadlines on Feb 15 and Feb 21)*Each year CCNS must identify and submit two sets of 'Outcome' documents to our two major funders: 1) Provincial Recreation Organization (PRO) Outcomes to the Dept. of Communities, Culture and Heritage, 2) Provincial Sport Organization (PSO) Outcomes to Sport Nova Scotia. The outcomes are in 5 different categories – and represent the key goals for CCNS for the coming year.Possible Outcomes including the following were discussed:-Implement Safesport policies with ski team and clubs: Responsible Coaching Movement-Support clubs to implement Harassment Policies -Coach development: CANSI, CC, L2T. This was seen as a priority by the Board.-Collaborations with Municipal Rec Programs -Collaborations with other Sport and Recreation Organizations (Snowmobile Association of NS, Dog Mushers)-Develop and expand school ski program-More Try-it events for new skiers (with focus on inclusion – e.g. ISANS)-ParaNordic program and coach development -First Aid / First Responder capacity development -collaborate with Bicycle NS to purchase and provide training for use of an AED-explore options for training CCNS / club members with Canada Ski Patrol-Communication goal-Board governance training	

PSO Draft Outcomes for 2020-21 Deadline – Feb 15, 2020	See attachment #5. The Board reviewed and discussed each of the 4 categories including Organizational Effectiveness(OE), Participation, Coaching and Officiating, and Excellence (high performance – ski team) using the draft as a guideline. Daniel's input in the high performance area will be considered. Ultimately, the tier 4A status would like to be improved so that the team would be eligible for more funding. Board members were encouraged to further review the draft and send comments to John before the deadline of Feb 15, 2020. Having attainable outcomes is a major goal for the Board.
Updates from Clubs and Ski Team	<p>Provincial Ski Team: Daniel reported that the team recently raced in the Maritime Cup, and that 5 members (Fiona, Grace, Ogen, Milo and Cohen) were going to be attending the Canadian Championships in Sherbrooke, QC next week, with a substitute local coach (friend of Daniel's).</p> <p>Friends of Ellenwood Park: Chris asked for help with provincial park requirement for skidoo operator's certification. Dave was able to provide some information and the 2 agreed to further discuss the specifics after the meeting. Chris reported that there was no snow but the club was active with a moonlight hike on Jan 24, 2020 with over 50 participants, and were hosting a mixed family group event in the park Feb 5, 2020.</p> <p>North Highlands Nordic: Lois reported that the club was looking at building a new building as early as next season. They were fundraising and were set up now with NC so that charitable receipts for donations could be issued. Cathy encouraged NHN to be in further contact with her about facilitating their fund raising efforts with her help in communications. The club has over 100 members, a fifty centimeter base of snow, and has been busy with a moonlight snowshoe (20 participants) and running their bunny/ jackrabbit programs. There were 850 skiers in the trails in January.</p> <p>Cape Breton Nordic: Will reported that there have been 5 weeks of groomed trails. Club house has been open on Saturdays for 4 hours, and rentals have been averaging about 25/day. There are 30 members. A trip and lessons are being planned for a CBU group to go to NHN. CBN is also working with CBRM to organize a trip to NHN with older adults.</p> <p>Halifax Nordic: Lorenzo reported that many skiers were enjoying the lit and manmade snow trails at Brunello. It was fully functional.</p>
Adjournment	Topics of PSO data 2020 Upload, 2020 Sport NS Support for Sport Awards, and Nordiq Canada AGM June 11 -13, 2020 were not addressed due to time constraints. Meeting was adjourned, and next one is planned for March 3, 2020 at 7:30 p.m.

CCNS Board Meeting

March 10, 2020

Present: John Cameron, Mallory Taylor, Lorenzo Caterini, Dave Hubley, Catherine Caouette, Camille Cameron, Melanie MacDermid

On Phone: Dorian Hudec, Stephen Sollows, Ron Mitchell, Lois McNeil, Regrets: Daniel Murray

Minutes submitted by Dorian Hudec

Agenda	Discussion	Time
Approval of Agenda	See attachment #1	Motion: To approve the agenda as circulated. Moved: John Seconded: Camille Motion carried.
Approval of minutes of February Meeting	See attachment #2	Motion: To approve the minutes as circulated. Moved: John Seconded: Melanie Motion carried.
Finance Update	See 2 sheets: Cross Country Skiing NS Comparative Balance Sheet and Cross Country Skiing NS Comparative Income Statement, submitted by Ron and reviewed with the Board. Several points were clarified. Overall, CCNS is in a solid position. The provincial team was successful at generating some money this year with fundraising efforts. Ron is going to verify/ clarify the \$2100 growth under Income earned on Investments for the next meeting.	Motion: To accept the comparative balance income statement as presented. Moved: Ron Seconded: Stephen Motion carried.
Communications Update	See attachment #4. Cathy reviewed her report with the Board highlighting February projects, including coverage of the provincial ski races, and communication plans for March.	

Harassment Policy	<p>*At the February 2020 meeting, the CCNS board approved the new Harassment Policy and discussed the appointment of lawyer Brian Ward to serve as the Independent 3rd Party to receive and investigate complaints. Brian Ward also serves as the independent 3rd party for Nordiq Canada and Cross Country Ontario. Ron asked if we could expect Brian Ward to provide a) estimates of the cost of an investigation before the investigation begins, and b) bi-weekly reports on costs of investigations. The CCNS Board decided to delay voting on this motion until Brian Ward responded. He responded positively to both requests.</p>	<p>Motion: CCNS to sign the contract with Brian Ward to serve as the Independent 3rd party individual on behalf of CCNS with harassment issues as needed. Moved: Stephen Seconded: Camille Motion carried.</p>
2020-21 PSO Outcomes – Feedback from Sport NS	<p>See attachment #5. The Board reviewed the document and noted/discussed highlighted areas needing to be more specific under the categories: Participation, OE (possible survey to be circulated to the Board members to complete to determine how effective the Board is), Coaching and Officiating (need to note how many of each courses would be offered in the 5 categories and one seemed to be the most realistic). Board members noted that we should do early planning to have success with the CANSI course.</p>	
2020 Sport NS 'Support for Sport' Awards	<p>See attachment #6.</p> <p>Deadline for nominations from Clubs: Monday, March 30 *Deadline for CCNS Board Decision: Friday, March 30 (on-line vote)</p> <p>*Deadline for CCNS to submit Names to Sport NS: April 6</p> <p>*Support4Sport Awards Banquet: June 6</p> <p>-Nominations from Clubs for the following awards:</p> <ul style="list-style-type: none">■ Volunteer of the year■ Coach of the year■ Corporate sponsor of the year■ Official of the Year■ Freda Wales Award (CCNS Award to a Woman who has made outstanding contributions to XC skiing) <p>-Nominations for Athletes of the year (M/F): Based on Canada Points List (performance in qualifying national races)</p> <p>*Next steps: 1) John to invite clubs to submit nominations by March 30, 2) set up on-line voting for CCNS board members before April 6, 2020.</p>	

Nordiq Canada AGM	<ul style="list-style-type: none">■ Nordiq Canada AGM (June 11-12-13, 2020): Canmore <p>*NC pays airfare + food for 1 person. CCNS responsible for registration + accommodation + transportation from Calgary – Canmore (approx. \$700 / person) *The provincial division chairs (e.g. CCNS President) are the only voting members for Nordiq Canada Board elections and resolutions. The NC meeting is also valuable for information gathering and connections with other Divisions.</p>	Motion: CCNS to send John Cameron to Nordiq Canada AGM in Canmore with an approximate cost of \$700. Moved: Stephen Seconded: Camille Motion carried.
SNS Sport Fund	SNS Sport Fund – CSO project proposal deadline: April 15, 2020 http://www.sportnovascotia.ca/Funding/StartanApplication/ForCommunitySportOrganizations/SportFund/tabid/2197/Default.aspx Clubs are encouraged to apply if they have a project. They should submit to John and Mallory about 2 weeks prior so they can endorse it. They should check the website for the specific details.	
CCNS AGM Dates	We need to pick a date. John will send out a doodle poll including weekend dates for May and early June. The Board should consider location options (?Halifax? Truro), and also whether we should host a meeting of the clubs.	
Updates from Clubs	<p>Friends of Ellenwood Park: Stephen reported that there was only one day of groomed snow. The club hosted 2 moonlight walks with participants aged 8 to 82. There is no snow now.</p> <p>Halifax Nordiq: Lorenzo reported that they had good snow until Feb 23, and as a result they had consistent programming in the Snow Bowl. Provincial ski races went well. There was an Immigrant focussed Try It event organized by Diedre that was successful. In the upcoming week (March 14, 2020) there is a Snow Mobile Instruction course training people for grooming.</p> <p>Cape Breton Nordic: Dorian reported that there had been ongoing grooming, good snow coverage, and the club room has been open for ski and snowshoe rentals 2 four hour days per week. As well, a trip was organized and complete taking 15 International students to NHN in 2 vans on March 8. Lessons were provided and the group had a great time. This was funded partially by grant money.</p> <p>North Highlands Nordic: Lois reported that the club is busy fundraising for their new club house (\$9000.00 so far). There is lots of snow with a base of 40cm or more. They are hosting a loppet on March 15, and there will be St. Paddy's day Pub on the 14th at the firehall.</p>	

Adjournment	Upcoming meetings April 7, and May 5, 2020 at 7:30 to 9:00 pm.	Motion: To adjourn the meeting. Moved: John Seconded: Melanie Motion carried.
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CCNS Board Meeting

April 7, 2020

Present: John Cameron, Melanie MacDermid, Mallory Taylor, Lorenzo Caterini, Dave Hubley, Catherine Caouette,,Dorian Hudec, Ron Mitchell, Camille Cameron, Daniel Murray, Melanie MacDermid, Lois McNeil

Absent: Will Roy, Wendy Majestic

Minutes submitted by Dorian Hudec

Meeting was held by Zoom video conference.

Agenda	Discussion	Time
Approval of Agenda	See attachment #1.	Motion: To approve the agenda as circulated. Moved: Ron Seconded: Melanie Motion carried.
Approval of minutes of March 2020 Meeting	See attachment #2.	Motion: To approve the March 10, 2020 minutes as circulated. Moved: John Seconded: Camille Motion carried.
Finance Update	Ron discussed changes to CCNS banking operations as related to COVID 19. It largely involves Mallory standing in line with protective wear and distancing to make deposits. Recreation NS has asked PROs to track financial losses related to COVID 19. Ron thinks COVID 19 will not have a very big effect on CCNS funds. Yearend finance report should be complete by mid May, 2020.	
Communications Update	See attachment #. Cathy presented her report which included summary of March projects and a list of focused projects for April 2020. She noted that there was a lot of social media interest in the loppet held at NHN and the provincial ski races.	

2020 Sport NS 'Support for Sport' Awards	See page 2 or agenda. The deadline for CCNS to submit nominations to Sport NS has been extended to April 20, 2020. The Board discussed the results of the Doodle poll nominations, and made the following choices for the Sport NS and CCNS awards. • Corporation of the year: Hub Cycle • Volunteer of the Year: Lorenzo Caterini (HN) • Official of the Year: Rejean Chamberland (NHN) • Coach of the Year: Jack Soloman (HN) • Freda Wales Memorial Award: Deirdre Evans (HN) • Male athlete of the Year: Ogen Newcombe • Female athlete of the Year: Fiona McClure	
CCNS AGM Planning	The Board decided to have a "bare bones" AGM to approve financial statements, elect Board members, and complete the Bylaws corrections as recommended by Joint Stocks in mid to late May. The date is to be determined by a doodle poll organized by Mallory. The plan is to have a Zoom meeting at that time, and then to plan for a face to face club meeting in the fall.	
Impacts of COVID 19 on CCNS	Mallory is currently working from home due to COVID 19 restrictions. It is "business as usual" as she continues to work on grant proposals, bank deposits, etc. The ski season was diminished by one or two weeks in Cape Breton due to COVID 19 rules, but overall there has been a small impact on skiing itself.	
Updates from Clubs and Ski Team	NS provincial Ski Team: Daniel reported that this season is officially over. They are in the early stages of selecting the team for next year. Due to COVID 19 restrictions the team will not be meeting physically to train until summer sometime. They are planning to do some group online workouts in the interim. North Highlands Nordic: Daniel reported that the last day of the season coincided with the March 18, 2020 Loppet which successfully included 40 plus skiers. NHN members have voted to build a new chalet for which they are fundraising. Donations are gratefully accepted. Cape Breton Nordic: Dorian reported that the season ended early due to COVID 19 restrictions and that the social planned for March 20 th , 2020 was cancelled. It was a successful season overall with good community participation and snow coverage/grooming. Halifax Nordic: Lorenzo reported that there were 9 groomers who participated in the Ski Doo grooming course held at Brunnello. Friends of Ellenwood Park: No report	
SNS Sport Fund – CSO project proposal deadline: April 15	SNS Sport Fund – CSO project proposal deadline: April 15 http://www.sportnovascotia.ca/Funding/StartanApplication/ForCommunitySportOrganizations/SportFund/tabid/2197/Default.aspx	

Pending Initiatives	<ul style="list-style-type: none">■ Pending initiatives and actions: COVID-19 could be an opportunity to promote on-line training opportunities:<ul style="list-style-type: none">▫ Intro to Community Coaching (ICC) course▫ Level 1 Officials Course▫ Commit to Kids Training (on-line): 2.5 hours (\$12).▫ Coaching Athletes with a Disability (AWAD) course (45 minutes)	
Adjournment	Next meeting planned for May 5, 2020 with a goal to plan for the CCNS AGM.	

CCNS Board Meeting

May 5, 2020

Present: John Cameron, Melanie MacDermid, Mallory Taylor, Lorenzo Caterini, Dave Hubley, Catherine Caouette, Dorian Hudec, Ron Mitchell, Camille Cameron, Daniel Murray, Lois McNeil, Larry Richard, Derek Estabrook (Nordiq Canada)

Minutes submitted by Dorian Hudec

Meeting was held by Zoom video conference.

Agenda	Discussion	Time
Approval of Agenda	See Attachment #1.	Motion: To approve the agenda as circulated by John. Moved: Camille Seconded: Dave Motion carried.
Approval of Minutes from April meeting	See Attachment #2.	Motion: To approve the minutes as prepared by Dorian. Moved: John Seconded: Lorenzo Motion carried.
Communications Report	See Report to the Board – Communications (Attachment) Cathy presented her report which included April Projects. Highlights include developing an archival system for photos and working to sync with Nordiq Canada. Project Focus for May include, amongst other items, the plan to start a NS skier story section on the Website. It was noted that most people find the CCNS Website through Google. *See link to e-learning opportunities on CCNS website (promote to club members: https://crosscountryns.ca/2020/04/10/coaching-officials-development/	

Roles of CCNS Treasurer	<p>John thanked Ron for his service on the Board as Treasurer, specifically on helping with the process of improving the organization with Sport NS. Ron is stepping down from the Board after the AGM. Ron informed the Board of the role of the Treasurer. There are 2 account streams that are managed: NS ski team and the CCNS Board. The job involves overseeing process, ensuring quarterly statements are issued, and the annual statement is prepared for the AGM. Overall the system works well now with good cooperation/ liasson with Mallory, John, Hilda (NS Sport), and Tara (ski team). Board members are encouraged to talk to John or Ron if they have questions or are interested in the position of Treasurer.</p>	
Nordiq Canada Updates	<p>Derek Estabrook, member of Halifax Nordic and Board member of Nordiq Canada, spoke primarily on 2 issues. The Board had opportunity to discuss and share ideas.</p> <p>1. Impact of Covid 19 on cross country skiing. There was a relatively small impact on the sport this season across the country. There are many issues to consider for the 20/21 season. It is thought that competitive events will be highly impacted by issues of maintaining social distance and travel. There will likely be a significant reduction in events. This may be a time for greater opportunity for recreational skiing, keeping in mind the need for social distancing. Our sport can do this better than many others, but thought and strategic planning will be required. Efforts to promote Nordic skiing should be made to our governments.</p> <p>2. Environmental and Sustainability Committee. This is a new committee that Derek serves on whose role is to advise Nordiq Canada on sustainable practices. It is recognized that environmental change is having a huge impact on skiing. The committee will be involved at a global level with UN Sports for Climate Action Framework. The use of High Fluorinated Waxes does have a negative impact on the environment and an issue to address.</p>	
Coach Development Planning	<p>John and Dave discussed this issue. It has been included in our strategic plan, and both feel that the Board needs to make it a big priority allocating time and energy into its promotion. NS lags behind in many aspects of its coaching qualifications, particularly beyond the basic levels. The Board is encouraged to consider strategies/enticements that would help create interest and enthusiasm amongst the ski community regarding ski instruction.</p> <p>The "Safe Sport" module is available free of charge for online education. All coaches and Board members are encouraged to take this 90 minute course, through the CAC (Coaching Association of Canada).</p>	

High Performance (HP) Planning	The High Performance committee, John and Daniel have been working to reform the existing plan. Areas of focus are development of athletes, team recruitment efforts and governance. Also, Lilla Roy is taking a more active role with coaching Para Nordic Skiing. There is a new para Nordic athlete on the provincial team. Team was announced last week and circulated.	
AGM Planning	AGM is scheduled for May 26, 2020 7:00 to 8:30, via zoom video conference. It will be a streamlined meeting focusing on financial statements, and election of Board members. An information packet will be sent.	
Adjournment	John adjourned the meeting.	

CCNS Board Meeting

July 7, 2020

Present: John Cameron, Melanie MacDermid, Mallory Taylor, Dave Hubley, Dorian Hudec, Lois MacNeil

On Phone: Cathy Caouette, Chris Bolger

Regrets: Camille Cameron, Daniel Murray, Will Roy

Minutes submitted by Dorian Hudec

Meeting was held by zoom video conference

Agenda	Discussion	Time
Approval of Agenda	See Attachment #1. John also made a couple of announcements. He wished to extend best wishes to John Hudec who is recovering from an injury, and Camille Cameron who is ill, but expected to return to Board duties when recovered. He also informed the Board that Lorenzo Caterini will be granted the Nordiq Canada Volunteer of the Year Award (announcement to be made later) and was extending his congratulations.	Motion: To approve the agenda as circulated. Moved: Dorian Seconded: Mallory Motion carried.
Approval of Minutes from May meeting	See Attachment #2.	Motion: To approve the minutes as submitted/ circulated. Moved: John Seconded: Chris Motion carried.
Communications Report	See Communications Report as submitted by Cathy. Cathy presented her report highlighting that the content calendar was being developed and that it is desirable for the CCNS website be maintained in the primary spot on a google search. John congratulated Cathy particularly on a job well done with recognition of award recipients on social media posts. As we are searching for a new treasurer for the Board it was suggested that this too could be "advertised" on social media.	
Covid 19 Return to Sport Plan for Winter 2021	We should aim for Sport NS review of the CCNS plan by early September so that clubs can begin promoting fall and winter programs. John and Mallory plan to work on a first draft to submit to Sport NS, using input from Nordiq Canada as available and complying with provincial regulations. CCNS 'Return to Sport' plan for rollerskiing and dryland training is attached (Attachment #3). The Board noted that the number of participants in official ski programs is relatively small, often under 10.	

Budget for 2020-21	See Attachment #4. A first dra) of a CCNS budget for 2020-21 is A8ached. It includes the fixed costs (salaries + reoccurring administrative costs) and ideas / proposals for spending discretionary funds. The Board discussed options for discretionary spending which included money being allocated to promotion of coaching, honorariums for those teaching skiing in recreation areas, First Aid Certification costs, course and transportation costs for coaching participants (potentially more than the \$1000 already suggested). The proposed amount of \$2500 for the meeting of the Clubs in the fall seemed reasonable. Board members were invited to submit more suggestions to John by email.	
Updates from Clubs and Ski Team	North Highlands Nordic: Lois was not present at that time to give a report. Dorian and John both noted that the club had moved out of the Victoria Community Centre, was fundraising for the new club facilities, and working hard now on landscaping for the new club building. Friends of Ellenwood Park: Chris noted that they have a small ski cabin and this may make it difficult to loan equipment in the next winter due to distancing restrictions regarding Covid 19. Halifax Nordic: John reported that the AGM will be held at the end of July. Cape Breton Nordic: Dorian reported that the club may be interested in borrowing the CCNS ski equipment for school children next season. Ski Team: John reported that the team had started training for next year, and that there was a significant portion that was now done on Zoom.	
Other Business	John attends monthly meetings with the other provincial presidents. They are looking for ideas to develop a "Clubhouse" that is useful for clubs to share information. They need a password and input from clubs to make it useful. John will approach the NS club presidents to invite them to look at it.	
Adjournment	Meeting adjourned. Next meeting scheduled for August 4, 2020.	Motion: John moved to adjourn the meeting. Seconded: Dorian

CCNS Board Meeting

August 4, 2020

Present: John Cameron, Mallory Taylor, Lorenzo Caterini, Catherine Caouette, Lois MacNeil, Dorian Hudec, Chris Bolger

Meeting held by zoom video conference

Minutes submitted by Dorian Hudec

Agenda	Discussion	Time
Approval of Agenda	See Attachment #1.	Motion: To approve the agenda as circulated, with understanding that July minutes are being approved. Moved: John Seconded: Dorian Motion carried.
Approval of Minutes from July meeting	See Attachment #2.	Motion: To approve the July minutes as circulated. Moved: John Seconded: Lois Motion carried.
Communications Report	See Attachment #3. Cathy summarized her report. There have been 500 visits to the Website. Updates are ongoing. She plans to feature historic Canada Games athletes and award winners. She reiterated that content needs to be meaningful, feature people, and promote trails.	
Coach Development Plans for 2020-21	John gave a brief report in Dave's absence. Dave was meeting with Atlantic Canada and Nordiq Canada next week. He is hoping to organize an in person Community Coach workshop, Learn to Train course, and a CANSI course (learning to instruct adults) with input from the Board.	

Budget 2020-21	Draft #2 of a CCNS budget for 2020-21 is Attached. (Attachment #4). It includes the fixed costs (salaries + reoccurring administrative costs) and ideas / proposals for spending discretionary funds. John reviewed the Budget. In summary there is a projected revenue of \$24,500, salary and administrative costs \$15,620, and remaining discretionary funds \$8880. Options for use of included grants to clubs, coach development, clubs meeting in the fall, and sleds. The Board plans to discuss and make a motion in Sept. meeting to leave the \$8880 in a discretionary fund that can be utilized after discussion in Board meetings as needs arise.	
Covid 19 Return to Sport Plan for Winter 2021	John and Mallory are planning to work on a CCNS plan that is approved by Sport NS for September so that clubs can begin promoting fall and winter programs. Potential issues for clubs were discussed, including size of rental rooms/space, cleaning of rental equipment, location in provincial park (Friends of Ellenwood Park).	
National Nordic Strategy Working Group	Nordiq Canada recently signed an MOU to explore closer collaboration with Biathlon Canada, Ski Jumping Canada and Nordic Combined Canada (see press release on page 2-3 of agenda). John is on a "membership" working group and Derek Estabrook is on the National Steering Committee. Implications for CCNS were discussed. The organization with the most potential for improved collaboration seems to be with Biathlon NS. John will reach out to Biathlon NS to establish some communication.	
Updates from Clubs and Ski Team	NHN: (Lois) Club members are busy clearing land, fundraising from an online auction and flea market for a new building for the groomer this fall. CB Nordic: (Dorian) No report Halifax Nordic: (Lorenzo) AGM is planned for next week. Friends of Ellenwood Park: (Chris) Club may not be able to open club house next season if provincial park restrictions are in place. They also have concerns about being unable to loan equipment due to their small building size and Covid 19 restrictions.	
Other Business	John reported that Melanie MacDermid has volunteered to act as Treasurer on the CCNS Board. He also reported that Sport NS is offering CPR recertification training (online and in person). Mallory will clarify details.	
Adjournment	Meeting adjourned. Next meeting planned September 2, 2020.	

CCNS Board Meeting

September 15, 2020

Present: John Cameron, Mallory Taylor, Lorenzo Caterini, Catherine Caouette, Lois MacNeil, Dorian Hudec, Chris Bolger, Kris Doyon, Daniel Murray, Melanie MacDermid, Dave Hubley Meeting held by zoom video conference

Minutes submitted by Mallory Taylor

Agenda	Discussion	Time
Approval of Agenda	See Attachment #1.	Motion: To approve the agenda as circulated, with addition of by-laws Moved: John Seconded: Chris Bolger Motion carried.
Approval of Minutes from August meeting	See Attachment #2.	Motion: To approve the August minutes as circulated. Moved: John Seconded: Lorenzo Motion carried.
Welcome + appointment to Board of Kris Doyon		Motion: To appoint Kris Doyon to Board and to serve as Treasurer Moved: John Seconded: Melanie Motion carried.

Updates (John and Mallory)	<p>CCNS COVID-19 'Return to Play Plan' for Winter 2020 (Draft for feedback to be circulated by Sept 14)</p> <ul style="list-style-type: none">- Board is currently ironing out the details to have finalized for 2020/21 season- Race wise, CCNS will propose starts of 50 on the line + organizers and volunteers, where possible or needed we will do individual starts <p>Federal COVID-19 funding for PSOs: CCNS will receive a minimum of \$2,000 + possibly more depending on how COVID-19 impacts our revenue/ expenditures. We can apply in January and / or March.</p> <ul style="list-style-type: none">- Clubs will see more of an impact, therefore CCNS will more than likely look to only receive the minimum amount of \$2000 <p>CCNS application for PSO Project Grant to purchase additional ski equipment for rental at Brunello + try-it events, schools, community groups.</p> <ul style="list-style-type: none">- Currently in the process of beginning the second phase of our 2-year project.- The goal is to build the inventory at Brunello, between 60-70 classic skis and a large number of skate skis <p>Creation of new High-Performance Plan for ski team + High Performance Committee and governance</p> <ul style="list-style-type: none">- CCNS is looking to strengthening the governance around the Ski Team. Looking to start with a HP plan.- John, Daniel and Mallory to meet later in September with Evan from CSCA in regards to starting this plan	
Communications Report (Cathy)	<ul style="list-style-type: none">- Looking to highlight trails, equipment and weather all across NS- Highway cams could also be used this year to highlight weather locations- Facebook has a feature where pages can like other pages, Cathy will look to utilize this on the marketing side	
■ Coach development plans for 2021 (Dave H.)	<ul style="list-style-type: none">- One of Nordiq Canada's goals is to work more with Atlantic Canada in developing coaches.- NS only has 1 learning facilitator in the province – Daniel Murray, we currently have an opportunity to increase the number of LF in the province.- NC is changing the coaching module – 18- month process- Dave would like an additional person aside from himself to become an LF (have a total of 3 within the province – Daniel, Dave, +)- Dave would like to develop an Atlantic coaching symposium, bring a large group of coaches together. <p>A great way to promote coaching would be through a symposium</p>	

CCNS Budget	(Attachment #4 and #5) Approve budget for 2020 fy year - \$15,620 allocated to salaries - \$10,880 allocated for discretionary projects	CCNS approve the attached budget with \$15,620 allocated for salaries and administration and \$10,880 allocated for discretionary projects Moved: John Seconded: Lorenzo Motion carried.
CCNS Grants to Clubs for 2020-21:	Each fall CCNS invites member clubs to apply to CCNS for grants from CCNS funds. We need to determine the timeline for applications for 2020 and how much funding we anticipate being available - to communicate with clubs. The CCNS policy on grants to clubs enables the board to make grants from both CCNS's annual operating budget and reserve funds (for exceptional projects). See 2019 guidelines for CCNS grants to clubs (Attachment #6) - 2020 Deadline = October 4 th clubs deem reasonable - Board to review them October 6 th	
■ Updates from Clubs and ski team	Friends of Ellenwood Park waiting to hear their rules/ regulations for this coming winter. They operate when the park is closed, this is a special agreement that they arrange with the Park. Halifax Nordic will offer skiing and grooming at parks this winter under the current covid parameters North highlands Nordic is worried about lack of instructors for this coming season under the covid parameters. Aside from that, the new building is on track	
Any other business?	Addition of By-law changes	Motion: To change by-laws as presented by joint stocks and updated by John Moved: John Seconded: Kris Motion carried.
Adjourn Meeting	Meeting adjourned 8:40pm Upcoming Meetings (Tuesdays at 7:00pm) October 6, November 3, December 8	

CCNS Board Meeting

October 6, 2020

Present: John Cameron, Melanie MacDermid, Mallory Taylor, Lorenzo Caterini, Dave Hubley, Catherine Caouette, Dorian Hudec, Daniel Murray, Lois MacNeil, Kris Doyon, Melanie MacDermid

Regrets: Chris Bolger

Minutes submitted by Dorian Hudec

Meeting held by zoom video conference

Agenda	Discussion	Time
Approval of Agenda	John requested the addition of 2 items: Discussion of Safe Sports/Responsible Coaching and Review of process for clubs to register members with Zone 4. See Attachment #1.	Motion: To approve the agenda as circulated with the addition of the 2 items listed. Moved: John Seconded: Dorian Motion carried.
Approval of Minutes from September meeting	See Attachment #2.	Motion: To approve the minutes as circulated. Moved: John Seconded: Dorian Motion carried.
Communications Update	See Communication Attachment circulated by Cathy. Cathy summarized her report. Her major focus has been on Website upgrades. She continues to work towards making it look more professional, organizing it so topics are easy to find, highlighting the clubs and their logos. She is also including a series of photos in a band along the lower border of each screen to attract attention. Focus next month will continue on Website development and increasing links to social media.	

Coach Development Update	<p>■ Coach Development update (Dave/John):</p> <p>1) CCNB is offering the Learn2Train course on Nov 14-15 (dryland) + Feb 20 -21 (on snow). This is the course for coaching youth aged 11-15. Only 1-2 coaches in NS have taken this course and no coaches in NS are certified to deliver it. The prerequisite is the Community Coaching course. Dave notes that there are some NS community coaches that are not fully certified. 2) Nordiq Canada will soon confirm the dates for the online 'Learning Facilitator' workshop to enable coaches to deliver the Community Coaching course to other coaches. Ideally, at least one person from each club will take this course.</p> <p>3) There are NS Paddler and Kayak coaches interested in attaining some level of Nordic ski coaching certification so they can help coach their athletes (approximately 40 youth) effectively for cross training. Dave reviewed the process of attaining the Introductory Community Coaching level first (online) and then being able to proceed to the Community Coaching level which would be more useful practically. A liasson may be set up with a ski coach to participate directly with the coaches for the practical aspects. Lorenzo will be in touch with the Paddling groups regarding this.</p>
Updates from Nordiq Canada	<p>1) Insurance update: https://nordiqcanada.ca/about/insurance/</p> <p>Note the three exclusions to the policy re. Sexual abuse, cyber hacking and protection of personal information, COVID-19.</p> <p>1. Sexual Abuse and Harassment will be covered on a claims-made basis and only for claims made after July 15, 2020. Any retroactive claims will be assessed under the policy in place at the time of the alleged abuse. It is essential that you have strong and documented prevention policies and practices in place. 2. Cyber Exclusion – losses due to hacking and other computer and data system exposures are excluded. It is essential that you have strict protocols over your entire system, particularly given the amount of private and confidential information some clubs and Divisions possess.</p> <p>3. Communicable Disease Exclusion – COVID-19 and other communicable diseases are excluded. It is essential that you have strong protocols in place, are able to prove that you followed your protocols, and can show that you communicated your protocols to members. Full insurance policy: https://nordiqcanada.ca/wp-content/uploads/Insurance-Manual_Updated_Oct-18-2019.pdf</p> <p>2) Nordiq Canada grants to clubs (NEW): Up to \$10,000. Deadline Nov 1. Alongside the AltaGas Ski at School Grant program announced last week we are also adding the Nordiq Canada Club Support Grant program for the upcoming season. This new initiative hopes to inject up to \$10000 in support of:</p> <ul style="list-style-type: none">- increasing active membership and club growth,- retention within SDPs and conversion to athlete development pathways, - professionalization and sustainability of coaching,- as well as club sustainability. Application to these programs can be submitted to Nordiq Canada by division or club, leaving open a broad range of options and creativity and potential impact. These options should cater to the varying realities that exist from one division to the next. Ultimately they hope to foster enthusiasm, growth and quality throughout the ski community. Please note that closing dates for applications to both programs is November 1st, 2020. People are free to call for clarifications and questions, and are encouraged to call in exploring options and possibilities. Above all they are seeking to have an impact. Questions: Ilona Gyapay, gyapay@nordiqcanada.ca

Sport NS Grant for additional youth ski equipment	<ul style="list-style-type: none">▪ Sport NS Grant for additional youth ski equipment (25 sets skis/poles + 30 pair of boots). Sport NS contribution: \$4,500 + CCNS contribution \$2,500. Expanding the fleet of equipment for try-it events + school groups will give us a full range of sizes + capacity to send ½ the fleet outside HRM while keeping ½ the fleet at Brunello for regular weekend rentals for individuals. They would be loaned out to school and community groups at no charge. We would still need to work out the cost and practicalities for transportation to other outreach centers.	Motion: CCNS will contribute \$2500.00 to the cost of purchasing a second set of introductory skis. Moved: John Seconded: Kris Motion carried.
CCNS Grants to Clubs for 2020-21	<ul style="list-style-type: none">▪ CCNS Grants to Clubs for 2020-21: Grant applications from clubs were circulated by Monday, October 5. The Board members reviewed the grant applications before the meeting. Grant applications were evaluated in the context of the CCNS grants policy (Attachment 3) and loans policy (if any club applied for a loan) (Attachment 4) and the CCNS budget (Attachment 5).▪ Blank application form (Attachment 6) was also included. The Board reviewed the 3 proposals: NHN \$5000.00 towards costs of building a groomer shelter and washroom, CBN \$800.00 towards costs of signage and tablet/square reader, HNSC \$3500.00 towards purchase of a 4wd tracked ATV to facilitate grooming. The Board noted that to approve all requests would mean borrowing \$920.00 from reserve funding. <p>The Board also discussed the issues of bias on making decisions regarding grant applications and felt that a plan for a more impartial committee may be beneficial in the future.</p>	Motion: CCNS to fund the 3 grant requests as proposed for a total of \$9300.00. Moved: John Seconded: Lois Motion carried. Motion: CCNS to strike a committee of impartial people (not belonging to the Board) to review the grants and make recommendations to the Board, to be arranged before the AGM. Moved: John Seconded: Lorenzo Motion carried.
Covid 19 Return to Sport Plan for Winter 2020-21 Revised	See attachment #7. This is the plan that CCNS and member clubs will need to follow for programs, races/events and equipment rentals/loans for winter 2020-21. A few changes were suggested with wording regarding following restrictions to respect provincial government guidelines. Daniel, Mallory and John will do small revisions.	

Updates from Clubs and Ski Team	<p>NHN: Lois reported that materials have been ordered for the construction of the groomer building and washroom. Club members are very busy with the building project and fundraising.</p> <p>CBN: Dorian reported that the club is liassing with CBRM to provide twice weekly Nordic pole walking sessions through October.</p> <p>HN: Melanie and Lorenzo noted an upcoming roller ski camp and Try It event hosted by Dave.</p> <p>Ski Team: Daniel reported that the ski team gathers 2 or 3 times a week with one practice session online. There are some group meetings in Halifax and Keppoch. Daniel continues to work on a high performance plan with John Cameron and Jennie May Roy.</p>	
Adjournment	<p>Safe Sport discussion and zone 4 registration deferred by John who is going to approach the clubs directly. Meeting Adjourned. Next meeting planned for November 3, 2020 at 07:00 pm.</p>	

CCNS Board Meeting
November 3, 2020

Present: John Cameron, Melanie MacDermid, Mallory Taylor, Lorenzo Caterini, Dave Hubley, Catherine Caouette, Dorian Hudec, Wendy Majestic, Daniel Murray, Lois MacNeil,

Regrets: Kris Doyen

Minutes submitted by Dorian Hudec

Meeting held by zoom video conference.

Agenda	Discussion	Time
Approval of Agenda	See Attachment #1	Motion: To approve the agenda as circulated. Moved: John Seconded: Dorian Motion carried.
Approval of Minutes from April meeting	See Attachment #2.	Motion: To approve the October minutes as circulated with one small change in Daniel's report. Moved: John Seconded: Melanie Motion carried.
Communications Report	See Communications report submitted by Cathy. Cathy summarized her report. October focus was on technical work done on the Trails and Conditions page of the website which is very popular. The November focus will be to amplify what the clubs are promoting. She is monitoring the number of viewers on the website as they access it through google and facebook.	
Change of Official CCNS/ Club year	· Change of Official CCNS / club year to Nov 1 – Oct 31. The official CCNS year for registration purposes is currently Oct 1 – Sept 31. This creates a challenge for some clubs to have registration systems set up before fall programs begin. Changing the year start to Nov 1 will help.	Motion: CCNS to change the Official CCNS/Club year to November 1 through October 31. Moved: John Seconded: Lorenzo Motion carried.

Covid 19 Return to Sport Plan	<p>· COVID-19 Return to Sport Plan (approved by Sport NS)</p> <p>https://crosscountryns.ca/2020/10/30/covid-19-protocols/</p> <p>The Board discussed strategies on how to communicate the plan with people who need to use it including coaches, race/event organizers, and clubs with rental equipment. Information will be posted on the website. As well, John and Mallory can be good resources for each club and will be able to help each club customize a plan that meets their needs.</p>
Winter 2020-21 Schedule	<p>See CCNB Schedule with tentative dates for CCNS events (Attachment #3) Dates specifically around NHN loppet and provincial ski races need to be further clarified. Some changes were suggested.</p>
Coach Registration and Coach Safesport Training	<p>The requirements for coaches to be covered by Nordiq Canada liability insurance are getting longer: NCCP#, Nordiq Canada coach license, club registration, coach training (e.g. ICC, CC courses), criminal record check, child abuse register check + understanding of SafeSport policies. The Board members recognized the necessity for these processes, and also the difficulty of accomplishing them. Melanie has a package she is launching with Halifax Nordic coaches, and is going to share that with the other clubs. CCNS will continue to pay for criminal record checks. Mallory needs to be contacted for this with names and emails to initiate the invitation.</p>
CCNS PSO and PRO 'Outcomes' Report to Sport NS and Recreation NS	<p>Every year CCNS must propose specific 'outcomes' that we aim to achieve as a condition for funding from Sport NS and Recreation NS. In October, Mallory and John met with both our funders to give a 6-month update. The Board reviewed what we committed to achieve by April 2021. The 4 pillars were addressed, and we are moving forward on them. These include topics of implementing responsible coaching movement, Board governance training, building relationships with municipal recreation programs, expanding the school ski program, planning for 3 try it events in the various clubs, expanding our coaching and officiating levels (CANSI, CCC, Para athletes, officials certification), and promoting excellence with the provincial ski team. These are summarized as noted below.</p> <p>PSO Outcomes (Attachment #4) – Outcomes in Column B of each Tab, 6-month updates in Column G.</p> <p>PRO Outcomes (Attachment #5) – Tab 2 (Outcomes Reporting Template). See Column B (outcomes we proposed) and Column I (6-month update)</p>
Arms-Length Committee to adjudicate grants to clubs	<p>At the October CCNS meeting we agreed to create an arms-length committee to adjudicate CCNS grants to clubs – as most CCNS board members are in a conflict of interest as members and representatives of clubs. The Board 'brainstormed' as to who should be on the committee. Possible people could be skiers in the province not directly associated with club membership, skiers from other provinces, or people from other sports programs, perhaps exchanging the service. Terms of reference need to be devised. The expectation would be that the Board would approve the recommendations made.</p>

Updates from Clubs and Ski Team	<p>Friends of Ellenwood Park: (Wendy) Ski cabin will not be open this winter. The club is participating in a hike in Ellenwood Park with the rec dept. this fall. Trails will be groomed when there is snow. The rec dept. will loan skis and snowshoes this year.</p> <p>North Highlands Nordic: (Lois) Amazing volunteers are completing the driveway, and building the foundation of the groomer building.</p> <p>Cape Breton Nordic: (Dorian) Ninety participants participated in the Nordic walking events over 5 weekends in conjunction with CBRM recreation department. They have gone to 3 different locations. More walks are planned.</p> <p>Halifax Nordic: (Lorenzo) Registration has been open for 3 days and 100 members have already signed up, and many have been registering in programs. The club is optimistic about the potential for more members this year who may be interested in skiing on the golf courses.</p> <p>Provincial Ski Team: (Daniel) A training camp was held in Halifax in October and others are planned for Keppoch November 6, and Halifax late November.</p>
Adjournment	Meeting adjourned. Next meeting scheduled for December 8, 2020. We will confirm winter dates later.

CCNS Board Meeting
December 10, 2020

Present: John Cameron, Melanie MacDermid, Mallory Taylor, Lorenzo Caterini, Dave Hubley, Catherine Caouette, Dorian Hudec, Janice Comeau, Daniel Murray, Lois MacNeil, Kris Doyon
Derek Estabrook (guest)
Minutes submitted by Dorian Hudec
Meeting held by zoom video conference.

Agenda	Discussion	Time
Approval of Agenda	See Attachment #1. One additional item added: Discussion of insurance coverage/signage as regards nonmembers skiing on various ski club trails.	Motion: Moved: Seconded
Approval of Minutes from November meeting	See Attachment #2.	Motion: Moved: Seconded:
Communications Report	See Attachment #3. Cathy summarized her work on the website for November, as trying to put out meaningful material. Her emphasis has been on directing people from facebook to the website. There is a CCNS facebook page with 430 people in it, with much interest in buy and sell. Historic photos have been popular, and the New to Ski page is helpful. Lois thanked Cathy on behalf of NHN for her hard work in the social media field.	
Presentation of Award	Derek Estabrook, Nordiq Canada president presented Lorenzo Caterini the Nordiq Canada Volunteer of the Year award, and spoke of Lorenzo's enthusiasm, persuasiveness, and hard work that has contributed to the expansion of NS skiing.	
Finance Update	Kris deferred to report until the next meeting as Hilda needed more time to assemble the report. She will be provided with future meeting dates once these are confirmed.	

Covid 19 Updates Return to Sport Plan	<p>See page 2 of agenda. Hopefully the recent restrictions in Halifax and Hants county are relaxed before January. Current limit on outdoor gatherings, training and programs is 5 people. Outside of Halifax the gathering limits remain at 50. John will share relevant information regarding Covid 19 to the clubs. NS COVID-19 Regulations: https://novascotia.ca/coronavirus/county-restrictions/?gclid=Cj0KCQiA5bz-BRDARIsABjT4njhDsmerAtBn64GEABouH6CVp8c4ChJ5PoDf0dMb1rRbvk3JvA2mEaArzIEALw_wcB</p> <p>Gathering limits in Halifax and Hants Counties (5 people) https://novascotia.ca/coronavirus/county-restrictions/halifax/</p> <p>"gathering limit for indoor and outdoor meetings and training is no more than 5 people (no matter what size the room or space)."</p> <p>Gathering limits outside of HRM (still 50 for organized sport/recreation events/programs): https://novascotia.ca/coronavirus/restrictions-and-guidance/#gatherings</p> <p>"gathering limit without social distancing for participants in organized performing arts (excluding singing and playing brass or wind instruments) and sports - participants in performing arts and sports (recreational, amateur and professional) can gather in groups of up to 50 people without social distancing for practices, competitions, games, rehearsals and artistic performances; the limit includes players, participants, officials, coaches, instructors, performers, directors, cast, crew and anyone who is required to be on or near a field of play or within a performance space.</p>
Insurance Issues related to day use by nonmembers	<p>John referred to Nordiq Canada Liability Insurance Manual page 9.</p> <p>1. Day Use by nonmembers on club owned or controlled land, such as NHN. Recreational skiers are covered as long as they are appropriately registered such as in a "sign in book". A "Ski at Your own Risk" sign must be displayed.</p> <p>2. Day Use by nonmembers on noncontrolled land (parks, golf courses). There should be a clear understanding with the owners. Appropriate signage is recommended.</p> <p>3. Nonskiing activities such as snowshoeing, running and Nordic walking would be included in insurance coverage.</p>
Winter 2020-21 Schedule	<p>See CCNB Schedule with tentative dates for CCNS events (Attachment #4) Coaching courses. There are back up dates as well. John wants to be able to post course information on the website as soon as possible. Daniel noted that Nationals are cancelled for this year. There are some virtual ski events.</p>
Coach Development Courses	<p>Community Coaching (CC) Course: HRM- January 16-17.</p> <p>CANSI Level 1 Course: HRM - Jan 23-24. 8 participants allowed at \$300/person. There may be some funding from CCNS. Instruction for classic and skate skiing for adults.</p> <p>*CC course in Cape Breton is a possibility.</p> <p>CCNS has a budget for \$1000 for coach development, and \$650 for CCC online course funding. Other possible funding sources are Sport NS and Halifax Nordic.</p>

Coach Registration and Safe Sport	<p>How are clubs doing with coach registration and SafeSport policies?</p> <p>(NCCP#, Nordiq Canada coach license, club registration, coach training (e.g. ICC courses), criminal record check, child abuse register check + understanding of SafeSport policies)</p> <p>NHN: Lois reported the club is doing well with this.</p> <p>HN: Melanie reported they are working hard to complete the various requirements and are in the range of 60 to 90 % complete.</p> <p>CBN: Dorian reported no significant action on this. The club is not offering specific programs other than some that Daniel is leading.</p>
Meeting Dates for Winter 2021	<p>Proposed dates are: January 19, February 9, March 2, and April 13, all on a Tuesday at 7:00 pm.</p>
Updates from Clubs and Ski Team	<p>NS Ski Team: (Daniel) In person training is curtailed due to the new restrictions. Online training continues. The team has a new grant to help subsidize increased instruction time which was originally planned in conjunction with NB coaches.</p> <p>CBN: (Dorian) Currently 18 members are registered. There have been 100 plus Nordic walkers out over the last 2 months on Saturday mornings. The club had purchased a tablet and square for rentals, and signage is on order as per replan with CCNS grant request. Daniel is planning to coach other athletes who want to ski in early January at CBN and also in Inverness.</p> <p>HN: (Lorenzo) Lorenzo is helping to set up a new branch of the club in Kingston area which includes approximately 100,000 people. He was approached by a local golf course. They have a new track setter they will use there.</p> <p>Friends of Ellenwood Park: (Janice) The club has received a \$500 grant from the municipality of Argyle. They may try to buy some new skis with it.</p> <p>NHN: (Lois) The groomer building project is proceeding well. Start date for the ski season is January 2, 2021. All programs are expected to run. They may plan some events in conjunction with Cape Smokey.</p>
Adjournment	<p>Meeting adjourned. Next one planned for January 19, 2021.</p>



2019 Minutes

January | February | March | April | May | August | September | October | November

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Friends of
Ellenwood
Park



CCNS Board Meeting

January 8, 2019

Present: John Cameron, Cathy Caouette, Dave Hubley, Wendy Majestic, Ron Mitchell

On Phone: Tom Steele, Kate Venas, Dorian Hudec, Daniel Murray

Absent: Lorenzo Caterini, Camille Cameron

Minutes recorded and submitted by Dorian Hudec

Agenda	Discussion	Time
Approval of Agenda	See attachment #1. Wendy Majestic from Friends of Ellenwood Park was welcomed as a nonvoting attendee.	Motion: To approve the agenda as circulated by John. Moved: John Seconded: Dorian <i>Motion carried.</i>
Approval of Minutes from December 4, 2018 meeting	See attachment #2.	Motion: To approve the minutes as submitted by Dorian Moved: John Seconded: Dave <i>Motion carried.</i>
Introduction of Cathy Caouette	John introduced Cathy Caouette as the new CCNS Communications Officer who was recently hired. She is an avid cross country skier and has much communication experience. Three candidates were interviewed.	

Coach Registration Process	<p>CCC Coach license (review list of registered coaches on Zone 4.) Most are still not registered.</p> <ul style="list-style-type: none"> ▫ Crim Rec Check: on-line system in progress ▫ Child Abuse Register Check ▫ on-line Intro to Community Coaching course + Coach Initiation in Sport <p>(CCC may be able to invoice CCNS directly for ICC course)</p> <p>John reviewed the process, and clubs were encouraged to work hard to achieve coach registration as soon as possible.</p>	
Sport NS 'Outcomes' for 2019 (deadline Feb. 15, 2019)	<p>See attachment #3</p> <p>CCNS must identify 3 priority outcomes in each of the 5 areas of the Provincial Strategy for Recreation for the period April 2019-March 2020</p> <ul style="list-style-type: none"> ▫ Please see attached spreadsheet (with 5 separate tabs) ▫ Outcomes should be based on the 'Sport Development Tool' (Attachment #3.1) <p>Sport NS requires the names, birthdates, and gender of all program participants in ski clubs, and board members.</p>	
Financial Update	<p>Ron reported that CCNS finances/bookkeeping are in transition to Sport NS Accounting Services (Hilda).</p> <p>Once complete, monthly and quarterly statements will be made available. A statement is expected to be available for the next board meeting. The ski team and the CCNS board will need to learn to use the right codes to enter information for the new system.</p>	

Revised Budget for 2018 - 19	Following the CCNS administrative restructuring in Sept. 2018 there is considerable scope (possibly \$7000) to increase spending in other budget areas, or to carry-over funds to 2019-20. There was some interest expressed to spend some funds on a roller ski intro session, support Keppoch with some instructor support in the form of an honorarium, a coaching session for Friends of Ellenwood Park. Further discussion to be had once the financial statement is updated.	
Update on Para Nordic grant from CCC	Lilla Roy and John Cameron applied for and received a grant of \$3500 for the purchase of 2 para Nordic sledges that are lighter and have better options for seating. The proposal requires a contribution from CCNS for skis for the sledges, and coach development for 'Coaching Athletes with a Disability' (AWAD). This in an on-line coaching module (\$15/45 minutes). There are also more advanced levels of coaching available. There are some participants interested in para Nordic skiing.	
CCNS Office Clean-up	CCNS needs to move out of its office in Sport NS by Jan 31, 2019. John cleaned out all the CCNS files, etc. and backed up e-files on the lap top and desktop computers. Remaining items to deal with are: laptop, desktop, bookcase/wall unit that are all shared with Canoe Kayak NS. Some "swag" items were gifted to clubs. It was suggested that the bookcase/wall unit may be sold to the next office occupier, and that clubs could/should express interest in the computers and printer and could be distributed with agreement from CKNS.	
CCNS Winter 2019 events schedule	See Attachment #4. There were minor revisions from the previous schedule with NHN Loppet Cape North, Cape Breton (now Mar 3, 2019), and Honey Pot Loppet Collingwood (now Mar 10, 2019).	

<p>Updates from Clubs and Ski Team</p>	<p>CB Nordic: Tom reported that a Try It event for ski and snow shoe was held Jan 6, 2019 with approximately 30 participants. A track was groomed a few days earlier, but suffered in the rainy weather. Ski lessons are planned to start Jan 9, 2019 weather permitting.</p> <p>NHN: Daniel reported that the ski room opened Jan 3, 2019 7 days/week with 2 paid employees. The skiing/snow conditions are very good. An open house is planned for Sun. Jan. 13, 2019. Youth programs start up in 2 weeks.</p> <p>NS Provincial Ski Team: The Canada Games Team has been named: <i>FEMALES</i> Maggie McClure (Halifax Nordic) Fiona McClure (Halifax Nordic) Caden MacLeod (North Highlands Nordic) Grace McIntyre (Halifax Nordic) Allie Martin (Halifax Nordic)</p> <p><i>MALES</i> Colin Ward (Halifax Nordic) Ogen Newcomb (Halifax Nordic) Support staff are: Daniel Murray head coach, Lilla Roy assistant coach, Tara McIntyre team manager, Kate Scallion wax technician.</p> <p>The team enjoyed a training camp in Keppoch last weekend which was a convenient option due to its location.</p> <p>Friends of Ellenwood Park: Wendy reported that there was a pre snow event in Dec. 2018 for the local grade 6 and 7 students, a planned VETS appreciation day Jan 25, 2019 with skiing and snowshoeing. There has been no significant snow yet.</p> <p>Halifax Nordic: Dave reported that Halifax Nordic has approximately 350 members. Programming is to start Jan 12, 2019 at Brunello and MacDonald's Sports park with about 100 participants. Dollar Lake was groomed last weekend and about 100 people took advantage of it. Snow making equipment is ready but they are sorting out a problem with the water meter/supply. They are hoping to be able to start very soon with snow making. They are thinking ahead to planning for the Provincial races hoping to maximize</p>	
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Communication Strategy and Priorities	<p>A ‘brainstorming session’ was held with Cathy Caouette, new CCNS Communications Officer. She introduced herself to the Board, and asked what the needs of the Clubs were. Some discussion was held regarding strategies to promote events effectively, and increasing media coverage/interest in cross country skiing. Board members were supportive of promoting loppets with the emphasis on fun and participation. There was a suggestion that more pictures could be posted. There is interest in having the Web page updated and kept current. Cathy expressed interest in contacting Board members individually to get to know them and their specific concerns. Cathy can be contacted at ccns@sportnovascotia.ca.</p>	
Adjournment	<p>Meeting adjourned, and next one scheduled Tuesday, Feb 5, 2019.</p>	<p>Motion: To adjourn the meeting. Moved: John Seconded: Dave <i>Motion carried.</i></p>



CCNS Board Meeting

February 5, 2019

Present: John Cameron, Lorenzo Caterini, Dave Hubley, Ron Mitchell, Camille Cameron, Cathy Caouette

On phone: Tom Steele, Dorian Hudec, Daniel Murray, Janice Comeau

Minutes recorded and submitted by Dorian Hudec

Agenda	Discussion	Time
Approve Agenda	See attachment #1. Janice Comeau was in attendance as a nonvoting participant representing Friends of Ellenwood Park. An additional agenda item was added: Upcoming provincial ski races.	Motion: To approve the agenda as circulated by John with the addition of upcoming provincial ski races. Moved: John Seconded: Camille <i>Motion carried.</i>
Approval of January 8, 2019 minutes	See attachment #2. There was some discussion/clarification of the reporting of dates for the NHN loppet.	Motion: To approve the minutes as submitted by Dorian. Moved: Ron Seconded: Tom <i>Motion carried.</i>

President's Update	<ul style="list-style-type: none"> • PSO Administrative Coordinator position: John submitted a letter of request for one of these positions which would cost CCNS \$5000/year for a 25% share of full time. A decision will be made by Feb. 28, 2019. If there is much competition for the positions posted we may need to do a short presentation. • CCC Coach License Registration, criminal record checks: There are 18 coaches now signed up with CCC, and more people are initiating criminal record checks. • CCC complete a national survey. They are putting forward a new vision acknowledging that the majority wanted recreation promotion prioritized over high performance activities. This philosophy will help guide budget decisions. 	
Financial Update	<p>Presented by Ron. See CCNS Treasurer Update Feb 5, 2019. <i>CCNS Transition to SNS Accounting Services</i></p> <ul style="list-style-type: none"> * Delayed to Feb 15. First SNS Financial reports March meeting * Ron (CCNS Board) and Tara (Ski Team) continue to update respective accounts and communicate w SNS for next period * Consistent GL codes established for all Revenue & Expense items. * Monthly cycle of responsibilities established <p>Expect ~ \$8,000 surplus in Salary/Benefits vs budget for 2018-19</p> <p>There was a summary of the 3 accounts presented. By March there will be a more comprehensive report presented. Ron clarified that the \$5000 loan to Halifax Nordic came out of CCNS general banking account rather than the investment fund as originally planned (as funds were available). He also asked for clarification about whether an unaudited year end financial statement was adequate. Bylaws will be reviewed regarding this.</p>	

Communications Update	<p>Cathy provided a verbal report. She has been actively using many venues of social media to reach out to the skiers of NS, including facebook (events), twitter, use of short videos, testimonials and photo albums. She notes a 60% engagement rate of cross country skiers indicating a very captive audience. Cathy plans to focus on content development, and wants to finalize a communications strategy that would be a working document. The Board discussed how to best manage the website which is currently with Rogers Communication. This has proved challenging to keep it up to date. The potential benefits of moving the management of the website to in house so that our communications officer could complete regular updates was discussed. Cathy has checked out the site wordpress.com and recommended it. The Board was in agreement. The Board also discussed whether it would be beneficial for clubs to put up a CCNS banner when they put on events to help increase awareness to the general skiing public of the presence of CCNS. Some felt that many people had no knowledge of CCNS or the benefits that the clubs get (particularly regarding insurance).</p>	<p>Motion: Cathy Caouette to move the management of the website from Rogers Communication to wordpress.com. Moved: John Seconded: Camille <i>Motion carried.</i></p>
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<p>Sport NS “Outcomes” for 2019 (deadline Feb 15, 2019)</p>	<ul style="list-style-type: none"> ▪ Sport NS ‘Outcomes’ for 2019 (deadline Feb 15) (Attachment #3) <ul style="list-style-type: none"> ▫ CCNS must identify 3-5 priority outcomes in each of 4 areas of the Sport Development Tool for the period April 2019-March 2020. See instructions on ‘Profile Tab’ of Attachment #3. ▫ John drafted possible Outcomes. ▫ The 4 areas are: Organizational Effectiveness, Participation, Coaching and Officiating, Excellence (i.e. High Performance / ski team) ▫ The Outcomes should be based on the ‘Sport Development Tool’ scores. Ideally, we should propose outcomes that would address weak scores in the SDT. (Attachment #3.1). Sport Nova Scotia also expects that PSO project funding applications will be based on outcomes identified in this document. The Board reviewed the draft put forward by John and made a few suggestions. Many board members felt they would like to study it further and submit comments to John prior to the Feb 15, 2019 deadline. 	
<p>New Expenditures for 2018-19</p>	<p>Deferred to March 2019 meeting due to time constraints.</p> <ul style="list-style-type: none"> ▪ New Expenditures for 2018-19. Following the CCNS administrative restructuring in September 2018 there is considerable scope to increase spending in other budget areas, and to still carry-over funds to 2019-20 (see attached spreadsheet). New areas of spending include and could include: <ul style="list-style-type: none"> -communications officer position, -payment for criminal record checks, -payment for CCC ICC on-line module, -subsidies for Try-it events / special events (see next Agenda item) -carry forward funds to 2019-2020 for: coach development (course delivery + travel), Officials Level 2 training, Ski Patrol Training, capital grants to clubs. 	

Application form (RFP) for Nordic Event Funding	See attachment #4. To be circulated to clubs so they can apply for further funding this season if it is submitted by Feb. 14, 2019.	
Updates from Clubs and Ski Team	<p>NS Provincial Ski Team: Daniel reported that the ski team recently skied in the Eastern Canadian Championships in Duntroon, Ontario. Eleven athletes competed including 3 that skied as part of their university teams. The team did well. Some highlights:</p> <p>Colin Ward (Senior Men)</p> <ul style="list-style-type: none"> • 17th- Individual Classic • 16th fastest skate time- Pursuit <p>· Maggie McClure (Senior Women):</p> <ul style="list-style-type: none"> • 14th- Sprint • 7th overall in the pursuit- Individual Classic <p>· Ogen Newcomb (Junior Boys)</p> <ul style="list-style-type: none"> * 17th fastest skate time- Pursuit <p>· Milo Sircom-Brown</p> <ul style="list-style-type: none"> • 7th- Individual Classic • 9th- Pursuit Overall <p>· Caden MacLeod (Juvenile Girls)</p> <ul style="list-style-type: none"> • 13th- Pursuit (8th fastest time of the day) <p>· Cohen Brown (2005 Age Group- Midget Boys)</p> <ul style="list-style-type: none"> • Bronze- Individual Classic • Silver x2- Prologue & Pursuit <p>Friends of Ellenwood Park: Janice reported that they have been able to ski only one day due to lack of snow. The club has been hosting community and school groups on hikes.</p> <p><i>Other clubs did not report due to time constraints.</i></p>	

Provincial Ski Race	Lorenzo reported that Halifax Nordic was going to be unable to host provincial ski races the Feb. 9-10, 2019 weekend as planned due to a lack of snow in the Halifax area, or Antigonish area. The Board discussed options of other weekends and other areas in the province, however found obstacles due in part to the busy schedule of the ski team this year with Canada Games looming. A decision was made to cancel provincial ski races for this year. Further discussion was seen as important for other years for planning for default location and weekends should there be ongoing snow issues.	
Adjourn Meeting	Meeting was adjourned. Next meeting planned for Mar. 5, 2019 at 7:00 pm.	<p>Motion: To adjourn the meeting.</p> <p>Moved: John</p> <p>Seconded: Ron</p> <p><i>Motion carried.</i></p>



CCNS BOARD MEETING

March 5, 2019

Present: John Cameron, Camille Cameron, Cathy Caouette, Ron Mitchell,

On Phone: Dorian Hudec, Tom Steele, Daniel Murray, Dave Hubley, Sharon Sullivan

Minutes recorded and submitted by Dorian Hudec

Agenda	Discussion	Time
Approval of Agenda	See Attachment #1	<p>Motion: To approve the agenda as circulated by John.</p> <p>Moved: John</p> <p>Seconded: Camille</p> <p><i>Motion carried.</i></p>
Approval of minutes from February meeting	See Attachment #2	<p>Motion: To approve the February 5, 2019 minutes as submitted by Dorian</p> <p>Moved: John</p> <p>Seconded: Ron</p> <p><i>Motion carried.</i></p>
Financial Update	<p>Ron provided a financial report. See attachments Cross Country Skiing Nova Scotia Income Statement 04/01/2018 to 01/31/2019 and Cross Country Skiing Nova Scotia Balance Sheet as of 01/31/2019, both circulated before the meeting. The board members reviewed and discussed the entries; clarifying deferred revenue, accrued liabilities, and accounts receivable. Liabilities and Equity total \$95,546.40. John noted that there is money left over from a TRY IT grant that could still go to the clubs.</p>	<p>Motion: To accept the Balance Sheet and Income Statement as presented by Ron.</p> <p>Moved: Ron</p> <p>Seconded: Camille</p> <p><i>Motion carried.</i></p>

Communications Update	Cathy circulated a summary of facebook interactions over 7 and 28 days. She noted a very high level of engagement and increasing numbers of people joining the facebook group over the past week. She encouraged clubs to record and post videos as a means to attract attention. She would like to move forward with promoting information sharing amongst the clubs.	
Bylaws Update	Camille reported that she has reviewed the entire Bylaws. She met recently with John to discuss amendments. Most changes suggested are around the nominations process. She will incorporate the changes into a final draft to be circulated to the Board (with attention directed to the major amendments). The goal is to have the Bylaws approved at the AGM.	
Nominations for Support4Sport Awards and CCNS Awards	<p>Deadline to submit S4S Nominations to Sport NS: April 11.</p> <p>Deadline for Clubs to submit nominations to CCNS: March 28.</p> <p>CCNS to decide on which nominations to forward to Sport NS: April 2. John noted that there are now junior and senior athlete of the year awards which is a change.</p> <p>Nomination forms have been sent to club presidents.</p> <p>Attachment #4: 2019 Nomination Form</p> <p>Attachment #5: 2018 Award Winner</p> <p>The Board will decide on the recipient of the Bryan Scallion award at the next meeting. It is usually awarded to the fastest provincial skier determined at the provincial ski races which were cancelled this year.</p>	

AGM Planning	<ol style="list-style-type: none">1) AGM needs to be before the end of June, 2019. The board members will choose a date at the next meeting, probably in May or early June. The location will be Halifax. Board members are encouraged to participate in person (CCNS will cover travel costs), but teleconference is also an option.2) Board members need to provide notice if they plan to continue or step down after their 2 year commitment. We also need to think of recruiting for new board members, and putting forward suggestions.3) Process for Bylaw change.	
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<p>Updates from clubs and Ski Team</p>	<p><i>Provincial team (Daniel):</i> A team of 7 (2 males, 5 females) attended the Canada games in Red Deer. Two juvenile girls placed in the top 20, Maggie achieved an 11th place in the sprint. Overall the team performed well, and the athletes enjoyed the experience.</p> <p><i>North Highlands Nordic (Daniel):</i> The ski room has been open daily, and programs are running. The loppet was attended by 22 people (a smaller number than was hoped for, but possibly contributed by an absent ski team/families and a dodgy weather forecast.) Snow conditions and grooming have been excellent.</p> <p><i>Cape Breton Nordic (Tom):</i> The planned loppet was cancelled due to a lack of snow. With the new snow now, lessons are expected to run tomorrow. The board is going to try to organize more Pop Up events. A Try It event for skiing and snowshoeing is planned for this Saturday. Dorian reported that she and Ike Whitehead volunteered for the Becoming An Outdoor Woman event at the Gaelic college Feb 15 -17 teaching basic lessons on two days.</p> <p><i>Halifax Nordic (Dave):</i> Overall there has been a scarcity of snow. Snowmaking is running at Brunello. There is a 400 meter trail, and they are hoping to be able to expand it. Four volunteers went to Keppoch to provide ski lessons to St. FX students on the previous weekend.</p> <p><i>Friends of Ellenwood Park (Sharon):</i> There was snow for 2 weekends. Forty four pairs of skis were loaned out, 22 to new skiers. The club hosted the grade 4 students, and will host the Yarmouth home school on Mar 20th. They have received a Community Wellness Fund grant related to accessibility in the park. They plan to focus on getting seniors out to the park in the fall.</p>	
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In Camera (Board only)	<p><i>Renewal of Communications Officer Contract</i></p> <p>Cathy left the room. The current contract for the CCNS Communications officer position is up on April 7, 2019. The Board discussed pros and cons of renewing the contract, and considered the financial issues around that. Finances supported the ability to cover the position. With revenue of \$21,500, and \$5000 going to SNS for the Admin Coordinator, there was money left over to cover the expected expenses of \$7500. Suggestions for off season work included: developing a “media kit”, Web page development (transferring to wordpress), media training for the clubs, maintaining facebook engagement with stories of skiers’ activities in the off season. The Board was pleased with the increased media exposure and information sharing. The Board voted to renew the contract.</p>	<p>Motion: To renew the Communications Officer position for the 2019 fiscal year at the same rate of pay and hours (25 hours/month) with Cathy Caouette in the position.</p> <p>Moved: John</p> <p>Seconded: Camille</p> <p><i>Motion carried.</i></p>
Adjournment	Meeting was adjourned. Next meeting Tuesday April 2, 2019.	



CCNS Board Meeting April 2, 2019

Present: John Cameron, Camille Cameron, Cathy Caouette, Ron Mitchell, Dave Hubley, Mallory Taylor

On phone: Dorian Hudec, Daniel Murray, Tom Steele, Chris Bolger

Minutes submitted by Dorian Hudec

Agenda	Discussion	Time
Approve Agenda	See Attachment #1. John requested that we include a discussion regarding a request for funding from Daniel to support attendance at a high performance workshop.	Motion: To approve the agenda as circulated with the additional agenda item regarding funding. Moved: John Seconded: Camille <i>Motion carried.</i>
Approve Minutes from March meeting	See Attachment #2	Motion: To approve the March minutes as circulated by John. Moved: John Seconded: Camille <i>Motion carried.</i>

CCC's new brand and mission	<p>There was a 30 minute discussion/slide presentation with Megan Begley (Director of Operations and Strategic Development for Nordiq Canada). Megan talked about the need to rebrand once the strategic plan was devised in 2016. CCC received money from the Canadian Olympic Committee for this purpose. The strategic plan was based on a survey complete by a diverse group of 1000 skiers. Five strategic goals were outlined: Aspiring to greatness, We're all in, The nation's love affair, Internationally recognized, and Here for the long term. The key points highlighted were freedom, accessibility, tranquility, fun, lifelong fitness, and achievement. Megan explained the reasoning behind the new name Nordiq Canada. The previous name was used inconsistently and in various forms. The new one is short, more clear, English/French friendly, and notable with the newly formed work nordiq with a "q". There is also a new logo, and an overall goal to get more Canadians on skinny skis.</p>	
PSO Administrative Coordinator Position	<p>Mallory Taylor is the new PSO Coordinator supporting CCNS, squash NS, and Taekwondo as of April 1, 2019. John introduced Mallory to the Board. She reports being a sports enthusiast, a competitive soccer player, and a recent graduate with a Masters degree in Sports and Recreation Administration. There was some discussion as to what Mallory's roles could include. Some areas suggested were policy development, helping with the responsible coaching movement, grant writing, officials development, data management, helping with financial management, and supporting clubs with information regarding grants. Mallory is assuming the role of day to day email correspondence, and Cathy will continue with her media focused work. It was recognized by the Board that Mallory will need some direction.</p>	
Financial Update	<p>Ron reported that there was no update. A year end financial report is being prepared for the upcoming AGM.</p>	

Communications Update	See Attachment #3. The Board reviewed the summary that Cathy prepared. Cathy noted that 60 hours of video was watched in March alone. Several people sent pictures and videos to her from loppets, Try it events, and the National ski races. She compiled them and shared. She wishes to continue liaising with the clubs.	
Bylaws Update	See Attachments #4, #5. The board members were encouraged to read the draft of the proposed new bylaws in the next 2 weeks and note the flagged changes compiled by Camille. Members can send any comments or questions to Camille or John. The Board members expressed gratitude to Camille for all her work on this project.	
Nominations for Support4Sport Awards and CCNS Awards	See Attachment #6. The nominees from the clubs were 1. Coach of the year: Lilla Roy (CB Nordic and provincial ski team); 2. Corporate sponsor of the year: Seaview Golf and Country (CB Nordic); 3. Volunteer of the year Rosemary Algar (NHN), and Peter Durham (CB Nordic); and the Freda Wales Memorial Award Rosemary Algar. The Board voted on the Volunteer of the year and chose Rosemary Algar (4 out of 7 votes in favor). The others were acclaimed.	<p>Motion: To nominate Rosemary Algar for volunteer of the year, Lilla Roy for Coach of the year, Seaview golf and country for corporate sponsor of the year, and Rosemary Algar for the Freda Wales Memorial Award.</p> <p>Moved: John</p> <p>Seconded: Tom</p> <p><i>Motion carried.</i></p>

AGM Planning	<p>According to the bylaws the AGM needs to occur before June 30, 2019. John will send out a poll that members can complete. We are looking at Sat afternoon or Sunday morning in May or early June. John reported that Tom plans to resign from the Board, and that we should look at recruiting one to three new members. Once the date for the AGM is chosen John will communicate this to the clubs. Board members and other club members are encouraged to attend the meeting.</p>	
Updates from Clubs and Ski Team	<p>Not discussed due to lack of time, although it was noted that there had been much sharing of information through the social media.</p>	
Funding allocation towards coaching	<p>Daniel left the meeting so the Board could discuss his request for funding to attend a High Performance coaching workshop in Canmore in May 2019. Projected cost for flights, accommodations, and meals was \$2000. The Board members discussed this and were in support. Daniel was also going to approach Sport NS. Dave also requested support of \$100 to pay for his attendance at the Atlantic Coaching Symposium which he is registered for .</p>	<p>Motion: CCNS to commit to cover Daniel's legitimate travel costs for attendance at the High Performance Coaching workshop in Canmore (thought to be approximately \$2000). Moved: John Seconded: Camille <i>Motion carried.</i> Motion: CCNS to fund Dave \$100 for registration at the Atlantic Coaching Symposium. Moved: John Seconded: Ron <i>Motion carried.</i></p>

Adjournment	Meeting adjourned and next one planned for May 7, 2019 at 7 pm	
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CCNS Board Meeting
May 26, 2019
Sport Nova Scotia Building (Halifax)

Present: John Cameron, Camille Cameron, Dorian Hudec, Dave Hubley, Catherine Caouette, Mallory Taylor, Linda Murray, Ken Murray
 Minutes submitted by Dorian Hudec

Agenda	Discussion	Time
Election of Officers	Dorian agreed to continue as secretary, and Ron to continue as treasurer. An election was held for the vice president position.	Motion: To appoint Camille as vice president of the CCNS Board. Moved: John Seconded: Dave <i>Motion carried.</i>
General Business	The Board plans to develop an annual plan for the upcoming season at the next board meeting. As a Board we will review finances. The \$5000 loan that is being paid back by Halifax Nordic will be going into savings at this time. The Board will initiate a plan for the “Gathering of the Clubs”.	
Meeting Dates	There will be no meeting planned for the month of June. Otherwise Board members were in agreement to continue meeting on the second Tuesday of each month at 7 pm. There were some members who may have conflicts with this over the summer. John will plan to send out a notification of meeting before and members can confirm whether they can attend. Meeting dates may be adjusted if necessary.	

Adjournment	John adjourned the first board meeting. Next one is scheduled for July 9, 2019.	
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CCNS Board Meeting August 6, 2019

Present: John Cameron, Camille Cameron, Dave Hubley, Mallory Taylor
On Phone: Dorian Hudec, Chris Bolger, Cathy Caouette, Ron Mitchell
Minutes submitted by Dorian Hudec

Agenda	Discussion	Time
Approve Agenda	See attachment #1	Motion: To approve the agenda as circulated by John. Moved: John Seconded: Dorian <i>Motion carried.</i>
Approve Minutes from May 26, 2019 meeting	See attachment #2. Dorian had already sent a correction to John regarding the tentative meeting schedule to occur on the first Tuesday of the month, not the second.	Motion: To approve the minutes as circulated with the change noted. Moved: John Seconded: Camille <i>Motion carried.</i>

Proposed Budget for 2019	See attachment #3. John presented the budget. The Board reviewed the details and asked and received clarification of some entries. The Board was uncertain as to the likely cost of the fall meeting for the clubs as it is not yet planned in any detail. Ron commented that the Board was in a good financial position. It was noted that we have approximately \$5000.00 surplus in our operating budget, money that can be used for the clubs. An application deadline of Sept 30 th was suggested for grant requests from CCNS by the clubs so the Board could review them for the Oct. 2, 2019 meeting.	Motion: To approve the budget as presented. Moved: John Seconded: Dave <i>Motion carried.</i>
2019-20 Outcomes Document: 6 month progress	See attachment #4. Mallory summarized the document noting it was important to review and check progress on the stated goals. Overall we are doing well. The area that needs the most ongoing concentration of efforts is Coaching and Officiating.	
Communications Update	See Cathy's Attachment. Cathy continues to work on the Website. It will be ready soon. She would like the board members to go through the Website and give feedback. It should be a dynamic site.	
Concussion Policy	See attachment #5. John and Mallory presented a draft that they worked on together amalgamating the best of Ont., AB, BC, Soccer Canada and Nordiq Canada, who have developed policies already. It is meant to be comprehensive and user friendly. Dorian reviewed it and commented that it looked like a document appropriate and potentially useful to the average person(skier) in determining if someone may have a concussion.	Motion: To approve the Concussion Policy draft as presented by John and Mallory. Moved: John Seconded: Dorian <i>Motion carried.</i>

<p>Highlights and Action Items from Nordiq Canada AGM (June 13-15)</p>	<p>Mallory and John attended the Nordiq Canada AGM in Quebec in June. The Sexual Harassment policy remains an important focus. There was a new policy approved at the AGM. Other organizations continue to make changes in their own policies. It was suggested that the Board should become familiar with the current one so that they can be prepared to adopt it or respond to suggested changes as may occur in the next few months. As well John noted that Derek Estabrook has been elected to the NC board, and may attend occasional CCNS meetings to help keep us informed of activity at the national level. John also mentioned that there is a movement abroad to pay young coaches as a recruitment strategy for younger skiers who look up to them as role models. Payment is usually in the minimum wage range.</p>	
<p>Recruiting New Board Members</p>	<p>John has a few ideas of people who may be of interest as potential Board members. It would be beneficial to attract someone from the Halifax area and Cape Breton. As well, we could look to people out of these areas to potentially create new clubs. John plans to send suggestions to the board members.</p>	
<p>Fall meeting of Ski Clubs</p>	<p>The membership expressed interest at the AGM in having a meeting in the fall for clubs to network and share ideas for recruiting skiers, and promoting skiing as a sport and recreational activity. Clubs around the province have different obstacles and also successes in their region that they would like to share. The Board has budgeted funds for a meeting with the hope that there would be a handful of interested club members to attend. The meeting may be in Truro in the month of October or November. Agenda needs to be determined. A facilitator may be advantageous. Further planning and discussion is planned for the next meeting. John will send out a doodle poll to club presidents asking for suggestions for the agenda.</p>	

Grant Opportunities	See attachment #6. Mallory reminded the Board that there are many grants available, as noted in the circulated information. There is a link for all of them. There is lots of opportunity for funding with many different deadlines. Of note there is an MEC grant that people may not be familiar with. Mallory is a good resource person to help clubs applying for grants.	
New Ideas	John shared some ideas and information. He suggested that CCNS stickers could be made to promote the new Website. As well, promotional material (flyers) could be made and attached to every new pair of skis sold in the province by approaching ski shops. This could be at a very low cost. Halifax Nordic member Deidre Evans is working to set up a small rental system (? fleet of 30 skis) at Brunnelo.	
Updates from Clubs	<p>Cape Breton Nordic: Dorian reported that there has been no recent meeting, however there are thoughts around grant application for ski member and/or CBU student trip funding to NHN in the winter as a day trip.</p> <p>Friends of Ellenwood Park: Chris reported that the club is getting ready to host marginalized adults in the park for 4 Wednesdays in the fall for a picnic and to promote outdoor enjoyment.</p> <p>Halifax Nordic: They are working towards getting a trial ski loan/rental system set up.</p> <p>No report today from NHN or the provincial ski team.</p>	
Adjournment	John adjourned the first board meeting. Next one is scheduled for September 3, 2019.	



CCNS Board Meeting Minutes September 3, 2019

Present: John Cameron, Cathy Caouette, Lorenzo Caterini, Mallory Taylor

On Phone: Sharon Sullivan, Ron Mitchell, Daniel Murray

Minutes submitted by: Mallory Taylor

Agenda	Discussion	Time
Approve Agenda	See attachment #1 Ron Added that we touch on the RBC bank account	Motion: To approve the agenda. Moved: John Seconded: Ron <i>Motion carried.</i>
Approve Minutes from August 6, 2019 meeting	Attachment #2 Important notes from last meeting: - Club grants to take advantage of - Mallory to send concussion policy to Daniel and Dave - Fall meeting of Ski Clubs	Motion: To approve the minutes as circulated with the change noted. Moved: John Seconded: Ron <i>Motion carried.</i>
RBC Bank Account	Ron update on Banking: We have moved from mutual fund 3 rd party investment account to a regular investment account It has increased 4.5% in 12 months	
Funding Opportunities for CCNS member clubs	Attachment #3	

Website re-launch	<ol style="list-style-type: none"> 1. Content – as much that is practical 2. Practical – design is basic, allowing for easy access <p>Phase 2 – next draft</p> <ol style="list-style-type: none"> 1. Info graphic – lessens all the reading and less context heavy <p>Cathy's Report</p> <ol style="list-style-type: none"> 1. Summary of clubs 2. Links to various sources 3. Library section – document center 4. Links page – broad range on subjects <p>Cathy feels there are cropping issues that she would like to touch up</p> <p>Would like to meet with clubs to know what their wish list is coming up and she can adapt the website</p>	
Coach and Officials Training	<p>Officials training online is free and user friendly, you just need to commit your time.</p> <p>Coaching in NS: Needed items</p> <ol style="list-style-type: none"> 1. Intro to community coaching will be paid for by CCNS 2. Criminal record check 3. Child abuse registry (they need to mail this back to us) 4. Coaching license <p>How to get someone to by in:</p> <p>Dave Hubley organized a coaches meeting last year to try and help boost the number of coaches</p> <p>List of coaches of who has completed the above 4 tasks</p>	

Updates	<p>North Highlands Nordic: Quit time of year. Grants will look to go towards maintenance.</p> <p>Cape Breton Nordic:</p> <p>Halifax Nordic: Looking to buy longer hoses to create a bigger ski area (\$6000-\$7000). Would also like to add lights and offer weeknight lessons (women, men, kids, etc) -\$7500 to \$10,000 (lights). Dierdre, John and Mallory, are looking to expand</p> <p>Friends of Ellenwood Park: Wellness grant = 4 Wednesday's planned to have seniors out to the park for a picnic lunch and activities.</p> <p>NS Ski Team: This past summer had a camp in Wolfville. Purposed fundraising/promotion event – ski team puts in “x amount” of km to for a donation (first Sunday in October)</p>	
Grants and loan policy	<p>Attachment #4-6: Review and discuss grants and loan form.</p> <p>There is a cap of \$5000 to any one club (can be split up amongst all clubs)</p>	
Pending Initiatives and Actions	<p>Organize Fall meeting of ski club</p> <p>Recruit new CCNS Board members</p> <p>Coach and Officials Training</p> <p>Launch new CCNS Website</p> <p>Create CCNS promo material</p> <p>Responsible coaching movement – Sexual Harassments Policies</p> <p>Ski Team Fundraising</p>	
Adjourn Meeting	<p>John adjourned. Next meeting is scheduled for Tuesday October 1st.</p>	



**CCNS Board Meeting
October 1, 2019**

Present: John Cameron, Derek Estabrook, Lorenzo Caterini
On Phone: Dorian Hudec, Dave Hubley, Cathy Caoutte, Chris
Regrets: Daniel Murray, Camille Cameron, Mallory Taylor
 Minutes submitted by Dorian Hudec

Agenda	Discussion	Time
Approve Agenda	See attachment #1	Motion: To approve the agenda as circulated. Moved: John Seconded: Lorenzo <i>Motion carried.</i>
Approve minutes from Sept. 3, 2019 meeting	See attachment #2. John reported making a few minor changes in spelling.	Motion: To approve the minutes with corrections made by John. Moved: John Seconded: Dorian <i>Motion carried.</i>

Derek Estabrook	Derek has been a Nordiq Canada board member for 3 months. He shared some of his observations with the CCNS board. Atlantic Canada tends to be underrepresented in cross country skiing. The key priorities for Nordiq Canada at present are: emphasis on growing the grass roots and promoting the recreational aspect of cross country skiing, safe sport, promoting “Commit to Kids” online course, launching the new brand “Nordiq Canada”, and targeting to get athletes on the podium for 2026. The new website will be launched this fall and the old Cross Country website will disappear. Derek invited the board members and the ski community to reach out to him if they had any specific concerns.	
Finance Update	Deferred. Ron not in attendance.	
Communications Update	See Communications attachment circulated before the meeting by Cathy. Cathy summarized her report. The website is to be launched next week. Last week was National Coaches Week and Cathy created 8 videos that were shown on facebook. There continues to be a high level of engagement in NS. She is going to make a calendar for the website. John thanked Cathy for her work.	

<p>CCNS Grant Allocations to Clubs</p>	<p>Grants Policy (attachment #3) was reviewed with the Board. Grant requests came from 3 clubs. The Board decided that Lorenzo would not vote as he is president of Halifax Nordic who submitted a grant proposal and that Dorian would not vote as she is married to the president of Cape Breton Nordic who submitted a grant proposal. Other voting members of the Board not in attendance today (Camille and Ron) would be allowed to vote by proxy. All people at the meeting participated in the discussion.</p> <p>Halifax Nordic: See attachment #4. \$5000.00 grant request to help cover the cost of 3 permanent lights and 4 lengths of hose to help extend the reach of the snow guns to make a bigger ski area (400 meter loop). The Board felt that the request met the criteria of the grant. It should help promote growth of the club and participation with the potential for local skiers to ski at night safely, and attract coaches and participants in ski lessons during weekday nights that were otherwise busy on the weekend. There was some discussion as to the rate of growth, and whether it would be better to expand more slowly only doing one of the 2 projects this year and spreading the costs. Overall the Board members present felt that the time was ripe now to expand so the 450 members could benefit sooner than later.</p> <p>North Highlands Nordic: Request for \$4000.00 to fund their youth programs this season. The Board looked at the budget statements and noted that many of the costs were operational, and that there was confusion as to the real costs of the youth programs. The Board noted that this project would not help grow the activity of cross country skiing but rather help maintain the status quo. In a small community with a shrinking population this may be an acceptable goal. The Board could not support the grant request as submitted. John was going to contact Linda to suggest she redo the application and apply for another grant.</p> <p>Cape Breton Nordic: Request for \$1200.00 to help fund a local lesson followed by a trip to NHN for a ski</p>	<p>Motion: CCNS to fund Halifax Nordic \$5000.00 as requested in their grant proposal for lights and hoses.</p> <p>Moved: John</p> <p>Seconded: Chris</p> <p>3 voted yes, 2 nonvoters</p>
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Snow Sports Canada Liability Insurance	See attachment #5. Some of the key points were summarized. CCNS is supposed to sanction/ know when events are happening. Participants need to sign a consent form for a race or event. This could be on paper or on zone 4. Casual one day skiers (nonmembers) need to sign a register. This is regularly done at NHN.	
Fall meeting of the Ski Clubs	John encouraged Board members, and Club members interested in attending a meeting in the Truro area (possibly Wentworth hostel if available) to fill out the doodle poll as soon as possible. We are planning for a November or first weekend of December meeting. People are invited to submit agenda items.	
Adjournment	The meeting was running overtime so agenda items including coach recruitment and training, Club and Ski team updates, and other pending initiatives were tabled. Next meeting planned for November 5, 2019.	Motion: To adjourn the meeting. Moved: John Seconded: Lorenzo <i>Motion carried.</i>



CCNS Board Meeting
November 5, 2019

Present: John Cameron, Cathy Caoutte, Dave Hubley, Lorenzo Caterini

On phone: Dorian Hudec, Mallory Taylor, Wendy Majestic

Regrets: Camille Cameron, Ron Mitchell

Agenda	Discussion	Time
Approve Agenda	See attachment #1.	Motion: To approve the agenda as presented. Moved: Dave Seconded: Lorenzo <i>Motion carried.</i>
Approve Minutes from October 1 meeting	See attachment #2. John had added Chris Bolger's last name and made one other small change. He noted that Ron and Camille had voted on the grant requests.	Motion: To approve the minutes as changed by John. Moved: John Seconded: Dave <i>Motion carried.</i>
Finance Update	A report is available; however Ron was not in attendance to present it. The plan is for Ron to explain it to Mallory and John.	

Communications Update	See Cathy's attachment. The website is live now. It is meant to be a work in progress. Focus right now is a Ski team fund raising event Rollerthon where parents are reaching out to the ski community online for donations. As well, people will have the opportunity to see and try rollerskiing this weekend. Cathy is going to make contact with the clubs to see if she can assist with communication needs.	
Meeting time for winter 2020	John is unavailable on Tuesdays before 7:45. He will set up a doodle poll to choose another meeting day and time, and circulate it to the Board. A new board member, Melanie MacDermid, will be joining the Board. She is the registrar for Halifax Nordic and is very involved with the ski community.	
CCNS Grant Allocations to Clubs: Response from Cape Breton Nordic	See attachment #3.1 and #3.2 and letter. CBN asked that CCNS reconsider the decision to respond to its \$1200 grant request with an in-kind contribution of \$1200 of trail passes for NHN. John H asked for the cheque to be sent to CBN not NHN.	Motion: To reallocate the funds (\$1200) to CBN rather than NHN. Moved: John Seconded: Wendy <i>Motion carried.</i> <i>Dorian abstained.</i>
Meeting of Ski Clubs – November 30 – December 1	The Board discussed whether there was enough interest in a meeting for the clubs. It is primarily the Board members and a few others currently that have indicated interest. Wentworth Hostel is available. John will make contact again with a few club people and then will confirm with the Board so we can make a decision whether to proceed with the meeting and make plans. We are asked to hold the dates free for now.	

Annual CCNS membership term	Nordiq Canada now requires that all divisions have an annual term for membership with a clear start and end date (for insurance purposes). We need to identify start and end dates for CCNS membership. There was suggestion of October 1 to September 30 so rollerski activities in the fall would be included. John was going to check with Linda to see if this would work for them.	
Harassment Policy	As part of its funding agreement with the Federal Ministry of Sport, NC also requires that all divisions have a harassment policy or agree to operate by the NC harassment policy. The NC policy is attached with proposed changes to adapt for CCNS (Attachment #4). The policy also applies to clubs as a requirement for membership. This policy represents a major change in the practices required to prevent and respond to sexual and other forms of harassment. The Board discussed the pros and cons of using the NC policy (revised for CCNS by John). We liked that there was already a third party available that a complainant could use readily. Concern arose as it was recognized that clubs could not afford a prolonged costly court challenge or investigation. The NC policy has costs going back to the level of the complaint. As well Sport NS as of yet has no Harassment Policy. The interim solution agreed upon was to use the NC policy revised for now so that the costs cannot be billed to the clubs but rather to CCNS. As well, the clubs will be strongly encouraged to comply with the policy.	
Commit to Kids Training	There is an on-line course (2.5 hours) at a cost of \$12. CCNS can cover the costs. It would be ideal if 2 Board members (John and Dave volunteered) would complete, as well as lead coaches in clubs and ski team coaches. Board members are asked to share this with their respective clubs. It is hoped that every club has a board member that will complete it and share with their members. This is seen as a helpful tool in preventing harassment.	

Snow Sports Canada Liability Insurance – Next steps	<p>Directors and Operators Insurance (for CCNS Board)</p> <ul style="list-style-type: none"> ▪ ‘Informed Consent and Assumption of Risk Agreement’ for all Zone4 + paper registrations (Mallory to adapt from Nordiq Canada form and share with clubs) ▪ CCNS Registration / sanctioning: date, location, details, tech advisor ▪ Policy and process for races and loppets: Informed consent form required (\$) ▪ Policy and process for try-it events: Informed consent form required (no \$) ▪ Policy and process for equipment rentals: informed consent form ▪ Policy and process for XC trail users who are not club members: a) name + date in registration book (no informed consent form) + b) trespassing signs (page 8) <p>(Attachment #5) + Highlights document. John has sent this to the clubs directly. Mallory is going to adapt a consent form.</p>	
2020 Calendar of CCNS Events	See attachment #6. This will be attached to the website. Daniel will be adding more events, and clubs are encouraged to as well. This will be circulated again.	
Coach Recruitment, training and registration	<p>John will be communicating with the clubs.</p> <ul style="list-style-type: none"> ▪ Nordiq Canada coach registration (free, 3-5 min + insurance requirement) ▪ Criminal Record Checks (Mallory to manage MyBackCheck.com) ▪ Child Abuse Registry Check ▪ Intro to Community Coaching (ICC) course (on-line) for new coaches (\$65, 4-5 hours. CCNS will reimburse all new coaches for cost of course). ▪ Nordiq Canada - Benefits of coaching (see attachment #7) 	

Update on Para-Nordic Sleds and Training for Coaching Athletes with a disability	The 2 Para-Nordic sleds (funded by an NC grant) will be delivered in November. Next steps are to add skis + bindings and to recruit a few coaches willing to support Athletes With A Disability and to take the on-line AWAD module (and possibly other AWAD Coach training). The on-line module takes 45-60 minutes and costs \$15. Lilla Roy is the lead Para-Nordic Coach and has agreed to deliver other Para-Nordic coach training. Currently there is one athlete, Emma, who will be attending a camp in Canmore in late November/early December. Arrangements have been made for a para-nordic coach from another province to help out at the camp.	
Zone 4 Club Registration – support to clubs	Nordic Canada requires that clubs use Zone4 for individual member registration. Zone4 registration is also very helpful as it can generate all the data we need to submit annually to Sport Nova Scotia. Halifax Nordic uses Zone4. CBN and NHN may need some support. Susan McClure and Melanie McDermid are proficient with this and may be resources to the other clubs.	

<p>Updates from Clubs and Ski Team</p>	<p>North Highlands Nordic: No member present to report</p> <p>Cape Breton Nordic: Dorian reported that a Nordic pole walking activity is being planned for the fall.</p> <p>Halifax Nordic: Lorenzo reported that the light system is currently being installed, and that water pumps and hoses have been ordered. They would like to be making snow in December, and hoping to have 80 to 90 ski days there this season.</p> <p>Friends of Ellenwood Park: Wendy reported that members were taking first aid courses in compliance with Park rules. The Seniors picnic was a success. There is a marshmallow roast planned for this week. They have 3 new board members.</p> <p>Provincial Ski Team: John reported that they are involved with fund raising on November 10, a 4 hour event called “The Big Roll” in which team members are sponsored to roller ski. This has been promoted with on-line communication. As well Halifax Nordic is putting on a roller ski event at the same time. There is a team trip planned for early December in Ontario, part of the Ontario Cup races.</p>	
<p>Adjournment</p>	<p>Meeting adjourned</p>	<p>Motion: To adjourn the meeting.</p> <p>Moved: John</p> <p>Seconded: Lorenzo</p> <p><i>Motion carried.</i></p>



2018 Minutes

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Friends of
Ellenwood
Park





CCNS Meeting Minutes January 9, 2018

Present: Chris, Ike, John, Lorenzo, Sharon, Tom

Regrets: Daniel, Doug, Kate, Ron

Agenda	Discussion	Time
Approval of Agenda	<p>John brought the meeting to order at 7:15pm.</p> <p>Ron brought up that the Communication's Plan still needs to be approved.</p>	<p>Motion: To approve the minutes from December 5th meeting. Moved: John Seconded: Doug <i>Motion carried.</i></p>
Approve Minutes from November Meeting (Attachment #2)	<p>Ike mentioned that the Article brought up by Sharon was Article 4.3.</p> <p>Ike mentioned that the vote on the Strategic Plan needs to be recorded in the minutes.</p> <p>Daniel suggested adding the Trail Conditions and Website to the agenda. John suggested that these items should be discussed during the President's Report.</p>	<p>Motion: To approve minutes from the last meeting. Moved: Doug Seconded: Ike <i>Motion carried.</i></p> <p>Action: Madeline to add the vote to the minutes.</p>
Strategic Plan (Final steps?)	<p>Doug mentioned that he lost the corrections for the Plan over Christmas.</p> <p>John suggested that the Plan should be approved during the February 6th meeting.</p> <p>The board discussed how the Strategic Plan should be finalized so it can be used for grants and other things.</p> <p>Tom suggested that a timeline should be added to the Strategic Plan.</p>	<p>Action: Madeline to send Doug the letterhead and logo. The board to send Doug any changes to be made to the Plan.</p>

Code of Conduct (Final edits?)	Madeline sent out a modified version of the Code of Conduct of to the board.	Action: The board to review the Code of Conduct prior to the February 6 th board meeting.
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<p>President's Report</p>	<p>John mentioned that CCNS received \$1500 for the Coach Development and he submitted a PSO Grant for Try It events.</p> <p>John mentioned that he sent the website grant application to Communities, Culture and Heritage for feedback; the grant seems promising. He also discussed the meeting with Kate and Madeline about the website, as well as changes that could be made to the website.</p> <p>Ike mentioned the challenges of posting trail conditions on the website. The board discussed how social media can be used to post trail conditions. Daniel strongly agreed with having a widget for a Twitter feed on trail conditions.</p> <p>John mentioned that he attended a conference call on insurance with the Division Chairs Conference Call. He provided a Quicksheet on the insurance and discussed a few key points. The board discussed the importance of Directors and Officers insurance. John mentioned that the only key area to discuss related to insurance would be the expulsion of members and Ike discussed the importance of a protocol if a member sues CCNS.</p> <p>John mentioned a few red flags: requiring signage for trails, membership in a club to participate in events (clubs must record names of people who are not members), board staff relations (sexual harassment disputes), submitting claims for hospital visits and how to submit claims, and criminal record and child abuse registry checks.</p> <p>Lorenzo suggested providing a single day membership for one event, but people should pay for a full yearly membership if they go to more than one event. He also suggested getting the waiver from CCC and putting it on Zone 4.</p> <p>John mentioned that there are no settlements that have been paid out for staff that have sued divisions.</p>	<p>Action: Madeline to research a procedure to deal with board-staff relations.</p>
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Administrator's Report	<p>Madeline mentioned that she requires the Year of Birth from Chris, Ike, and Lorenzo for Block Funding.</p> <p>John mentioned that the four-year cycle block funding applications are due this year. He also mentioned the meeting at the bank and how the new investment had earned \$400 of interest in 6 weeks.</p>	<p>Action: Chris, Ike, and Lorenzo to send Madeline their Years of Birth.</p>
Updates from Clubs	<p>Sharon sent an update for Friends of Ellenwood Park.</p> <p>Doug mentioned upcoming events including Ski for Steve and Nordic Fest.</p> <p>Lorenzo mentioned that grooming had started in Brunello, and grooming devices had been developed for Fox Harbour. John mentioned that Halifax Nordic is on the cutting edge of making snow. The board discussed the issues of current snow making and what has been done so far.</p> <p>Tom thanked the CCNS board for the \$3000 and that Cape Breton Nordic (CBN) is moving forward on snowmaking. He also mentioned that Daniel held an Introduction to Community Coach course in Sydney and had to cancel a Try It event due to poor snow conditions. Additionally, CBN mentioned hosting a snow shoe race and fun run.</p> <p>Daniel discussed opening day, members, programs starting up, and the conditions for North Highlands Nordic.</p>	

<p>Criminal Record Checks and Child Abuse Registry checks (procedures for CCNS and member clubs)</p>	<p>John mentioned that all club members are required by Cross Country Canada (CCC) to obtain record checks when working with kids. The board discussed the process of undergoing the checks and the costs associated with them.</p> <p>John mentioned that Madeline would manage the checks for the team and that the clubs should manager their own. The board discussed whether the CCC has a way of reporting references for clubs and the management of the checks by the clubs.</p>	
<p>Officials Training and Race hosting capacity (Do we have the capacity? Enough officials with required certifications?)</p>	<p>John asked the board whether CCNS has the capacity to host races. Daniel and Madeline mentioned that there is a registry of officials and certification levels.</p> <p>Ike mentioned that the Level 1 course is online and the Level 2 requires in class and practice. The board discussed potential officials and their levels in NS. John mentioned the potential of a roller skiing event.</p> <p>Daniel mentioned that the race needs to be sanctioned to be on the Canada Points list, which requires a Level 3 official and is unsure about other events. The board discussed the importance of having officials training.</p>	<p>Action: Madeline to send a list of officials and their certification levels to John.</p>

<p>Safety / Emergency Protocols for races and events (what protocols do clubs have in place? What are best practices? Should CCNS support clubs to access Ski Patrol training – possible PSO grant application)</p>	<p>John mentioned the limited capacity that CCNS has for providing training and dealing with safety and emergency protocols at races and events. Lorenzo suggested funding an Automated External Defibrillator for events. The board discussed how to deal with safety issues, signage for trails, etc.</p> <p>Doug left the meeting at 8:31pm.</p> <p>John mentioned the opportunity for Ski Patrol training and Ike mentioned that people who have obtained the training might be put on a roster where they should come to an event.</p> <p>Lorenzo mentioned how CCNS requires money for chip timing from Bicycle Nova Scotia. He discussed the process for running the chip timing system.</p>	<p>Action: John to conduct research on ski patrol training.</p>
<p>Adjournment</p>		<p>Motion: To adjourn at 8:38pm. Moved by: Chris <i>Motion passed.</i></p>

CCNS Meeting Minutes
March 6, 2018

Present: Chris, Daniel, Ike, John, Lorenzo, Ron, Sharon, Tom

Regrets: Doug, Kate

Agenda	Discussion	Time
Approval of Agenda	<p>John called the meeting to order at 7:04pm.</p> <p>John mentioned that he would like to put the nomination process for the Support4Sport Awards at the beginning of the meeting since Daniel needs to leave early, and then add the website renovations to the agenda.</p>	<p>Motion: To approve the agenda as presented. Moved: Ike Seconded: Lorenzo <i>Motion carried.</i></p>
Approve Minutes from the February Meeting	<p>Ike mentioned that the motion about the grants and loans have been including in the January meeting minutes.</p>	<p>Motion: To approve the minutes from the February 6th meeting. Moved: Ike Seconded: Lorenzo <i>Motion carried.</i></p>

<p>Nomination Process for the Support4Sport Awards</p>	<p>Daniel mentioned that a written protocol has been drafted since one has not been drafted previously. He mentioned that the nominations must be submitted by April 11th and that the process has previously been cutting it close when submitting the nominations. He discussed that the board should discuss the awards during the April meeting and how the process works with Sport NS.</p> <p>Ike suggested including the Freda Wales Award in the nomination process and mentioned that the Volunteer of the Year was sent to Cross Country Canada (CCC). He also suggested notifying the clubs in advance so that they are not blindsided and that every club could submit a volunteer of the year for their own club. The board discussed a potential Volunteer of the Year award nomination process and John suggested that the description from the nomination would be included in the Sport NS booklet.</p> <p>Chris entered the meeting at 7:15pm.</p> <p>Daniel mentioned that he will circulate a video of the Ski Exchange over the past weekend. He left the meeting at 7:18pm.</p>	<p>Motion: That CCNS adopt the procedure for the nominations for the Support4Sport Awards prepared by Daniel Murray. Moved: John Seconded: Lorenzo <i>Motion carried.</i></p> <p>Action: Daniel to circulate the video of the Ski Exchange to the board.</p>
<p>Process for Name Change from CCSNS to CCNS</p>	<p>John mentioned that the search needs to be done two weeks prior to the process and Ike mentioned that because another organization might take it. The board discussed whether to hold the name beforehand.</p>	<p>Action: Ike to follow up about the name change process with the Registry of Joint Stocks Companies.</p>
<p>Website Renovations</p>	<p>John mentioned the renovations and how the price for the work could be lower. Ike asked whether Roddis Communications needs to be paid every time changes need to be made. The board discussed how changes could be made to the website and about hosting.</p>	<p>Motion: To go ahead with the proposal provided by Kate. Moved: Ike Seconded: Chris <i>Motion carried.</i></p>

2018 AGM Planning	<p>John mentioned that the planning process the AGM should begin and considering a date, maybe in early in May or June. The board discussed the location of where to host the meeting, about dates, and who will be attending.</p> <p>John suggested considering the skills and diversity of people who could come onto the board. He also mentioned that Madeline will help plan the AGM.</p> <p>Sharon mentioned that May 19th is the Saturday of the long weekend.</p>	<p>Action: Madeline to send out the proposed date for the AGM of May 12th to board members and club presidents.</p>
Planning for Maddy's Replacement	<p>John mentioned meeting with Madeline and how they made a workplan of what to complete before the end of her position: guidelines and information for the new hire, organizing files, 2017 financials, Provincial Recreation Organization (PRO)/Provincial Sport Organization (PSO) assessment processes. John asked the board about what would be a top priority and to send them to Madeline. He also mentioned that BNS wanted to withdraw from the RAP Agreement after Madeline resigned and mentioned that BNS needs more support for a separate hire. He mentioned that he will be meeting with Allan MacDougall from CKNS to discuss whether they still want to be in the agreement and the process for hiring staff from Sport NS.</p> <p>Chris asked whether CCNS would be willing to cover the hire half of the time and John agreed. The board discussed the number of hours needed for CCNS and the preference for the RAP agreement due to the office space, front desk services, and legitimacy.</p>	

<p>Provincial Recreation Organization self-assessment (part of the application for funding to the Department of Communities, Cultures and Heritage)</p> <p>for the PRO assessment is attached</p>	<p>John mentioned the PRO assessment process and Madeline mentioned that CCH wants to support CCNS and see where they need help. The board should submit documents/policies drafted prior to December 31, 2018.</p> <p>The board discussed the assessment, which was attached in the meeting reminder email.</p>	<p>Action: John will send out a request for suggestions on how to use more money from CCH.</p>
<p>Reports from Clubs and Ski Team</p>	<p>John asked clubs to mention exciting or notable things happening.</p> <p>Clubs cancelled more events due to lack of snow.</p>	
<p>Next Dept. of CCH PRO or SNS Project Grant: Planning options for clubs / instructors on how to run programs with no snow (e.g. a manual for jackrabbit programs to adult programs for days without snow).</p>	<p>The deadline has been changed to apply for projects for the 15th of each month.</p> <p>John mentioned that clubs can propose ideas and put in applications on behalf of CCNS. Lorenzo mentioned to Sharon that Yarmouth has a community/recreation group that she could apply to.</p>	<p>Action: Lorenzo to send the links to funding from community/recreation groups.</p>

Any other business?	<p>The meeting was adjourned by John at 8:43pm.</p> <p>John mentioned the Sport Development Tool and that Daniel may require help completing it.</p>	<p>Motion: To adjourn the meeting.</p> <p>Moved: Lorenzo</p> <p>Seconded: Chris</p> <p><i>Motion carried.</i></p>
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CCNS Meeting Minutes
April 3, 2018

Present: Chris, Doug, John, Kate, Lorenzo, Ron, Sharon, Tom

Regrets: Ike, Daniel

Agenda	Discussion	Time
Approval of Agenda	John called the meeting to order at 7:03pm. John asked to move the Cross Country Canada (CCC) policies procedures and membership fee structure to the end of the meeting.	Motion: To approve the agenda as presented. Moved: Doug Seconded: Chris <i>Motion carried.</i>
Approve Minutes from March Meeting (Attachment #2)	Ike asked that it could be noted that he left the meeting on April 3 rd at 8:20pm.	Motion: To approve the minutes as presented with the change of the time when Ike left the meeting at 8:20pm. Moved: Lorenzo Seconded: Chris <i>Motion carried.</i>

<p>Support4Sport Awards Nominations (Attachment #3) MOTIONS REQUIRED</p>	<p>John began the discussion about the awards and suggested potential nominees. The nominations were presented to the board with the agenda.</p> <p>Doug suggested that Tom should discuss the nomination for Seaview Golf and Country Club, and Tom discussed how the organization supported Cape Breton Nordic. He suggested that Links at Brunello would be a better nominee and Doug discussed the nomination for the organization. Everyone voted unanimously for the Links at Brunello.</p> <p>John moved onto the Official of the Year, which is Linda Murray and he mentioned is very deserving of the award.</p> <p>Chris suggested moving on to Volunteer of the Year Award and John mentioned that he would prefer that the nominations to not go all to one club. Tom spoke about the nomination for Peter Duram.</p> <p>Daniel came onto the conference call at 7:20pm.</p> <p>Chris began to discuss Maurice's nomination, and Daniel supported the nomination and discussed his achievements.</p> <p>John moved onto the Coach of the Year and mentioned that Daniel wanted to award to be nominated for other people. Daniel mentioned how other coaches should be recognized for their hard work.</p> <p>John mentioned that Kate Scallion may not be around the province next year and Lilla is going through her Learn to Compete, 5th level certification. Chris discussed how he would like the award to go to Lilla because of the work she is doing with para-olympic athletes amongst other reasons. Daniel discussed his support of</p>	<p>Motions: To vote for Brunello as Corporate Sponsor of the year. <i>Vote passed.</i></p> <p>To vote for Maurice Curtis and Michael Shaune Fitzgerald, and Peter Duram as the Volunteer of the Year. The vote was 5 to 4 for Maurice and Michael, over Peter. <i>Vote passed.</i></p> <p>To vote for Kate Scallion and Lilla Roi as Coach of the Year. The vote was 5 to 3 votes for Kate over Lilla. <i>Vote passed</i></p>
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<p>2018 AGM Planning</p> <ul style="list-style-type: none"> ▪ Proposed date: Saturday, May 12 ▪ Renewal of Board Members: ▪ Agenda for AGM 	<p>The board discussed the potential date for the AGM of May 12th. John mentioned that the time should be in consideration of people who are travelling and Kate mentioned that the AGM could be in the early afternoon at 1:30pm. Sharon and Tom suggested that they could call into the meeting. John and Madeline agreed that the AGM should take about 2 hours.</p> <p>John asked the board about whether anyone had been on the board for 6 years and Madeline mentioned that no one on the board had been in their positions for 6 years since they started. Chris mentioned that he would not like to reoffer his position. John asked the board to consider whether anyone would like to be the new Treasurer, and suggested that the financial tracking system will be a lot easier for the 2018-2019 year.</p> <p>John also mentioned that the board needs a Vice President and Madeline mentioned that John Hudec was a previous Vice President. She also mentioned that John could provide more information about the Vice President role.</p> <p>John explained how there is a complex voting process for club members. Tom asked John about whether the board would like a better gender parody. John mentioned that the board would like a better gender parody, but that they would not turn capable people away. John offered to meet with people in person or over the phone about the board positions.</p> <p>John moved onto the AGM agenda, which is presented below:</p> <ul style="list-style-type: none"> -Board elections -Financials -Reports from Clubs, Provincial Coach, President -Motion to change name from CCSNS to CCNS 	<p>Actions: The board to consider who could act on the board as directors. John to send out a request for new board members to the clubs.</p>
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<p>Ski Team Bank Account (MOTION REQUIRED)</p>	<p>John discussed the benefits of having a separate bank account for the ski team and the issue of carry forward amounts from the ski team in past years. Chris suggested starting at a 0-balance moving forward due to the large amount of work needed to calculate the carry forward from previous years and John mentioned how this would forfeit a potential carry forward of \$8000. Chris suggested carrying forward some of the amount, but not going too far back.</p> <p>Chris suggested that it is good to have a separate bank account moving forward. Daniel agreed with carrying the money over to the ski team if it is justified; he discussed the benefits of carrying forward the amount.</p> <p>Tom mentioned that the team is a separate entity, which should have its own finances, and that the team should not subsidize CCNS. He also suggested structurally that it makes sense to have separate accounts so that the team does not have access to the CCNS funds and vice versa; the relationship should be arm's length.</p> <p>Lorenzo suggested that he is in support of transferring the funds of \$8000 if the board checks the funds as far back as 2010 or 2012. John suggested depositing a nominal amount into the bank account and then determining an amount at the next board meeting.</p> <p>Madeline asked about whether there needs to be bylaw change about the Secretary position; she currently has taken up the position.</p>	<p>Motion: That CCNS open a separate chequing account for the NS Cross Country Ski Team. Moved: John Seconded: Chris <i>Motion carried.</i></p> <p>Action: Madeline to research whether a bylaw change is needed for the Secretary position.</p>
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President's Report	<p>John brought up how CCNS and Canoe Kayak Nova Scotia will continue with the Recreation Associated Partners agreement because it is more affordable for hiring a staff person.</p> <p>John brought up that at the CCC AGM that CCC will pay for travel costs and that the President would pay for accommodations and local costs. Chris suggested that the connection with CCC is important. The board discussed that there should be a budget line every year for the CCC AGM.</p>	<p>Motion: That John Cameron would represent CCNS at the CCC AGM. Moved: Chris Seconded: Lorenzo <i>Motion carried.</i></p>
Provincial Coach updates	Daniel did not attend the meeting so he was not there to provide his report.	
CCNS Policies and Procedures (long-term plan and timeline) DISCUSSION	John brought up the policies and that the board can research this item later.	
CCNS Membership Fee Structure	John brought up the fee structure and that this item can be tabled to the next meeting.	
Provincial Ski Team	Chris asked about whether the board needs to vote on the selected athletes for the Provincial Ski Team. John mentioned that the vote would protect the selection committee who will determine the members of the Ski Team. Chris mentioned that the committee is working on selecting the team and developing a contract for the coach. The board discussed that there should be a policy for the selection process for the Ski Team.	

Grant Ideas	<p>John suggested applying for a grant to pay for accounting software and working with an accountant on a new financial management system. Lorenzo suggested hiring a bookkeeper for a few hours a month and John mentioned that the new Ski Team bank account will make the financial tracking easier.</p> <p>John suggested paying a staff person to organize programming when there is no snow. Lorenzo discussed how CCNS can function as an organization without any snow.</p>	
Updates from Clubs	<p>Sharon brought up that Friends of Ellenwood Park had a Full Moon Walk.</p> <p>John mentioned that even without snow having events will help with obtaining funding for CCNS.</p>	
Any other business	The board had nothing to discuss during this item.	
Adjournment	John adjourned the meeting at 8:37pm.	<p>Motion: to adjourn Moved: Chris Seconded: Lorenzo</p>

**CCNS Meeting Minutes
May 1, 2018**

Present: Chris, Daniel, Ike, John, Kate, Lorenzo, Ron, Sharon, Tom

Regrets: Doug

Agenda	Discussion	Time
Approval of Agenda	John called the meeting to order at 7:05pm.	Motion: To approve the agenda as presented with the addition of Kate reporting on the website. Moved: John Seconded: Ike <i>Motion carried.</i>
Approve Minutes from March Meeting (Attachment #2)	Tom mentioned that Parity and Sue mentioned that Freta Wales were misspelled.	Motion: To approve the April 3 rd minutes as presented with the spelling corrections noted. Moved: John Seconded: Ike <i>Motion carried.</i> Action: Madeline to fix the spelling mistakes*

<p>Record of vote to approve nominations to 2018-19 Provincial Ski Team (attachment #3). 5 votes (all in favour): Doug, Ike, Lorenzo, Tom, John.</p>	<p>John brought up the nominations for the ski team and the committee voted on approving the nominations. John suggested that the motion with the board would protect the nominations committee. He also mentioned the process, which I Ike previously asked about.</p>	<p>Motion: To approve the nominations to the 2018-19 ski team as presented by the selection committee. Moved: John Seconded: Ike <i>Motion carried.</i></p> <p>Action: Madeline to get the email with Ike's question.</p>
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<p>Ski Team Finances: Calculation of balance to transfer into ski team bank account (See Attachments #3 (Notes), #4 (2016 Ski Team Financials), #5 (2017 Ski Team Financials), #6 2018 DRAFT CCNS Financial Statement</p>	<p>Chris entered the meeting at 7:10pm.</p> <p>John mentioned that he wanted Tara to be present, but that she was unavailable. He mentioned that the board approved opening up a bank account, but did not vote on an amount.</p> <p>John discussed how the balance is based on the following questions:</p> <ul style="list-style-type: none"> • What is the balance of the ski team at March 31, 2017? • What is the balance at end of fiscal year of March 31, 2016? <p>John discussed how the carry over worked for the ski team; an explanation can be found as the third attachment. He also brought up the Ski Team spreadsheets for 2016 to 2017 and 2017 to 2018 fiscal periods; the spreadsheets were presented in the sixth and seventh attachments with the meeting materials.</p> <p>Daniel mentioned that the priority of the money carried forward would be to invest in coach development and performance.</p> <p>Lorenzo entered the meeting at 7:30pm.</p> <p>Ike asked whether the team would be happy with the amount and wanted to make sure that everyone is on board. Chris mentioned that the amount of \$2,916.95 would not affect CCNS or the team on either side that much. He also mentioned that the administrative costs needs to be considered moving forward. John mentioned how money from Communities, Culture and Heritage should go to recreation, and that the money from Sport NS should go to high performance competitive skiing.</p> <p>Lorenzo mentioned that the ski team would be its own entity financially. Ike asked about whether the CCNS bank account would be controlled by the board and John explained the different bank accounts, and mentioned that the board can vote on this item later.</p>	<p>Motion: To transfer the \$2,916.95 from the CCNS bank account to the NS XC SKI TEAM account. Moved: Ike Seconded: Lorenzo <i>Motion carried.</i></p> <p>Action: John/Madeline/Chris to write a rationale for the motion of the transfer of the funds.</p>
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2018 AGM Planning	<ul style="list-style-type: none"> ▪ Date: Saturday, May 12 (2:00 – 4:00) ▪ Location: Halifax Central Library ▪ Agenda for AGM (see Attachment #6) ▪ Board Members re-offering: Doug Theedom, Ron Mitchell, Lorenzo Caterini, Kate Venas, Tom Steel, John Cameron (6) ▪ Board members no re-offering: Sharon Sullivan, Ike Whitehead, Chris Algar (3) ▪ Nominees to join board (as of April 25): Dorian Hudec, Krista Simms, Dave Hubely (3) ▪ CCNS Bylaws for election of new board members (Attachment #6 - ByLaws). <i>See note below on Page 2.</i> <p>*Ike asked whether the vote on the team was recorded and Madeline reassured him that it was.</p> <p>John discussed the draft agenda for the AGM and mentioned the importance of recruiting new board members. Doug and Ron agreed to be on the nominations committee, and reached out to a few people for nominees. Nominations include Dorian Hudec and Dave Hubely. Krista Simms agreed, but she rescinded her nomination. Susan Sears was a potential nomination with Halifax Nordic, but she still needs to confirm her nomination.</p> <p>Ike mentioned the quorum needed for the AGM.</p> <p>Madeline asked about the food from Pavia and John suggested that he would pay for the food.</p> <p>John discussed the financials and how there are a few changes that need to be made. Sharon mentioned that Friends of Ellenwood Park is having their meeting next week and might be able to recruit someone for the board.</p>	
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President's Report – Updates	<p>John discussed the meetings with SNS and CCH; CCH was positive and SNS was poker face. He explained the different funding processes and how the changes will apply for 2019; if funding went down would not cut it too much. The board discussed about grants and how the government people at the interview know about CCNS' projects. John also mentioned the appeal process.</p> <p>John mentioned that a Part Time Manager has been hired named Amanda Bradshaw and that she would be starting that week.</p>	
Website Report	<p>Kate made a website report: main goals were to remove unnecessary information, more streamlined design for users, and trails map update. She mentioned that the site would be directing to users about trail conditions, and how the website needs more photos even if they are just focused on winter.</p> <p>John mentioned the idea of printing out stickers. Kate mentioned that the new site would help the new Manager, the public will not be asking questions of them.</p>	<p>Action: Kate to send out demo link to the board for comment once she has made all of her edits. John to send the "About Us" page information to Kate/Roddis.</p>
Updates from Clubs and Ski Team	<p>Sharon mentioned that the club is closing up soon and the AGM is happening on May 9th. She mentioned the interest in having more information on no snow programming.</p> <p>Lorenzo mentioned that HNSC has rapped up and John mentioned that the club is in good financial shape.</p> <p>CBN is heading into summer and summarizing equipment, applied to CBRM for a trailer to provide skiing opportunities to different locations.</p> <p>Daniel mentioned that the last day of groomed skiing was April 16, 2018 and the last day of skiing was on April 24, 2018 for NHN. Through process of people accepting nominations and first training camp is happening soon.</p>	

<p>Discussion of Priorities for New Board for 2018-19 (with departing board members)</p>	<p>Possible priorities could include:</p> <ul style="list-style-type: none"> ▪ Policy development (2 policy areas per year) ▪ Financial management / bookkeeping system ▪ Grant applications to SNS and CCH: <ul style="list-style-type: none"> -Learn 2 Train Instructor in HRM -Resources for ‘no-snow’ programming -Officials Training (Level 1 online, Level 2 courses) -Try-It funding -Paranordic coach development + events ▪ Outreach to possible new clubs / partners (Truro rec, Keppoch, Baddeck) ▪ Finalize grant application process (for grants from CCNS reserve funds) <p>Chris mentioned how CCNS is in good shape and that it has been fun to serve on the board. He also mentioned that he didn’t feel burnt out and might be interested in coming back on the board in three years.</p> <p>Ike mentioned that reaching out to Regional Managers would be a good PR strategy. John mentioned how there are more contacts from the funding meeting interested in cross country skiing: New Ross.</p>	
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<p>CCNS Membership Fees: Should they be revised? (see notes on page 3-4)</p>	<p>John presented the membership fee structure presented by Zone 4, which was found on the third page of the agenda. Lorenzo asked about what CCNS charges clubs. The board discussed that CCNS should receive \$10 per person and how CCC receives \$10 per person.</p> <p>John presented the other fees that other provinces have received. The board discussed increasing the membership fees, how it could impact on member numbers, and insurance.</p> <p>Ike asked about whether the membership fees include programming costs.</p> <p>The board discussed the \$100 for fees with CCC.</p> <p>Chris suggested reviewing membership data from 2017-2018 to determine an appropriate fee structure. The board discussed potential fee structures for the following year.</p> <p>John mentioned the need to discuss the fee structure with the club.</p>	
<p>Any Other Business</p>		
<p>Adjourn Meeting</p>	<p>John adjourned the meeting at 8:32pm.</p>	

**CCNS Meeting
June 19, 2018]**

Present: John Cameron, Lorenzo Caterini, Dave Hubely, Camille Cameron. On phone: Dorian Hudec, Daniel Murray

Agenda	Discussion	Time
Approval of Agenda	As there were not enough people in attendance to make quorum, a meeting was held for discussion of agenda topics only. No motions were made or passed.	
Welcome by President/Chair of new board members	John welcomed new Board members Dorian Hudec and Dave Hubely. He also introduced Camille Cameron who has interest in serving on the CCNS Board, and she was introduced to the Board members in attendance. A motion for acceptance will be put forward at the next Board meeting.	
Approval of Minutes from May meeting	Deferred until the next meeting.	
CCNS Budget for 2018.	Ron Mitchell had prepared a budget of CCNS operational revenue and expenses. John summarized the budget (see copy) and discussion followed. One expense which had not been anticipated is for a coaching workshop in Canmore in the fall 2018 that one or two people may be interested in attending, and funding to cover partial costs would be desirable. Other points of discussion revolved around the fact that most of the budget is spent on operational costs (staffing) and that other discretionary spending items often have to be funded by grants applied for. Approval of the budget was deferred until the next board meeting.	
CCNS Investment Funds: Grant/ Loan application process	In 2017 the Board agreed to make grants and loans from the CCNS investment fund through one annual deadline for clubs in October. There was discussion around this topic, and John noted that Amanda would be getting some forms for application ready.	

Discussion of Priorities for new Board for 2018-19	Possible priorities discussed included: coach development (upcoming workshop in Canmore that Dave Hubely may be interested in); need for more officials training (not many qualified at levels 2 and 3); policy development (How much is reasonable? How much time does the board want to put into this?); Bylaws update (need for update regarding the process of nominations to the CCNS board); availability of “no snow” program curriculum for youth programs through CCC; grants available for TRY events; interest in having more partnerships with municipalities and communities promoting the loaning or renting of skis.	
CCNS Membership Fees	Should the CCNS fees be revised? Currently NS fees are set on a complex sliding scale. CCC collects \$10. Discussion around the idea that NS should consider \$5 flat rate. It would provide more revenue. Skiers would benefit from insurance coverage, coaching, officials, and grants distributed back into clubs. To be further discussed at the next Board meeting.	
Set next Board of Directors meeting date	First Tuesday of the month currently planned. (July 3, 2018)	
Adjournment		

CCNS Board Meeting

August 7, 2018

Present: John Cameron, Dave Hubley, Amanda Bradshaw, Ron Mitchell,: On phone Tom Steele,
Dorian Hudec: Regrets Lorenzo Caterini, Camille Cameron: Resignation Doug Theedom

Agenda	Discussion	Time
Approval of Agenda	See attachment #1	Motion: To approve the agenda as presented Moved: John Seconded: Dave <i>Motion carried.</i>
Approval of Minutes from June Meeting and May Meeting	See attachment #2 and attachment #3	Motion: To approve the minutes from June 19, 2018 meeting. Moved: John Seconded: Dave Motion carried. Motion: To approve the minutes from the May meeting. Moved: John Seconded: Ron <i>Motion carried.</i>
Motion to appoint Camille Cameron to CCNS Board	Deferred until the next meeting.	

<p>CCNS Budget for 2018</p>	<p>See Attachment #4. Ron prepared a budget of CCNS operational revenue and expenses (not including ski team budget or special project grants). There was discussion around topics of professional fees (meant to be designated to an accountant) and investment income (principle currently in a fund predicted to earn 3 to 5%). As well, Ron pointed out that grants will be added to the income as they are received. Amanda noted that the new budget set up is user friendly and can be used as a live document to add in ongoing deposits and expenses as they occur. The NS provincial team is working towards having an independent budget.</p>	<p>Action: Amanda will present a first quarterly update of the budget, and a live document update of financial status to Sept. 1, 2018 at the next board meeting in Sept.</p> <p>Motion: To accept the Budget of CCNS Operations for year ended March 31, 2019 as presented in Attachment #4.</p> <p>Moved: Ron Seconded: Dave <i>Motion carried.</i></p>
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Responsible Coaching Movement: Preventing Sexual Abuse in Amateur Sports	See Attachment #5 Responsible Coaching Movement Implementation Chart for PSOs. Much discussion occurred around this topic as it is seen to be a major policy goal for the Board to implement the Responsible Coaching Movement over the next 2 years. This is seen as important as it is morally the right thing to do, and recognition that it may ultimately be a condition for ongoing funding in the future. The rule of two and the need for background screening (criminal record checks) were issues discussed. The Board would like to streamline the process as much as possible regarding the provincial team and the NS clubs.	<p>Action: John, Daniel and Dave to meet soon to start developing a policy for the provincial team (which could also be used potentially by the clubs) for implementation of the Responsible Coaching Movement.</p> <p>Action: Amanda to investigate what work has been done thus far with PTSO with NS Sport before the next meeting in Sept.</p> <p>Motion: To initiate Implementation of Responsible Coaching Movement in CCNS.</p> <p>Moved: John Seconded: Dorian <i>Motion carried.</i></p>
CCNS Investment Funds: Grant/Loan application process	In 2017, the Board agreed to make grants and loans from the CCNS investment fund through one annual deadline for clubs in October. The application form needs to be developed and approved by the board. Discussion ensued as to whether to use only the interest available on the principle, or to use some of the capital. A decision was deferred until John has determined the amount of money that is available. He will also circulate the policy of grant application to the clubs. There will be further discussion by the Board regarding the amount of grant money to be made available.	<p>Action: John to develop a draft application form for board approval in September.</p> <p>Action: Board needs to decide how much \$ to make available in grants/loans from capital.</p>

CCNS Bylaw Review	See bylaws in Attachment #6. Camille has agreed to take on the task of reviewing the Bylaws.	Action: Camille to report in September.
Strategies for Coach and Officials development in NS	The Board discussed various strategies for increasing the number of coaches and officials to higher levels of certification. One suggestion was to pair with NB coaches for training. It was suggested that the in class sessions could be done on the mainland one weekend and the on snow session could be done in Cape Breton on another, thus distributing the costs and travel efforts more evenly amongst those who may be interested. This may be a two year project. There is also a community coaching stream, the introduction which can be done online in 2 hours. Daniel has also done some workshops, and may be able to do a first level again.	
Coach registration with CCC	All coaches coaching for more than 7 hours/year need to sign up for the CCC Coaching License before starting to coach after July 1, 2018. On July 1, 2018, the CCC Coaching License will be necessary to continue benefitting from CCC's liability insurance coverage along with other benefits. All coaches will need criminal record checks. The current best practice is for renewal every 3 years. There is a \$25 cost to this. Discussion followed regarding who should bare the cost of this. Should it be the participants, or could there be grant money available? A simplified streamlined process would be desirable for coach registration and criminal record checks.	Action: John and Amanda are to draft a letter to the clubs to communicate the need for coach registration and criminal record checks. The Board will have further discussion on how to simplify the process.
Updates: President's report, Office Manager's report, Club updates, and Ski Team update	President's report: John reported that the CCC meeting in June in Canmore was "excellent" and very informative. He also reported that Paul from Antigonish had made contact with him, and that they want to expand their cross country ski activities there. There may be potential formation of a new club. John and Amanda plan to have further communication with Paul. Office Manager's report: Amanda reported that CCNS was asked to put the department of Community Culture and Heritage logo on the web site.	Motion: To place the department of Community Culture and Heritage logo on the CCNS web site. Moved: Amanda Seconded: Dave <i>Motion carried.</i>

CCNS Membership Fees: Should they be revised?	No discussion. Deferred.	
CCNS Strategic Plan	Deferred.	
Set next Board of Directors meeting date	Meeting is scheduled for September 4, 2018 at 7:00 pm.	
Adjournment	Adjourned at 8:45	

**CCNS Board Meeting
September 4, 2018**

Present: John Cameron, Camille Cameron, Dave Hubley, Ron Mitchell, Lorenzo Caterini

On phone: Daniel Murray, Tom Steele, Dorian Hudec

Agenda	Discussion	Time
Approval of Agenda	See Attachment #1	<p>Motion: To approve the agenda as presented with the addition of a new agenda item regarding a recent update that Amanda Bradshaw (office manager) is on medical leave until October.</p> <p>Moved: John</p> <p>Seconded: Camille</p> <p><i>Motion carried.</i></p>
Approval of Minutes from August	See Attachment #2	<p>Motion: To approve the minutes of the CCNS board meeting in August 2018 as submitted.</p> <p>Moved: John</p> <p>Seconded: Dave</p> <p><i>Motion carried.</i></p>

<p>Motion to appoint Camille Cameron to CCNS Board</p>	<p>Camille introduced herself to the Board and provided some background information regarding her interest and history with skiing.</p>	<p>Motion: To appoint Camille Cameron to the CCNS board until she can formally participate in the election of board members at the next AGM. Moved: John Seconded: Ron <i>Motion carried.</i></p>
<p>CCNS Investment Funds: Grant and loan application process</p>	<p>See attachment #3: Draft CCNS Grant Application form At the August Board meeting, those in attendance agreed in principle to make grants to member clubs from the capital of the CCNS investment funds, but with a pre-determined limit per year and per club. The board had a lengthy discussion reviewing the key aspects of the grants policy which was circulated prior to the meeting. This included a review of the stated objectives of the Board, criteria for evaluation and selection of grants, and timeline given for Sept 25, 2018 in which clubs need to apply for this fiscal year. A maximum sum of \$5000.00 was agreed upon for this year per application or project, with the intent that this sum would be reviewed and revised by the Board each year as part of financial planning. The Board will review the applications at the next meeting in October and make decisions in a timely manner. At this time the Board is expecting a grant request from Halifax Nordic for purchase of snow making equipment which needs to proceed soon.</p>	<p>Motion: CCNS will invite grant applications from the clubs for the 2018/19 fiscal year for up to \$5000.00 in accordance with the CCNS grant application form. Moved: John Seconded: Tom <i>Motion carried.</i></p>
<p>CCNS Bylaw Review</p>	<p>Camille reported that she is in the process of reviewing the current bylaws, and plans to look at/compare CCNS bylaws to those of other provinces. She will provide a document for the next board meeting that can provide a basis for discussion. We will try to determine “bylaws of interest” and decide if we want to form a working group.</p>	

CCNS Membership Fees	The Board discussed CCNS membership fee options including: \$3 flat fee, \$5 flat fee, \$5 flat fee with \$20 limit for families, \$5 adult fee and \$2 child fee.	Action: John is going to work through some calculations specifically regarding the \$5 flat fee with \$20 limit for families; and contact the club presidents asking for their feedback. Further discussion amongst the Board planned for the next meeting.
Updates	<p>President's report: Responsible Coaching Movement Policy is being circulated among the ski team families, and will be implemented there first.</p> <p>Daniel provided some information gathered in a phone conversation with Paul Basile (GM for Keppoch Mountain). They are expanding their cross country trail system, and would like CCNS to promote awareness of this venue near Antigonish for the skiers from other areas. At this time they are not planning club formation.</p>	

Office manager on medical leave	<p>John reported that he was recently notified that Amanda would be on a medical leave until October. The Board discussed the practical issues that need to be dealt with on a short term basis such as paying bills, maintaining communication via emails with clubs and CCNS membership, picking up and reading office mail and phone messages amongst other things. It was agreed upon that appointing a part time office manager over the next month would be a reasonable thing to do. John is planning to contact Kate Venas and/or Madeline (former CCNS manager), or Nick McBride who may be able to suggest a part time manager. The Board will have further discussion regarding the office management should Amanda's medical leave be extended at the October meeting.</p>	
Adjournment	The next Board meeting is scheduled on October 2, 2018.	

CCNS Board Meeting

October 2, 2018

Present: John Cameron, Dave Hubley, Ron Mitchell, Lorenzo Caterini

On phone: Dorian Hudec, Daniel Murray

Regrets: Camille Cameron, Tom Steele

Minutes recorded and submitted by Dorian Hudec

Agenda	Discussion	Time
Approval of Agenda	John requested to include an update on CCH/SNS funding, and Discussion regarding office management since the resignation of Amanda Bradwell in September 2018. See Attachment #1	Motion: To approve the agenda (Attachment #1) as circulated by John, with additions noted under discussion. Moved: Lorenzo Seconded: Dave Carried
Approval of Minutes from September meeting	Acknowledgement that CCNS membership fees calculations not yet done by John. See Attachment #2	Motion: To approve the Minutes as submitted by Dorian (Attachment #2) Moved: Ron Seconded: Dave Carried
Update on CCH\SNS Funding Process	We have a “report card” from SNS which in general rated CCNS in the average category overall in such areas as governance and performance. We are awaiting the CCH report. There is a joint meeting on Nov 13, 2018 2:30 to 4:30. It is hoped that 2 to 4 Board members can attend (possibly John, Daniel, Ron). This was not confirmed. A funding announcement will follow. The board plans to review the reports at the December CCNS meeting.	

CCNS Office Management Plan	<p>We don't yet know funding for 2019 – 2023. We should know in November. The Board discussed whether we could reorganize the CCNS office functions to be more streamlined and save money. In the current budget, wages and benefits and professional development account for 79% of the budget of \$23,400. Other administration costs (\$2000) and rent (\$200) accounted for the rest. Alternative models for office management were discussed, including discussion of contracting our core functions, such as:</p> <ol style="list-style-type: none"> 1. Bookkeeping/financial management/expense claims/cheques. We could pay SNS to do this one or two hours/week. 2. Internal communications: check email, voicemail, snail mail, communicate with the Board, SNS, CCH, CCC, club presidents. This most recently has been done by John and Kate. Is it reasonable for the president to take on this role? 3. External communications: website, facebook, twitter. It was agreed that we could benefit from a more organized way to post on the website, and that we need ongoing updates to the website 4. Oversee some projects funded by grants and report to funders. 	
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	<p>5. Grant writing</p> <p>There are pros and cons to this. Pros include the CCNS would benefit from professional support for key functions, and money could be saved that could be spent on clubs. Cons include that it would require more oversight with a more hands on approach from the Board members, especially the president and treasurer. It may be difficult to keep track of organization particularly as the Board members change over time.</p> <p>No motion was made. We need more feedback from our funders before proceeding with a segmented approach to office management. Further discussion to follow at the next Board meeting. In the meantime, we will continue with John and Kate checking mail, and managing office duties as needed.</p>	
CCNS President Email	John is trying to set up a separate email account for the CCNS president. This would help keep email and communication more organized, and would facilitate transition of the succeeding president. There would be a cost to this. Possible email providers could be Sport Nova Scotia and gmail. Further discussion to follow at the next Board meeting.	
Financial Report	Ron presented a report that was emailed to the Board today. There has been no unusual action in the accounts. Investments have declined (?normal fluctuation). Of note there have been some proposed expenses that thus far have not been claimed including a professional development fee of \$1000, health and dental benefits up to \$1000, and some wages for Sept and Oct all related to office administration. See attachment.	
CCNS Bylaws (Camille)	Tabled to the November meeting.	
CCNS Grants to Clubs	A new deadline was established for clubs to complete applications. This is now October 30, 2018. CCNS will circulate the applications before the Nov 6 meeting and the Board will discuss and plan to make decisions that day.	

2018-19 Dates for Races and Events	<p>See Attachment #3 The dates presented were reviewed and agreed to. Of note was the scheduling of the Provincial ski races planned for Feb 9 and 10, 2019 to be hosted by Halifax Nordic. Lorenzo was in agreement with this (weather and snow conditions pending). There was also some discussion as to whether we need an Events Coordinator. It was generally thought that this was not necessary, however the membership would benefit from a comprehensive events schedule being posted on the web page that would be updated frequently by those scheduling events. Notifications of changes to planned events could also be posted there.</p> <p>A reminder to the board that a Zone 4 workshop in Gatineau Oct 20-21 2018 was coming up and that money was available from CCNS if there was a person wanting to attend and be committed to helping at NS events to use it. Lorenzo suggested he could do a small workshop more locally as a second option for promoting increased use of Zone 4 for registration of events.</p>	
Coach Development	<p>Dave attended the CCC workshop in Canmore. He reported that it was a good networking opportunity. There is a need for more learning facilitators. The CCC web page has lots of information available including some good videos. Also noted was that the Introduction to Community Coaching (ICC) is now only available on line at a cost of \$52. CAC is free. In the past CCNS has reimbursed clubs for coaches taking courses.</p>	
Criminal Records Check	<p>Update was provided by John. Sterling Talent Solutions on-line for a \$25 fee that the individual pays and takes about 24 hours. Otherwise people can go to their local police station paying fees ranging from \$0 to \$30. Generally the criminal records checks are accepted for 2 to 3 years duration. Clubs could decide if they wanted to reimburse their members. CCNS could also have a role in reimbursement. All coaches do need a current criminal records check.</p>	

Updates from Clubs and Ski Team	Daniel reported that the ski team had a great training camp in Sept. There is another scheduled for Oct. The team is preparing for Canada Games. The selection for the position of wax technician is in process. Daniel is selecting. There is a High Performance Committee (formerly called Selection Committee) in place selected 2 years ago. Members are Chris Algar, Tyler Germani, and Jennie May Roy. Board members asked for clarification as to how selections were made/ advertised for. It was determined that a clear, objective system is needed for selection of the Canada Games Committee.	
Adjournment	The next CCNS board meeting is scheduled for November 6, 2018 at 7:00 pm.	<p>Motion: To adjourn the board meeting.</p> <p>Moved: Dave</p> <p>Seconded: Lorenzo</p> <p><i>Motion carried.</i></p>

CCNS Board Meeting
November 6, 2018 7:00 p.m.

Present: John Cameron, Ron Mitchell, Lorenzo Caterini, Camille Cameron

On phone: Dorian Hudec, Tom Steele, Daniel Murray, Kate Venas

Minutes recorded and submitted by Dorian Hudec

Agenda	Discussion	Time
Approval of Agenda (Attachment #1)		Motion: To approve the agenda (Attachment #1) as circulated by John Moved: Ron Seconded: Camille <i>Motion carried.</i>
Approval of Minutes from October meeting (Attachment #2)		Motion: To approve the minutes (Attachment #2) as submitted by Dorian. Moved: John Seconded: Ron <i>Motion carried.</i>
Update on CCH/SNS Funding Process	<ul style="list-style-type: none"> Allocation of funding from CCH and SNS for the next 4 years was reviewed (table at end of agenda on the back side of the page). In summary, there is little change in the overall amount of funding, but the allocation is altered such that the ski team amount will diminish from \$7500 to \$2000 over the next 4 years. Participation funding to the board will increase from \$5000 to \$8000. There is a meeting with CCH/SNS on Nov 13, 2018 that several board members will attend (John, Daniel, Tom, Ron and Dave). Further discussion amongst the Board to follow in subsequent meetings as to options available for ski team funding. 	

CCNS Office Management Plan (Proposal)	<p>The Board discussed the following proposal put forward on the agenda.</p> <ul style="list-style-type: none"> ▪ CCNS contracts Sport NS Admin Centre to track finances and produce monthly financial reports. Cost is approx. \$30/month. Eliminates need to pay accountant ~\$1000/year for once annual financial report. ▪ CCNS Treasurer issues cheques, makes deposits, and codes Board related transactions. Ski Team manager issues cheques, makes deposits, and codes Ski Team related transactions. ▪ CCNS hires a ‘Director of Communications’ on contract (approx. 5-6 hours / week) to be responsible for 1) internal communications: monitor email, voicemail and forward as appropriate, 2) external communications: website, social media, 3) some minor office functions – such as liaison with CCC and participation in monthly CCC Division ED meetings. The wage for the Director of Communications would be \$25/hour. ▪ These administrative changes will free up approx. \$9,000-\$10,000/year which CCNS could re-allocate to: 1) coach development, 2) officials development, 3) costs of criminal record checks, 3) honorariums for lead coaches / officials, 4) other initiatives (see Revised Budget – attached Excel doc) ▪ CCNS will give up its office and move to a cubicle within Sport NS. CCNS will still have access to Sport NS offices, services, basement storage locker. 	<p>Motion: For CCNS to advertise for the position of Director of Communications based on the job description circulated with the agenda with the goal being to hire for Dec.15, 2018.</p> <p>Moved: John</p> <p>Seconded: Camille</p> <p><i>Motion carried.</i></p>
Director of Communications Job Ad and Hiring Process	<p>The revised draft for the Job posting for Director of Communications circulated Nov 6, 2018 before the Board meeting was reviewed by the Board and accepted. John will initiate the advertisement for the position as outlined.</p>	
Financial Report (Ron)	<p>Ron had no specific comments to make regarding finances. John noted that there would be approximately \$7000 more to work with than was originally planned due to the office management changes.</p>	

CCNS Bylaws (Camille)	Camille reported that she has reviewed the NS Bylaws, and investigated precedents set by other provinces including BC, AB, and ON. She feels that BC is the best to use for a guide. Camille will meet with John for further clarification of the existing bylaws, and then will produce a document which will help guide the Board by suggesting deletions, and proposals for change. Two potential bylaws for consideration by the Board concern the Nomination Process, and noting the official name change of the organization to CCNS. Further discussion planned for the next Board meeting.	
CCNS Grants to Clubs	One application was received from Halifax Nordic requesting \$5000 to put towards snow making equipment. See attachments 4 and 5 outlining the grant request and the financial statement of the club. No other grant requests were received.	<p>Motion: For CCNS to make a grant of \$5000 to Halifax Nordic for the purchase of snow making equipment.</p> <p>Moved: John</p> <p>Seconded: Dave</p> <p>Abstained: Lorenzo</p> <p><i>Motion carried.</i></p>
Finalize 2018-19 dates for Races and Events	See attachment #6. Note was made of a proposed Winter Triathlon at Keppoch (with Tri NS) on Feb. 16-17.	

<p>Responsible Coaching Movement/ Coach Registration: next steps</p>	<p>In order to be covered by CCC liability insurance, all instructors / coaches must:</p> <p>1) Register in the CCC Coach Registration System, 2) Provide a valid Criminal Record Check, 3) Provide Child Abuse Registry Search Document. (See Attachment 7 – Message to send to clubs and coaches). The Board discussed the process and felt it best left to the clubs to manage their members in the registration process. Cost of criminal record checks was discussed. It was thought that it would cost the Board approximately \$1000 for the first year, and then approximately \$400 in subsequent years to pay for each coach's criminal record check. CCNS would contract Sterling Solutions/mybackcheck.com to provide on-line criminal record check services at a cost of \$25/person.</p> <p>Other discussion occurred regarding funding for various levels of coaching. John suggested that he would like CCNS to consider paying the cost of Initiation to Community Coaching (ICC) at \$67/person. There are also coaches at other levels that have costs that could be considered. A Learn to Train course may be planned. There is a Can Ski program as well aimed at adult ski instruction. Overall it was recognized that there was a need to have a plan for funding different levels of coaches, and money allotted for that purpose. \$2500 was suggested for this year. Further discussion to follow.</p>	<p>Motion: For CCNS to cover the cost of Criminal Record Checks for all coaches and instructors.</p> <p>Moved: John</p> <p>Seconded: Camille</p> <p><i>Motion carried.</i></p>
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CCNS Timing Equipment	<p>Timing equipment:</p> <ul style="list-style-type: none"> * CCNS owns a set of Summit Systems 1000 Race Timing Equipment, received at no cost to CCNS through the 2011 Canada Winter Games (see photo below). Value in 2011 was approx. \$7500. * The timing equipment was used at the 2011 CWG and subsequently at Nordic races at Martock, under the direction of Geoff Bennet (who is the only person in NS who knows how to operate the equipment). * Geoff Bennet is happy to show other people how to use the timing equipment, but is no longer involved as a CCNS official. * The Summit Systems equipment is required to meet CCC and FIS standards for sanctioned races (that is, for race results to count towards the Canada Points List). * The Summit Systems equipment is the standard equipment used by all major ski clubs and at all sanctioned races in Canada, often in combination with Zone 4 chip timing. * The Summit Systems equipment is also fairly complex and temperamental. <p>John informed the Board that several clubs were interested in borrowing the Summit Systems timing equipment. The Board considered options, decided that it was very unlikely that NS would be using the equipment. Loaning the equipment to CCNB would be mutually beneficial, and relatively convenient to retrieve again if needed.</p>	<p>Motion: To give the Summit Systems 1000 Race Timing Equipment to CCNB as a long term loan.</p> <p>Moved: John</p> <p>Seconded: Lorenzo</p> <p><i>Motion carried.</i></p>
High Performance Committee	<p>A brief discussion ensued regarding the appointing of the committee and the need to address this in the Bylaws.</p>	<p>Motion: That CCNS develop terms of reference for the High Performance Committee including a nomination process.</p> <p>Moved: John</p> <p>Seconded: Lorenzo</p> <p><i>Motion carried.</i></p>

Update from Clubs and ski team	<ul style="list-style-type: none"> • Cape Breton Nordic: Tom reported that 2 sets of lessons are planned, as well as a snow shoe race, a ski race and a tri event. • North Highlands Nordic: Daniel reported that individuals are working to clean up the trails, and that their board meeting will be scheduled in Dec. • Halifax Nordic: Lorenzo reported that their focus has been on the grant proposal and preparing for snow making. • NS Ski Team: Daniel reported that all NS athletes recently attended a training camp at Wentworth; the High Performance team will soon name the wax tech for the Canada Winter Games; and that next week the NS athletes are travelling to Quebec for 3 and a half days of on snow ski training. 	
Adjournment	Next Board meeting planned for Dec. 4, 2018	<p>Motion: To adjourn the meeting.</p> <p>Moved: John</p> <p>Seconded: Ron</p> <p><i>Motion carried.</i></p>

CCNS Meeting

Dec. 4, 2018

Present: John Cameron, Lorenzo Caterini, Ron Mitchell, Camille Cameron,

On phone: Dorian Hudec, Tom Steele, Stephen Sallows

Minutes recorded and complete by Dorian Hudec

Agenda	Discussion	Time
Approval of Agenda	See attachment #1. It was recognized that Stephen, representing Friends of Ellenwood was attending the board meeting as a nonvoting participant.	Motion: To approve the agenda as circulated by John. Moved: John Seconded: Camille <i>Motion carried.</i>
Approval of Minutes from November 6, 2018 meeting	One clarification was made under Club reports by Cape Breton Nordic that the Tri event mentioned was actually a Try it event. See attachment #2.	Motion: To approve the minutes as submitted by Dorian. Moved: John Seconded: Lorenzo <i>Motion carried.</i>
Update on CCH/ SNS Funding Meeting Nov 13, 2018	The meeting was attended by several board members. The attending members felt it to be positive towards CCNS. A summary is as follows: Encouragement to use the feedback from CCH (Attachment #3) and Sport NS's Sport Development Tool (Attachment #4) to identify areas for improvement over 2019-2023 (with goal of increasing funding) -PSO Project Grants fund increased from \$250,000 to \$1 million / year -Encouragement to collaborate with Municipal Rec Departments + Snowmobile Association of NS + NS Trails Federation -Encouragement to focus on inclusivity in communications (choice of photos) -By mid February 2019, the Board should be prepared to submit priorities for development using these tools.	

Update on CCNS Office Management Plan	<p>A) CCNS to advertise position for a Communications Officer for a 3 month contract (Jan 7 – April 7) at 6 hours / week x \$25/hour (\$1950). John and Kate will manage the interview process for the Communications Officer prior to Christmas (advertising and hiring)</p> <p>B) PSO Administrative Coordinator position (See attachment circulated by John before the meeting entitled PSO Administrative Coordinator - JOB DESCRIPTION)</p> <ul style="list-style-type: none"> -Sport NS has created new ‘PSO Administrative Coordinator’ positions to support PSOs, but they will work for Sport NS and report to Blaise Landry. -The PSO Admin Coordinators will support 3 PSOs with 25% of their time for each PSO (approx. 9 hours/ week). The job description includes all of the functions of the CCNS ‘Office Manager’ + responsibility to help improve PSO governance + grant writing. -CCNS would be required to pay \$5,000 per year and possibly to help cover some equipment costs (computer), but no office costs (e.g. rent, phone line) -PSOs will be invited to apply to the program. -New positions will start in April 2019. -The Board discussed pros and cons to this form of office administration; and noted the benefit of not needing to put in the time and energy to hiring, as well as improved potential for completing grant applications which could help cover the cost for the position. A possible disadvantage could be that the Admin Coordinator would report to SNS not CCNS. 	<p>Motion: To appoint John and Kate to manage the interview process for the hiring of a Communications Officer for 3 months.</p> <p>Moved: Camille</p> <p>Seconded: Ron</p> <p><i>Motion carried.</i></p>
Financial Update	<p>Ron summarized the CCNS finances as outlined on the attachment entitled CCNS Financial Update that was circulated before the meeting. Total account balance is \$100,416 divided into 3 accounts. Steps are being taken to transfer accounting to SNS. It appears that following the process of keeping monthly ledgers and balance statements will make financial management more transparent and organized.</p>	

CCNS Bylaws Update	Camille reported that she has been concentrating on the Nominations process, and has a few more hours of work to complete before it is ready to circulate it to the Board for review.	
Four Year Coach Development Plan	A meeting was held with SNS. A Coach development plan was formulated. See attachment #5 and #6 (Budget). CCNS wants to work towards improving the level of coaching in NS. The proposed plan was reviewed and discussed by the Board. It is a complex puzzle in sequencing the training of some individuals so they will be enabled to provide workshops for others. CCNS and SNS will cover some costs as outlined in the Budget. CCNS will be paying for criminal record checks for all coaches, and the cost of the online ICC course. It may also help cover some of the costs with CANSI coaching certification (adult instruction) in conjunction with CCH. Further discussion to follow at future board meetings.	
Coach Registration Process	<p>John reviewed the coach registration process, and encouraged clubs to move forward with it as soon as possible. Summarized below:</p> <p>CCC license (show which coaches are registered)</p> <ul style="list-style-type: none"> -Crim Rec Check: John needs names and emails of coaches who require criminal record checks in order to generate invitations through mybackcheck.com -Child Abuse Register Check (mail in form) -on-line Intro to Community Coaching Course (CCC may be able to invoice CCNS directly for ICC course. John to follow up with CCC). 	

Updates from Clubs and ski team	<ul style="list-style-type: none"> • Friends of Ellenwood Park: (Stephen) They have a board of 8 people, a new 10 foot snowroller for the groomer adapted for use on light snow, and have had a moonlight walk as a club event. • Cape Breton Nordic: (Tom) They had a board meeting last week, are in process getting their equipment ready, and getting their coaching organized. • Halifax Nordic: (Lorenzo) They are focusing on starting snow making for Dec. • NS ski team: The team was skiing on North Mountain last week, and had a ski training camp in Quebec on snow prior to that. The selection race for the Canada Winter Games will be held in Charlo in late Dec. 	
Other Updates	<ul style="list-style-type: none"> • The Summit Systems 1000 Race timing equipment has been loaned to CCNB with an obligation to provide an inservice to CCNS when needed. • CCC AGM is to be held in Quebec in June 2019, and CCNS will fund one delegate. Board members should indicate if they are interested in attending as that delegate. • John has made a new email address for CCNS president: ccnspresident@sportnovascotia.ca at a cost of \$120/year. 	
Adjournment	The next CCNS board meeting is Tuesday January 8, 2019. Subsequent meetings are Feb 5, March 5, and May 7.	<p>Motion: To adjourn the meeting.</p> <p>Moved: John</p> <p>Seconded: Lorenzo</p> <p><i>Motion carried.</i></p>



2017 Minutes

January | April | May | July | August | September | October | November | December

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Friends of
Ellenwood
Park



MINUTES

Cross Country Nova Scotia Board Meetings 18 January 2017 (continued on Jan 25)

Agenda

6:30 – 6:40: Approve to modify agenda

6:40 – 6:50: Approve minutes

6:50 – 7:20: Budget review

7:20 – 7:35: Communications strategy

7:35 – 7:50: Communication Challenge – Royal Rhodes University

7:50 – 8:05: Strategic Plan

8:05 – 8:15: Gender equity policy

Present on Jan 18: Tim Carroll, Sharon Sullivan, Kate Venas, John Hudec, Madeline Lawler, Daniel Murray, John Cameron.

Present on Jan 25: Tim Carroll, Madeline Lawler, Daniel Murray, Chris Algar, John Cameron.

Item	Discussion Points	Action / Decision
Approve to modify agenda		Motion: Sharon. Second: John C. Motion carried.
Approve minutes from Dec 19, 2016 meeting		Motion: John C. Second: Tim Motion carried.

<p>Report from Cape Breton Nordic Ski Club</p>	<p>Update from John Hudec:</p> <ul style="list-style-type: none"> -Challenge of lack of snow around Sydney. -Registration night set for January 19, 2017, with lessons beginning next week (snow permitting) -set of 4 lessons for 8-11 (with parents) -2 instructors + volunteers -participants will be asked to purchase a Club Membership -John H. has met with CBRM recreation department to request financial assistance for a grooming machine. -DNR has offered to lend two snowmobiles -John H. also met with XC skiers in Baddeck, who may also groom a golf course in Baddeck, which is hoping to collaborate with a snowmobile club to share trails. 	
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<p>Budget review</p>	<p>There is confusion over line 6 and line 23: needs research</p> <p>Agreement to create new categories for internal and external revenue and expense categories for the provincial team</p> <p>Agreement that CCNS needs to be more ambitious in applying for grant funds. Agreement to apply for a PSO project grant (line 29) and include on agenda of every meeting</p> <p>The board discussed how Support For Sport funding was provided to CCNS and that the item should be shifted below the “Provincial Team” Section.</p> <p>The board discussed the revenues from members and the membership fees charges from CCNS and Cross Country Canada, which was determined to be \$15 charged per member with \$12 remitted to Zone 4. The board decided to keep the revenue for memberships as \$1628, the way it was written on the original budget planning spreadsheet.</p> <p>The board discussed the on-going budget deficit of CCNS, particularly regarding administrative expenses, which exceed revenue. CCNS is gradually spending its reserve funds – which will be used up within 5-6 years at current spending levels. Board recognized that it would be very difficult to cut administrative costs, so the solution must lie in increasing revenue through grants.</p>	<p>Action 1: follow up research on lines 6 and 23 in budget doc.</p> <p>Action 2: Madeline to create 2 new categories for expenses/revenue for the provincial team: 1) team (for provincial grant), 2) fees (for self-generated funds)</p> <p>Action 3: Board will discuss grant opportunities at every meeting.</p> <p>Action 4: Madeline to put Support For Sport funding under the “Provincial Team” section of the budget planning spreadsheet.</p> <p>Action: see Action 3.</p>
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Communication Challenge	Postponed discussion to next meeting.	
Strategic Plan	Postponed discussion to next meeting.	
Gender Equity Policy	Postponed discussion to next meeting.	

Cross Country Nova Scotia

Board Meeting, 28 March 2017

MINUTES

Present: Madeline Lawler, Daniel Murray, Chris Algar, John Hudec, Sharon Sullivan

Regrets: Tim Carroll, Kate Venas,

1. Adoption of Agenda

Motion: John C., Seconded by Daniel. Motion carried.

2. Approval of minutes from Feb. 8, 2017 Board Meeting

Motion: Daniel M., Seconded by Sharon. Motion carried.

3. Discussion of PSO Projects and Possible Funding Proposals

-There is a Sport NS project grant deadlines for PSOs every 4 months (i.e. April 1, July 1, Oct 1...)

-The board agreed that we need more information before we can prioritize projects about how much we can apply for, for what types of projects, how often we can apply, and how much funding it is reasonable to expect in a given year.

-Action: Madeline will find out how many grants we can apply for, and what kinds of proposals are funded, how much we can apply for, how often we can apply, how often we are likely to get funding + ask other PSOs about the types of projects which have been funded.

-Action: Organize a workshop on applying for grants as part of the workshop prior to the 2017 AGM. Invite a representative from Sport NS who can speak about grants.

4. AGM 2017 Planning

-Timing: regulations require that the AGM be held within 3 months of Fiscal Year End (March 31) and that 30 days notice be given to all members prior to the AGM.

-The board agreed that the AGM should take place as soon as possible because as summer approaches, a) people are thinking less about skiing, and b) vacations will interfere with participation in the AGM.

-the Board identified **Saturday, May 13** as an ideal date for the AGM, noting that May 14 is Mother's Day and May 20-22 is the May long weekend.

-Madeline indicated that it should be possible to provide the year end financials to the CCNS accountant to prepare the financial report before May 13.

-Location: the board agreed that the location of the AGM should move around NS whenever possible, as long as participation would not be compromised. The board agreed that Truro would be a good location.

-Format: John Hudec and John Cameron suggested that the AGM follow a half-day series of workshops on issues of interest to XC ski clubs in Nova Scotia, such as: 1) Applying for grants, 2) using Zone 4, 3) Board governance, 4) Grooming standards and practices.

-The hope is that by offering such workshops, CCNS could accomplish 2 goals: a) provide useful information and facilitate networking among ski clubs, b) increase participation in the AGM. John Hudec and John Cameron agreed to organize the workshop component of the AGM.

-Travel subsidies: Daniel Murray asked if travel costs to the AGM would be covered for CCNS Board members + for participants. The Board agreed that it would be a good investment for CCNS to offer subsidies to cover travel to the AGM for all CCNS members – but did not make a motion on this.

-Food: the board discussed whether food at the AGM should be catered or potluck. Initial feelings were for catering, but the consensus shifted to potluck.

-Need for new Board Members: The board discussed the need to increase the number of Board Members on the CCNS Board and the need to reach out to particular individuals and to clubs, with each club ideally nominating 2 representatives to the Board to ensure a clear flow of information between clubs and the CCNS board.

-Action (urgent): confirm date and location of AGM. Contact all CCNS members + clubs to save the date of the AGM.

-Action: prepare financials for AGM. Prepare and distribute official announcement of AGM (must be 30 days prior to AGM).

-Action: Board members should reach out directly to potential board members.

-Action: Maddie will contact clubs re new Board members:

-Action: Create AGM / workshop planning committee: John Hudec, John Cameron volunteered.

-Action: Maddie and John H. will explore funding options for the AGM.

7:30 – 7:45: Items to vote on

- Five young female athletes, coaches, or participants to attend Women Active Trendsetters Brunch on April 1 (Chandra Crawford is the Keynote)

-Action: Daniel will put out a call for interest to female skiers.

- Quote for David Roddis' blog and Facebook app setup: \$180 to \$270

-Facebook stream within CCNS website

-Motion to allocate \$180 to \$270 to the cost of setting up a Facebook feed on the website. Motion: Chris Algar, 2nd: Daniel. **Motion carried.**

- Sport Nova Scotia awards nominations

-Deadline to Sport NS: April 10. CCNS needs to have the nomination entered into the Sport NS system by April 10.

-Urgent Action: Madeline - Call for nominations for Award Categories to Club Presidents. Give clubs a deadline of April 3 to send nominations to CCNS for Sponsor of the Year, Official of the Year, Volunteer of the Year, Coach of the Year.

7:45 – 8:10: Takeaways from the 2016/2017 season

- Cape Breton Nordic Ski Club development – John Hudec

Tabled to next meeting.

- NS Ski Team – Daniel Murray and John Cameron

Tabled to next meeting.

- Calendar of upcoming grant deadlines – Madeline Lawler and John Cameron

Action: Madeline will create a 12 month calendar of deadlines for grants, awards, etc. so that both Madeline and the board can anticipate upcoming deadlines.

- Martock Nordic Ski Club update – John Cameron

-Tabled for next meeting.

- Discussion of CCNS-owned CWG legacy equipment.

Action: John will call Ski Martock and report back the CCNS board with a proposal for next steps.

8:10 – 8:30: Vote on Developing Your Sponsorship Potential workshop/Strategic Planning meeting goals (Madeline Lawler)

-Motion to support Madeline's participation in Workshop. Other PSOs will also support.

-Total amount is \$230.49 or \$261.16, including transport and accommodation + food.

-Motion: John, 2nd Chris. Motion carried.

-Action - for next meeting agenda: Put forward a motion to allow Madeline to make decisions on PD funds in collaboration with CCNS President, as long as the cost of the PD event is within the budget allocated for PD for the year.

Motion to Adjourn: John Hudec. Meeting adjourned at 8:30pm.

CCNS Board Meeting Minutes

Thursday, July 7

7:00 – 8:00pm

Present: John, Kate, Doug, Ron, Chris, Daniel, Sharon, Tom, Ike, Lorenzo, Madeline

Regrets: _____

Item	Discussion Points	Action / Decision
Election of and appointment of new board members (Lorenzo Caterini, Doug Theedom, Ike Whitehead, Tom Steele + Ron Mitchell)	<p>Discussion about increasing the number of board members and hoping for an increase in women.</p> <p>John nominated Ron Mitchell to the board and Ron discussed his qualification for the board.</p>	<p>Motion: To appoint Lorenzo Caterini, Doug Theedom, Ike Whitehead, and Tom Steele to the board. Moved by: John Cameron Seconded by: Chris Algar (Motion carried)</p> <p>Motion: To appoint Ron Mitchell to the board until the 2017 to 2018 AGM followed by election. Moved by: John Seconded by: Ike (Motion carried)</p>
Motion to appoint the provincial coach (Daniel Murray) to the Board of CCNS (John)	<p>Discussion of how the bylaws state that board members can only complete 3 consecutive periods of 2 years and so Daniel had to leave the board. Need to ensure that the Head Coach can have a presence on the board.</p>	<p>Motion: To appoint Daniel as a Special Advisor to the board with a non-voting capacity. Moved by: John Cameron Seconded by: Ike (Motion carried)</p>

<p>Set dates and times for monthly board meetings</p>	<p>Item was moved to second item since a few board members had to leave the phone call.</p> <p>The board chose the first Tuesday of every month at 7pm.</p>	
<p>Election of executive positions Vice-President -Treasurer (Chris Algar) -Secretary (Madeline) -Events Coordinator (Daniel to explain) -Awards Coordinator (Daniel to explain)</p>	<p>Discussion of positions for Chris and Madeline, and the role of Vice-President (meets with government employees and key stakeholders).</p> <p>Daniel explained the role of the Events Coordinator; need to confirm events. Ike volunteered for the Events Coordinator position. Daniel is interested in setting up a coaching schedule.</p> <p>Daniel explained the role of Awards Coordinator; work with the board to determine the award winners of the Support4Sport Awards.</p>	<p>Motion: To appoint Ike to the board as Events Coordinator. Seconded by: Lorenzo (Motion carried)</p> <p>Motion: To appoint Doug Theedom to the role as Awards Coordinator. Moved by: Ike Seconded by: Ron (Motion carried)</p>

<p>Review of upcoming deadlines and decisions</p>	<p>Ike has been working on the policy manual, which includes conflict of interest and dispute resolution policies. Need a personnel policy. Can work with other Sport NS organizations on the policies.</p> <p>The board discussed the agenda and the only change made was moving the time selection for board meetings up to the second agenda item.</p> <p><u>Outcome Identification Submission</u></p> <p>John explained how it was awkward for Madeline and him to over promise initiatives. Need to be more realistic about the projects that are taken on. The process will be to work on a first draft of the document. Considered as a Provincial Recreation Organization instead of a Provincial Sport Organization.</p> <p><u>CWG Legacy Equipment and Groomer</u></p> <p>John mentioned a legacy agreement and the items included in the equipment. MNSC is receptive and have a plan to store the equipment at MacDonald Sports Park. Medium discussion: What to do with the groomer. Ike mentioned putting a value on it and tendering it out to the club.</p> <p>Discussion of clubs that are interested. Lorenzo suggested putting a value on it and charge an amount over 5 years</p> <p><u>Leasing Timing Equipment</u></p> <p>John discussed timing equipment and how BNS owns a chip timing system. Need to determine a leasing agreement with Martock Nordic Ski Club. Doug suggested having CCNS lease out the equipment. Chris mentioned the need to be aware of the finances. Chris also mentioned that this is a</p>	<p>Action: Ike will work on this and discuss a procedure for how to disseminate the policies.</p> <p>Action: John/ Madeline to add to the agenda for next meeting.</p>
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<p>A.O.B.</p>	<p>John suggested the need to go over the finances. Problem: Financials show that CCNS is in good shape. Will have a better picture of financials for the next meeting.</p> <p>John and Madeline to meet with Kaitlin McCoombs about PSO Projects. John suggested the need to determine what to do with investment funds and make a policy to govern use.</p> <p>John also discussed the Strategic Plan and how it needs to be reviewed. This item was tabled until the next meeting.</p> <p>Discussion of Madeline putting together a board orientation booklet and working with John to put together a Google calendar.</p>	<p>Action: Madeline to determine how money goes out to CCC.</p> <p>Action: Madeline to send binder of documents to Daniel and send Calendar reminders.</p>
<p>Ajournment</p>		<p>Motion: To adjourn Moved by: John Seconded by: Chris (Motion carried)</p>

CCNS Board Meeting Minutes

Tuesday, August 1, 2017

7:00 – 8:30pm

Present: Chris, Doug, John, Ike, Lorenzo, Madeline, Ron, Sharon, Tom,

Regrets: Daniel, Kate

Item	Discussion	Action / Decision
Approval of Agenda	John brought the meeting to order at 7:07pm. Discussion to add confirm date for the next meeting.	Motion: To approve the agenda as presented. Moved by: John Seconded by: Doug (Motion carried)
Approval of Minutes from July 7, 2017 Meeting (<u>Attachment #2</u>)	Ike suggested that people leaving the meeting should be recorded.	Motion: To approve the minutes as presented. Moved by: John Seconded by: Sharon (Motion carried)
President's Report	Madeline and John met with Robin Norrie from the Department of Communities, Culture, and Heritage. Funding for the upcoming year has been approved. The agenda notes outline the discussion during the meeting about the PRO project grant. Madeline and John met with Kaitlin McCoombs who is in charge of the PSO Projects funding. The discussion focused on how CCNS could apply for grants every three months. The rest of the discussion focused on the submission of the Part II of Dept. of CCH funding application submitted on July 24 (see attachment #3), John's meeting with Gabrielle Gallagher the Program Manager of WomenActiveNS, and the cleanup of Martock.	

Treasurer's Report	<p>Chris sent out his report at 7:17pm to the board's emails.</p> <p>Ike mentioned that the financial statements could be obtained from Registry of Joint Stocks.</p> <p>Chris showed the slides to the group in the room and reviewed the financial statements from the 2016 to 2017 period.</p> <p>Chris suggested the need to consider how CCNS' block funding has been decreasing.</p> <p>Chris asked, "What should we do with the excess funding in the bank?" and discussed the potential of spending that money.</p> <p>Ike mentioned that the CCNS board should receive quarterly reports.</p> <p>The discussion focused on the membership fees breakdown to CCC and club fees; \$15 is taken from Halifax Nordic by CCNS or CCC.</p>	<p>Action: Madeline to research the details of CCC membership fees and when membership to CCC is paid. Madeline to research membership fees breakdown.</p>
Administrator's Report	<p>Madeline updated the board about the binders and calendar.</p>	

<p>Plan for selling the Ginzu Groomer</p>	<p>The discussion focused on the Ginzu groomer (notes presented in agenda), how there should be a minimum bid, and how clubs should send in proposals for the groomer.</p> <p>Tom asked about the legacy agreement and if there is policy about the disposal of the equipment.</p> <p>Policy states that the transfer must be fair and transparent.</p> <p>Lorenzo mentioned that the groomer is too large for most clubs and the board discussed the size as an issue. Ike mentioned the Classifieds section on the CCC website and the potential of trading the groomer.</p> <p>The discussion focused on how the tracks could be useful.</p> <p>Ike suggested sending a letter out to the clubs and Lorenzo suggested mentioning the size.</p> <p>Ike mentioned a distributor in NB.</p> <p>John suggested Manon Losier as a contact for CCNB and asked the board for a contact at Keppoch.</p> <p>Lorenzo sent an email out that morning to a contact at Keppoch and Ike has a contact.</p> <p>The discussion focused on trading the groomer with Keppoch and determining club needs for the size of a groomer. Further discussion focused on the interest in timing system from NB.</p> <p>The procedure for determining what to do with the groomer will go as follows:</p> <ol style="list-style-type: none"> 1) Approach clubs 2) Approach Keppoch 3) Approach NB <p>The discussion focused on that selling the groomer for cash would be the last resort.</p> <p>Chris and Ron suggested that the board needs to favour CCNS clubs.</p>	<p>Action: Madeline to write a letter to the clubs about the groomer and set a deadline for sending interest.</p>
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<p>Annual Plan and Grant Applications (see <u>attachment #4 + Attachments #7, #8, #9</u>)</p>	<p>The discussion focused on the need to stay updated with calendar and have advanced notice over a year as well as on the funding and potential received by CCH and Sport NS.</p> <p>Chris suggested that the PSO Project funding for a “Try It” event should be initiated by clubs.</p> <p>Lorenzo mentioned his interest in applying for funding for grooming trails for loppets and other events.</p> <p>The discussion focused on how the clubs should take on projects and the importance of keeping cross country skiing accessible to non-traditional skiers to satisfy CCH. Further discussion was about grants that can be applied for by Provincial Sport Organizations and clubs, and about needing to determine whether to apply for grants from CCH and Sport NS; one particular funding application opportunity will be focused on applying for funding for building governance capacity and working on a financial management system.</p> <p>Chris suggested adding a satellite grooming grant, which sparked further discussion about how this idea fits in the try it category and the need to move onto this idea quickly.</p> <p>Signage was also discussed as another funding application idea.</p> <p>The PSO Project deadline will be on October 1st for the “Try It” events.</p>	<p>Action: John to send out an email to club presidents to determine interest from clubs about initiatives requiring funding.</p>
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CCNS Strategic Plan	<p>The strategic plan provided in the Board Orientation Booklet and the email notice about the CCNS meeting.</p> <p>The discussion about was focused on how the board has been bogged down by the Strategic Plan and the option to have a clear, shorter plan.</p> <p>John suggested developing a sub-committee for the Strategic Plan.</p> <p>Ron and Doug volunteered themselves to be on the sub-committee.</p>	
CCNS Reserve Fund: Policy to allocate funds (see attachment #10)	<p>The draft proposal was found in the 10th attachment and in the Board Orientation Booklet.</p> <p>The discussion focused on how the amounts of reserve funds and what to do with them. The board discussed that \$33,000 would be enough money to keep CCNS going.</p> <p>Lorenzo suggested offering incentives for clubs to be developed.</p> <p>The discussion focused on providing loans and grants, and the lack of equipment as a barrier to cross country skiing. Ike suggested changing the name to something other than a loan (e.g. start-up assistance).</p> <p>Ron mentioned the importance of maintaining the reserve fund, which sparked further discussion about money above the minimum reserve amount and providing loans.</p> <p>John suggested meeting with an investment advisor to invest reserve funds into a financial instrument that gains money. The discussion focused on keeping a portion of the funds in the chequing account and investing a portion into a financial instrument.</p>	<p>Action: Chris, John, and Madeline to schedule a meeting with a financial advisor to determine how to invest the funds more lucratively before the next board meeting.</p>

<p>Report on the Atlantic Dryland Training Camp (Wolfville: July 20-23): photos and videos</p>	<p>Daniel was not present and could not provide his report. John suggest to view the photos and videos provided in the agenda.</p>	
<p>Any other business</p>	<p>Ike mentioned that the minutes should be sent to club presidents and wondered why CCNS is Cross Country Nova Scotia when the organization is registered as Cross Country Ski Nova Scotia. Madeline mentioned that there was a rebranding.</p> <p>John suggested reviewing the minutes before sending them to Club Presidents.</p>	<p>Motion: To send the minutes of meeting to club presidents following each board meeting. Moved by: Ike Seconded by: Chris (Motion carried)</p> <p>Motion: To adjourn the meeting at 8:46pm. Moved by: Ike Seconded by: Chris (Motion carried)</p>

CCNS Board Meeting Minutes

Tuesday, September 5 2017

7:00 – 8:30pm

Present: Chris, Daniel, John, Ike, Kate, Lorenzo, Madeline, Ron, Sharon, Tom,

Regrets: Doug

Item	Discussion	Action / Decision
Approval of Agenda	John brought the meeting to order at 7:07pm.	Motion: To approve the agenda as presented. Moved by: Ike Seconded by: Chris (Motion carried)

<p>Approval of Minutes from August 1, 2017 Meeting (Attachment #2) + Matters Arising from August Minutes</p>	<p>The discussion focused on how minutes will be sent to club presidents in the future and how it is best to send a draft set of minutes to them instead of an official set of minutes.</p> <p>The discussion focused on whether to approve the Code of Ethics and Conduct, and how they have already been approved in previous years. Ike suggests reading the Code of Ethics prior to approval since other sets have worked for another organization. The item was tabled to the next meeting; the document can be found in the Google Drive folder under the Governance folder.</p> <p>The discussion focused on the fees from Cross Country Canada (CCC), and how \$10 is transferred to CCC and the rest is transferred from Zone 4 to CCNS.</p> <p>The discussion focused on sending out minutes to club presidents. John sent them out informally, but not formally in writing.</p> <p>The discussion focused on how Chris, John, and Madeline need to schedule a meeting with financial advisor.</p>	<p>Motion: To approve minutes from August 1st. Moved by: Chris Seconded by: Ike (Motion carried)</p> <p>Action: The board to read the Code of Ethics and Conduct before the next board meeting.</p> <p>Action: Chris, John, and Madeline to schedule a meeting with a financial advisor.</p>
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<p>President's Report (John Cameron)</p>	<p>The discussion focused on the meeting with Paul Tingly (Parasport Coordinator for Sport NS) on promoting paranordic skiing. Paul has sent out an email to key people, an inventory of equipment has been conducted, and next steps have been identified: conducting a more in depth inventory and hosting a “Try It” event. Kate mentioned a previous request from Sarah Coley from the Adventure Earth Centre to partner with CCNS in hosting a “Try It” event.</p> <p>The discussion focused on the application for the SNS Instructor Training Grant. John spoke about Halifax Nordic and Cape Breton Nordic instructor needs. Daniel will hopefully deliver courses and has previously mentioned the need to improve the strategy to recruit instructor trainers.</p> <p>The discussion focused on the importance of providing more financial incentives to instructor trainers in the future. Chris mentioned that there is not enough money in the CCNS budget to pay an instructor trainer – so we depend on grant funds from Sport NS. John mentioned how CCNS can apply for the SNS Instructor Training grant every year, which sparked further discussion about what clubs would pay for the instructor trainer courses: honorarium, travel, and materials. Chris asked Daniel for a worthwhile honorarium amount for instructor courses, which sparked further discussion.</p> <p>The discussion focused on the application for the Department of Communities, Culture and Heritage (CCH) PRO grants for the CCNS website and Governance Capacity Building. Madeline offered to help John with the application.</p> <p>The discussion focused on the need to</p>	<p>Action: Daniel to determine a worthwhile honorarium amount for instructor trainers.</p> <p>Action: John and Lorenzo to photograph the groomer and confirm the size of the groomer.</p> <p>Action: Madeline to write a letter to ask the clubs if they are interested in the groomer and set a deadline</p>
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Treasurer's Report (Chris Algar)	Chris mentioned that he and Madeline can meet to develop a quarterly financial report. John mentioned that a budget for 2017 was not approved at the last AGM and it should be passed at the next AGM. Chris suggested reviewing the previous budget (from 2016) and making minor changes for the new budget.	
Administrator's Report (Madeline Lawler)	<p>Madeline mentioned that she determined the membership breakdown from CCC, the meeting with the financial advisor, and the Milk Sports Fair (In Halifax in October). Further discussion focused on how to engage kids at the Milk fair, and how there is an activity space and a booth.</p> <p>Kate mentioned how there is a pair of big skis that kids can use and that kids have a passport that they need to have stamped at each activity.</p> <p>John asked about the due date, which Madeline determined to be September 29th. Chris asked about the fee for booth, which Lorenzo determined to be \$200.</p> <p>John mentioned the PSO Professional Development funding and how CCNS does not qualify.</p>	
Provincial Coach Report (Daniel Murray)	Daniel discussed the Atlantic camp in July and how he held a training camp.	
Event Coordination (Doug Theedom) – race / event date planning for 2017-18	No discussion focused on race/event date planning since Doug was not present to provide a report.	

Reports from Clubs	<p>John suggested that club representatives on the CCNS Board should provide an update / report at each board meeting.</p> <p>Tom mentioned that Cape Breton held a board meeting, that they are determining a fee structure, and discussed other board matters.</p> <p>Sharon mentioned that there is a meeting tomorrow for FOEP and that they are hosting events soon (e.g. camp fires).</p> <p>Lorenzo did not have anything to update re Halifax Nordic.</p> <p>Daniel provided an update for North Highlands Nordic including that there will be a trail cleaning crew meeting within the next week and that they are discussing plans for the winter.</p> <p>John mentioned that CCC has a new requirement that all new coaches are accredited. Daniel discussed the NCCP system and that club coaches have submitted their names.</p>	
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Meetings with Regional Managers (Ike Whitehead)	<p>Ike discussed how each region has a Regional Manager who each supervise Municipal Physical Activity Leaders (MPALs) who connect communities with equipment and recreation. He further discussed the importance of notifying MPALs about CCNS, and how he will be attending a meeting in November where he will provide a presentation about CCNS and cross country skiing in NS to them. Further discussion focused on starting a mailing list with communities.</p> <p>John mentioned the importance of clubs connecting with Regional Managers and MPALs. CCNS should leave these connections to the clubs – but can assist / support them if useful.</p>	
Membership in NS Trails Federation	<p>John discussed how he is not aware of the benefits or reasons behind becoming a member of NSTF. Ike mentioned how CCNS was a founding member and how NSTF is a forum to connect with other trail related groups. Madeline mentioned the fee for the membership was \$230. Further discussion focused on the NSTF memberships including ATV, as a highly funded group, and the importance of acting as advocates for trail building and building connections. John suggested tabling the item to the next meeting.</p>	<p>Action: Madeline to schedule a meeting with the Executive Director of NSTF.</p>

CCNS Reserve Fund	<p>John suggested discussing this item after the meeting with the financial advisor. Ike suggested having a report on options for managing the reserve fund in advance of the next board meeting. Chris outlined 3 main options for managing the reserve funds: 1) Invest the all of the funds and spend only the annual interest, 2) Provide grants to clubs (eventually using up the \$45,000), 3) Provide a combination of grants and loans to clubs.</p>	<p>Action: Item tabled to the October board meeting, following meeting with a Financial Advisor.</p>
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CCNS Board Meeting Minutes

Tuesday, October 3, 2017

7:00 – 8:30pm

Present: Chris, Daniel, Doug, John, Ike, Lorenzo, Madeline, Ron, Sharon, Tom

Regrets: Kate

Item	Discussion	Action / Decision
Approval of Agenda	John brought the meeting to order at 7:03pm.	Motion: To approve the agenda as presented. Moved by: Ike Seconded by: Doug (Motion carried)
Approval of Minutes from September 5 - Attachment #2 (3 pages)	John reviewed the minutes and pointed out the key action items. All items were completed.	Motion: To approve minutes from September 5, 2017. Moved by: Ike Seconded by: Lorenzo (Motion carried)
Management of CCNS reserve fund - Attachment #3 – Excel doc (1 page)	<p>John mentioned that him and Madeline met with a financial advisor who provided options for CCNS. He pointed out that CCNS is losing money with the current investments at about 2% with the chequing account and 1% with the investments account. He reviewed the different options in the spreadsheet.</p> <p>John suggested using some of the money to make loans to clubs. Ron suggested the need to review the risks after John sent out the spreadsheet due to crisis in 2008. Ike put forward a motion to pursue option 2. Lorenzo pointed out that there are fees that may not be included in the amounts presented in the spreadsheet, and John explained that there are fees paid on top of the interest rates in the spreadsheet.</p> <p>Lorenzo pointed out that CCNS is in the business of using the money to invest in skiing rather than managing money. He suggested that the best option to pursue is a combination of option 2 and 5.</p> <p>Tom asked about the source of the investments and the restrictions on spending the money. John mentioned that the source is questionable, but was accumulated over time, and that there are no restrictions over time. Ike explained that CCNS was connected with Orienteering NS, Bryan</p>	Action: Madeline to send Sharon the spreadsheet in PDF form after the meeting.

	<p>Scallion travelled around and did not claim money, and a coach was not hired. Ike spoke about Wintercade and how the funding for the project from the federal government did not get transferred back to Ike.</p> <p>Chris entered the meeting at 7:30pm.</p> <p>John explained that some of Reserve funds should be kept in the chequing account. Doug agreed that he is in favour of option 2, but would like to have the option a club brought forward a good proposal for a loan then CCNS could consider it. The discussion focused on option 2 and the consideration of providing clubs with a loan.</p> <p>Tom mentioned the concern about loans and the club potentially not being in a position to pay off loans; there is a potential financial liability for clubs. Chris suggested that the loan could be from the principle where the grant could come from the interest on the investment. John suggested that there would need to be an agreement for the loans.</p> <p>Ike presented his concerns about providing loans and the financial liability of bringing the money forward for future clubs. John discussed the pros and cons of loans and grants.</p>	<p>Motion: To invest the reserve funds in a very conservative portfolio and loans or grants can be made from those funds with the boards approval. The principle shall not go below \$30,000. Moved by: John Seconded by: Ron (Ike opposed. Lorenzo abstained. All other parties voted in favour. Motion carried)</p>
<p>Proposal for grant or loan to Halifax Nordic for snowmaking</p>	<p>Lorenzo acknowledged that he is in conflict regarding the investment of the reserve funds. He discussed snowmaking with no access to funding from HRM, some money that Halifax Nordic has for Brunello, and how the club is in a good cash flow position. He asked whether CCNS is interested in having a snowmaking facility. Ron asked if it could be portable, which Lorenzo explained how it could be. He also discussed the partnership with Brunello and the money coming from Halifax Nordic.</p> <p>John asked whether Halifax Nordic would be in a position to pay within a year and mentioned that he is in conflict as a member of the club. He also discussed the issues with giving a loan to just one club and suggested the need for a policy.</p> <p>Lorenzo mentioned that he would like to start a Valley branch in Smiley Provincial Park with the support of a loan from CCNS. The discussion focused on increasing the membership fees to bring in more funds. Tom supported the principle of the loan and mentioned that he would like</p>	<p>Motion: For CCNS to entertain a proposal for snowmaking from Halifax Nordic. Moved by: John</p>

	<p>a written proposal with specifics to review. Ron suggested communicating the specifics of the grant and loan program to clubs. John suggested having a loan agreement with the clubs. Sharon asked if the guidelines will be put on the website and communicated to the clubs.</p>	<p>Seconded by: Chris (Doug, John, Lorenzo, and Ron abstained because they are members of Halifax Nordic. All other parties in favour. Motion carried)</p>
<p>Review and approve Code of Conduct (Ike) – Attachment #4 (13 pages)</p>	<p>Ike discussed how CCNS is named Cross Country Ski Nova Scotia under the Registry of Joint Stocks and how he will clean up the writing of the Code of Conduct. Ron mentioned his concerns about the Code of Conduct.</p> <p>The discussion focused on the concerns brought up by Ron. Tom brought up the concern of advocacy for natural environment and Action 10.</p>	<p>Action: Ike to make changes to the Code of Conduct based on Ron’s concerns. The board should send suggestions to Ike by Friday, October 6th.</p>
<p>Strategic Plan (2018-2023): Review Draft #1 + Review Process (Doug to circulate Draft)</p>	<p>Doug discussed how the Strategic Plan was developed in line with the plan for Communities Cultures, and Heritage, and suggested that the board should provide input. He also discussed how the plan is meant to be general.</p>	<p>Action: The board to send comments to Doug by October 31st.</p>
<p>President’s report (John)</p>	<p>John mentioned that Madeline and himself submitted an application to support instructor training, attended the Division Chairs Committee meeting focused on sharing information on snowmaking, and did not have the capacity for the Milk Sport Fair.</p>	
<p>Updates from CCNS board.</p>	<p>The Nova Scotia Ski Team is raising money by selling coffee.</p> <p>John brought up the communications plan and Ike preferred having local content. Lorenzo suggested embedding the Facebook page in with the clubs. John suggested making the communications plan the first item of the agenda for the meeting on November 7th.</p>	
<p>Update on Ginzu Groomer</p>	<p>Lorenzo discussed that the groomer is 84” and discussed the clubs interest in the groomer.</p> <p>Ike discussed the need for a tentative schedule for events. Doug mentioned that there is a tentative date for the ski swap of November 19th.</p> <p>Daniel discussed coaching courses.</p> <p>Tom asked if CCNS has a charitable status and John mentioned that Sport NS is a registered charity, but CCNS</p>	<p>Action: John and Madeline to send out a call out to clubs to determine interest from the clubs.</p>

	is not. Ike mentioned the Bryan Scallion Memorial fund, which is registered with a charity.	Action: Madeline to send the contact for the Bryan Scallion fund to Tom.
Adjournment		Motion: To adjourn. Moved by: John Seconded by: Doug. (Motion carried)

CCNS Board Meeting
Nov 7, 2017 (7:00-8:30)

Present: Chris, Daniel, Doug, Ike, John, Lorenzo, Ron, Sharon, Tom

Regrets: Kate

Item	Discussion	Action / Decision
Approval of Agenda	The board discussed how the following items should be added to the agenda: <ul style="list-style-type: none">• Financial report• Snow making• Sale of cross country skis	Motion: To approve the agenda as presented. Moved by: John Seconded by: Doug (Motion carried).
Approve Minutes from October Meeting	No discussion about the minutes as presented.	Motion: To approve the minutes as presented. Moved by: Ike Seconded by: Doug (Motion carried).
Revisions to Strategic Plan	Doug discussed the strategic plan and that he is happy with the plan. John pointed out Objective 6 could change "Encourage clubs to host races and events". Sharon pointed out the need to change Objective 5 to economic levels. Ron pointed out the need for consistency of verb tenses. John discussed the potential of working with clubs to change the plan; he was skeptical about doing so. He mentioned the potential need to align it with the CCC's plan for dates. The board discussed adding the time range for 2018 to 2023.	Motion: To approve the Strategic Plan as revised today. Moved by: Chris Seconded: Ike (Motion carried).
Code of Conduct	Ike missed the changes for the Code of Ethics and asked for the board to provide him with suggestions. Sharon mentioned Article 4 on relationships, and that 19.3 and 19.4 were in conflict. Lorenzo mentioned a section about drinking at events. The board discussed the extent of drinking and how the wording could be changed to be softer.	

Financial Report	<p>Chris presented the financial update and the board discussed the benefit of breaking out the ski team expenses from other expenses.</p> <p>Chris mentioned the need to have all reimbursements paid out by the end of the fiscal period.</p>	<p>Motion: To approve the financial report as presented. Moved: Doug Seconded: Ron (Motion carried).</p>
Update on management of reserve funds	<p>John discussed the meeting at the bank and how \$20,000 was transferred from the chequing account to a very conservative risk portfolio. Ron asked about paying taxes on the earnings; the board discussed how CCNS does not pay taxes since the organization is a not-for-profit.</p>	
CCNS Grants and Loans Policy – Next steps	<p>John mentioned the potential need for a policy on how to manage the reserve funds. The board discussed the benefits of having a policy, deadlines, and matching funds.</p> <p>Tom mentioned the need to clarify whether in kind services can count as a match for financial contributions. The board discussed the use of in kind donations and about loans versus grants.</p> <p>John suggested developing policies around grants and guidelines for reviewing the grants. The board discussed the issue of developing a loan and whether the loan should focus on capital equipment.</p> <p>Ron mentioned his concern for providing loans, which sparked discussion regarding grants and the use for the funding.</p>	<p>Action: John to begin the draft of a policy for managing grants and loans, and guidelines for the board to review grants and loans.</p>
Sale of Ginzu Groomer (proposal from WAAA)	<p>John discussed the proposals found in the agenda and asked whether there should be a formal written agreement.</p>	<p>Motion: To follow through with the offer. Moved by: Ike Seconded: Chris (Motion carried).</p> <p>Action: Madeline to develop a receipt once the Groomer has been sold.</p>
Administrator's Report (Maddy) (CCNS + CCC administrator's group)		<p>Action: Madeline to send out information about the Sport Leadership Forum and grant details.</p>

Provincial Coach's Report (Daniel)	<p>Daniel discussed the grant for apprenticeship of female coaches and how Lilla is going through levels. He also discussed workshops happening in November. John mentioned Nancy's meeting on the lessons learned for coaching kids.</p> <p>Daniel further discussed the training camps that previously happened as well as the Experience Canada exchange happening soon.</p>	<p>Action: Madeline to contact Nancy about the meeting location.</p>
President's Report (John)	<p>John discussed Madeline's performance review, Lilla Roy's new position as Para-Nordic 'liaison with CCNS, and the grant submitted for Para-Nordic coach training and equipment. The board discussed the potential opportunities for equipment. John discussed a grant being submitted to Dept. of CCH to overhaul website and how Kate will be interested in overhauling the website.</p> <p>The board discussed the timing equipment (chip system lease from BNS) and the opportunities related to the system.</p> <p>John discussed the CCNS Race clocks and what they can be used for as well as the potential to setup of an CCNS President email. Chris suggested setting up a Gmail account.</p>	

Priorities for next grant applications?	<p>John mentioned the following grant opportunities:</p> <ul style="list-style-type: none"> • Dept. of CCH: no deadlines (\$1000 - \$4000) (website grant submitted: \$2000) *<u>Guidelines + application form attached.</u> • Sport NS PSO project grant: <u>Jan 1 deadline</u> What are the priorities for CCNS board + clubs? <ul style="list-style-type: none"> a) 'try it' events ? b) snowmobile / groomer training ? <p>Guidelines: http://sportnovascotia.ca/Funding/StartaNewApplication/ForProvincialSportOrganizations/Support4SportPSOProjects/tabid/1386/Default.aspx </p> <p>Lorenzo mentioned the potential for applying for funding to groom trails for para-nordic skiing.</p>	
Any other business?	John mentioned that Ski Martock is selling off skis for \$35.	
Adjournment		<p>Motion: To adjourn. Moved by: Ike Seconded by: Doug</p>

**CCNS Meeting Minutes
December 5, 2017**

Present: Chris, Ike, John C., John Hudec (President of Cape Breton Nordic), Kate, Lorenzo, Ron, Sharon, Tom

Regrets: Daniel, Doug

Agenda	Discussion	Action/Decision
Gabrielle Gallagher (WomenActive NS) on gender inclusion in sports + boards	Meeting was brought to order at 7:07pm. Gabrielle gave a presentation about Women Active-NS and how to engage more women on boards. She provided resources at the end of the presentation. John asked to send the slides from the presentation, which she offered to send to Madeline.	Action: Madeline to send the presentation out to the CCNS board once she has received it.
Approval of Agenda	The board suggested to remove the following items from the agenda: <ul style="list-style-type: none">- Strategic plan- Code of conduct- Website renovation	
Approve Minutes from November Meeting (Attachment #2)	Sharon pointed out that Ron initially brought up the point about changes for Article 4.4, but she mentioned it during the last meeting.	Motion: To approve the minutes. Moved by: Ike Seconded by: Lorenzo (Motion carried)

<p>Club development funding request from Cape Breton Nordic (CBN)</p>	<p>John H. mentioned the strong participation of women in CBN and then discussed the details referred to in the funding request.</p> <p>John C. asked if the project is viable without the Department of Communities, Culture and Heritage (CCH)’s support for grooming equipment. John H. mentioned that the club could continue without grooming. The CBN representatives discussed sponsorship and equipment use opportunities if the funding from CCH does not come through. The board discussed whether the funding would need to be issued right away or if CBN could wait to receive the funding from CCNS.</p> <p>The board also discussed the specific details about operating the club including locations and building hours.</p> <p>John H. left the call at 8:14pm.</p> <p>Ike suggested that the board could not provide the money to CBN because a policy for providing funding to clubs was not previously written. The board discussed the issue of agreeing to supply the money in theory, the need to develop a policy with criteria for selecting opportunities to fund, and the potential details to be included in the policy.</p> <p>Chris suggested that a budget should be provided with grants in the future.</p> <p>John C. and Ron agreed to make up the subcommittee for developing a policy for giving out grants.</p> <p>The board discussed how a letter in support of the grant could be written out</p>	<p>Motion: To approve in principle a grant of \$3000, pending agreement on grant details.</p> <p>Moved by: John Seconded by: Ike Abstained by: Tom (Motion carried)</p>
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Loan request from Halifax Nordic (finalize details of approved motion from October CCNS meeting)	<p>The loan request was presented to the board with the detail that there is 0% interest for the loan. Lorenzo provided further details regarding snowmaking.</p> <p>Chris asked about the timelines for when the loan would be required. The board discussed the drafting of the grant and loan policy, and whether the board should approve the loan at the meeting.</p> <p>John suggested the need to draft a loan agreement letter. Lorenzo agreed that a loan contract would be fine, but it should not hold any board members personally liable.</p>	<p>Motion: That CCNS administer a 0% loan to Halifax Nordic (HN) of \$15000 on the terms proposed on the Dec. 2 letter, pending signature of HN and CCNS.</p> <p>Moved by: John Seconded by: Chris Opposed by: Ike Abstained by: Lorenzo (Motion carried)</p>
Try It events grant	John brought up discussion about applying for a grant application for Try It events. The board discussed the possibilities for the grant including providing food and organizing it around National Ski week.	
Adjournment	Adjourned at 8:49pm.	<p>Motion: To adjourn.</p> <p>Moved by: Ike Seconded by: Chris (Motion carried)</p>



2016 Minutes

October | November | December

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Ellenwood
Park



MINUTES

26 October 2016

CCNS Board Meeting

Present: Tim Carroll, Daniel Murray, John Hudec, Sharron Sullivan, John Cameron, Madeline Lawler.

1. Approve to modify agenda
2. Approve minutes
3. Review block funding application (Madeline)
4. Strategic plan: <https://drive.google.com/drive/folders/0ByHRtued5A9SSGU1N0R0UjRrem8> (Madeline)
5. Conversation and meeting with Pierre Lafontaine (Madeline/Tim)
6. NS trails affiliation (Tim)
7. Investments (Tim)
8. Support for CANSI course (Tim)
9. Aboriginal ski programming (Madeline)
10. Multi-sport initiative with new Nova Scotians (Madeline)
11. Applications: (Madeline)
 - Funding to Advance Gender Equality in Canada: <http://www.swc-cfc.gc.ca/fun-fin/cfp-adp/2016-2/theme-en.html>
 - Canada Sports Friendship Exchange Program: <http://www.csfep.com/en/>
12. Approval Madeline's attendance to Communications and Ethical Storytelling workshop in Fredericton, NS: (<http://www.acic-caci.org/our-work/acic-training-opportunities.html>) (Madeline)

13. Madeline's contract (Tim)

14. Set a time for next meeting - Thursday evenings

Cross Country Nova Scotia

MINUTES

24 November 2016

Phone in numbers:

Call: [9]-1-866-886-0869

Leader code: 7186874334 or 2053161003

Supervisor code: 1760 or 4627

	Items	Discussion points	Actions / Decisions
	Bring to order / approve agenda	Tim called meeting to order at 7:02	Motion: to approve agenda for meeting. Carried.
	Approve minutes from: October 26	No matters arising from Oct 26 minutes.	Motion: Moved by Joanne, seconded by Kate. Carried.
	Review of Block Funding application	Discussion postponed to next meeting because of insufficient feedback from board members on application. Discussion of what was accomplished in 2015-16 and what will be accomplished in 2016-17.	Action: Madeline will organize a doodle poll to schedule a special meeting to discuss the block funding application.
4	Debit card to view accounts	Discussion of need to be able to view bank account transactions on-line. The debit card will not allow transactions, will only be used to view transactions on-line.	Motion: John moved, Tim seconded. Motion carried.
5	Meeting at RBC	Tim moved to transfer all funds in Investment Account + \$10,000 from chequing account into a CDIC-insured RBC High interest savings account	Motion: Tim moved, Joanne seconded. Motion carried.

6	Update on Club Registrations and Forms	<p>-Discussion of reasons behind the \$100 fee charged to Clubs for membership in CCNS.</p> <p>-Tim highlighted the need to update the CCNS website with the goal of supporting the formation of cross country ski clubs.</p> <p>-Madeline raised question of whether Gender needs to be on the CCNS form. Agreement to leave a blank line after gender and to add a sentence to explain why CCNS collects data on gender.</p>	Action: Madeline will talk with Ike Whitehead and Sarah Wood and CCC to figure out the reasons for the \$100 fee.
7	Sydney area ski club update (John Hudec)	<p>John Hudec updated on formation of the Cape Breton Nordic Ski Club (based in the Sydney area). Initial meeting planned for December 6. The club will use two golf courses and possibly facilities at Ben Eon.</p> <p>-The CBNSC has a facebook page.</p> <p>-Tim and Madeline agreed to take part in the meeting in person or by skype.</p> <p>-Tim will report on meeting at Kopic at next meeting.</p>	
8	Club Formation Grants	<p>-Tim highlighted that there is a budget line in the CCNS budget (for 2016) for \$2000 for 'Club Development Grants.'</p> <p>-John H. explained that the criteria for the grant have not yet been agreed on.</p> <p>-Tim suggested that CCNS should list the grants that it makes available on the CCNS website, including the criteria for each grant (e.g. festivals and events, club development).</p>	Action: Maddie will find the criteria for the festivals and events grant and circulate it as a template for 'club development grant' criteria.
9	Date for next meeting		Action: Madeline will circulate a doodle poll for dates for the next CCNS meeting.

10	Definition of success for Madeline's position/CCNS (Madeline)	Tabled to next meeting.	
	Meeting Adjourned at 8:36pm		

**CCNS Board Meeting
to Discuss Block Funding Application**

December 19, 2016

MINUTES

Present: Tim Carroll, Chris Algar, Daniel Murray, John Hudec, Sharron Sullivan, Kate Venas, John Cameron, Madeline Lawler.

Item	Discussion Points	Action / Decision
<i>*Note: The purpose of this meeting was to generate input for the CCNS 2016 Block Funding application, which was the only item on the agenda of the meeting.</i>		
CCNS Blog	Motion: “That CCNS create a CCNS on-line blog titled ‘Glides and Strides’ to promote cross-country skiing in NS.” -Agreement that the focus of the blog should be NS-specific aspects of skiing and that the blog should focus on ‘stories,’ with factual / reference information to be located on the CCNS website. -Ideas discussed for potential blog articles: new clubs, new trails, coaching ideas, grooming, athlete development (ski team + masters), athlete reports from races, where to rent and buy skis, what is CCNS and what does CCNS do. -The blog will require a moderator and editor.	Motion: Chris Algar. Second: John Cameron. Motion carried.
Result Area #2: Active Living	Motion: “That CCNS create a handbook for clubs on grooming.” -Tim offered to create the handbook. Motion: “That CCNS create a grant fund to support groomer training in NS XC ski clubs.”	Motion: Tim Carrol. Second: Chris Algar. Motion carried. Motion: Chris Algar. Second: John Cameron Motion carried.

Result Area #3: Disparity Reduction	<p>Motion: “That CCNS create a board position to promote women in skiing and recruit someone to fill the position”</p> <p>Motion: “That CCNS collect baseline data from NS ski clubs on female participation in club activities and update the data annually to track progress on female involvement in cross country ski activities in NS.”</p> <p>Motion: “That CCNS create a position on the CCNS Board for a paranordic representative to promote paranordic skiing and recruit someone to fill this position. “</p>	<p>Motion: John Cameron Second: Chris Algar Motion carried.</p> <p>Motion: Tim Carroll. Second: Sharon Sullivan. Motion carried.</p> <p>Motion carried. (not clear who made and seconded the motion)</p>
Result Area #4 Capacity Building	<p>Motion: “That CCNS develop a reference manual for new board members of CCNS.”</p> <p>Motion: “That CCNS develop and policies and procedures manual on important aspects of CCNS board governance and staff work for CCNS.”</p> <p>Motion: “That the CCNS Board carry on the work of the Human Resources Committee to work with the other two PSOs that share the support staff position.”</p>	<p>Motion: Tim Carroll. Second: Chris Algar. Motion carried.</p> <p>Motion: Tim Carroll. Second: Chris Algar</p> <p>Motion carried: Not clear who made and seconded the motion.</p>
Result Area #5 Places and Spaces – Facilities	<p>Motion: “Develop a grant program to support a school-based XC initiative in NS.”</p>	<p>Motion carried: Not clear who made and seconded the motion.</p>