

April 15, 2021, 7:30pm, via Zoom

Present:

- Éric Béliveau, President
- Connie Zuberbuehler, Branding coordinator
- Mario Gagnon, Head Coach
- Gerrard Leach, Equipment Manager
- Ken Carter, Volunteer coordinator
- Chantal Martel, Treasurer
- Pierre Leduc, Secretary
- Katie O'Brien, Special Events coordinator
- Isabelle Ranger, Vice President

Agenda

1. Mario Gagnon provided a quick review of registrations

- U10 = 14
- U12 = 17
- U14 = 23
- U16 = 23
- U18 = 5
- Expect 3 or 4 in U18
- U12 doing well (short 3)
- U16 doing well
- U14 not as well (short 10)

2. Review of previous meeting minutes.

- Minutes were distributed.
- Directors will provide feedback by email by April 16 morning.
- Otherwise the Minutes will be approved and published.

3. Review of recent OSZ meeting.

- Discussion on registration at U18 at the zone level
- Discussion of code of conduct for parents / athletes. Les Sommets already has such a form. The Zone will look at this version and may adopt it for the other 4 hills.
 - To ensure sport in an environment safe of bullying, harassment.
 - Will have a safe sport commissioner for the region.
- There are also a few openings – a new Results Coordinator, as well as a scheduler. Edelweiss already has 6 positions at the Zone level.
- Coaching reimbursement came up as well.
 - Normally reimbursed 50% of the training in the 1st season and 2nd 50% if the coach returns the following year.
 - Discussion of whether coaches who do not pass the training should be reimbursed.

- Decision: to reimburse all coaches who seek additional training and update the coach training policy document.
 - FIS & OSZ fees
 - U18 athletes will no longer be charged Zone fees.
 - Someone will review Zone fee structure for the Zone next year to reflect the level of work / benefit at different levels. E.g. Younger racers will pay lower fees.
4. **Katie O'Brien provided a quick update on Audi tickets**
- 592 tickets were sold by our club
 - Raise approx. \$3000 for the club
- New board members for next year; 3 out of 4 positions are filled
 - All positions were filled except for President
 - Julie Waddell Smith for Volunteer Coordinator
 - Richard Pepple (sp?) for VP
 - Alison Scarlet for Secretary
 - Discussion about whether all Executive Members should be required to fulfill the full parental volunteer hours.
 - Decision: every family is asked to fulfill the volunteer hours, but we should be flexible and use common sense.
 - Discussion: next meeting will include incoming and outgoing Board members
 - A 17-page document outlines the various roles and responsibilities
 - Also a suggestion that each outgoing member offer to spend some time, 1 on 1, in a conversation to convey an overview of the role.
 - Discussion of how to distribute the workload on the new Board:
 - Need transition plan from outgoing members, including job responsibilities, and timing.
 - financial (budgeting) tasks to the incoming VP
 - ALL TeamSnap related forms, including registrations to Secretary.
 - remaining sponsorship initiatives, including upcoming renewal with Kundstadt and others to Branding coordinator.
 - representation of Edelweiss on the OSZ board to VP.
 - Éric B. will stay on the OSZ board as U18 coordinator for one more year.
 - A parent has offered to take on the Streif Start Hut initiative. He will need direction from the executive.
 - We will need age-group coordinators by Sept, with the U16 coordinator responsible for Mont-Edouard coordination and Speed Camp.
 - Discussion : ensuring branding coordination between our legal name, name on jackets, domain name, and email addresses
 - Considering: CompetitionEdelweiss.ski or CompetitionEdelweiss.ski.com
 - Decision: Gerrard Leach to verify if the domain is available
 - Discussion about awards this year.

- Decision: to suspend athlete awards this year.

5. **Outstanding initiatives:**

- Need all documents used posted to OneDrive and volunteer related info posted to the website
- We need a folder for all documented processes:
 - Insurance:
 - Éric B. to provide a note to Isabelle Ranger regarding the Zone's experience with insurance.
 - Insurance covers use of equipment, but the equipment is owned by Les Sommets
 - By-laws
 - Brief discussion and feedback on draft bylaws
 - The text will be reviewed and be recirculated by email for approval via correspondence
 - Policy for coach reimbursements
 - Fees

6. **Round Table**

- Gerrard will speak with Mario regarding various equipment purchase requirements.
- Connie mentioned that the deadline to order jackets is end of April (large order this year).
- Credits for last year's season will be applied by Les Sommets to the credit card used to register in the 2021-2022 season.

7. **New initiative to help with the transition and on-going operations:**

- Register an Edelweiss domain name and create e-mail address for each role.
- Communication from the club will come from each of these addresses.
- This means the volunteer coordinator would be distributing ALL info related to officials' courses, and encouraging members to sign up, the registration coordinator would be communicating fees, timelines, etc., special events coord would be communicating training camps etc.
- All these addresses would be added to TeamSnap.
- This means more individual e-mails from the club, but more clarity and shorter messages.
- It also means one name is no longer associated with all these messages, which I think is one of the reasons the Presidents job is hard to back-fill.