

Date: November 30, 1998

To: Division Offices,

CC: CCC Board of Directors

From: Malcolm Hunter

RE: Changes at the CCC National Office

Given the continued financial deficit and my resignation as Executive Director, the CCC Executive has made the following changes.

The CCC office in Ottawa will be closed effective, March 31st, 1999.

Toni Scheier will be offered a home-office position based in Ottawa to look after athlete development.

An Administrator will be hired to be based in Canmore. See attached Position Advertisement.

A resolution will be prepared for approval by the Board to formally transfer the Head Office from Ontario to Alberta.

From my perspective the changes, although significant, reflect the principles adopted by the Executive and Board 4 years ago that as financial resources get smaller the priority will be to continue the NST program. In this case, CCC National ran a \$22,000 deficit last year. With the decrease in marketing and membership support CCC will run a deficit this year and next year and, without changes, would be faced with a \$75,000 shortfall. The above-noted changes will lessen this financial issue although further financial changes will be necessary.

For the coming winter through to March 31st, Toni and Raezelle will continue full time in the Ottawa office. I will be working 2 days per week. Your understanding and support through this transition period will be much appreciated.

Have a great winter.

NOTE:

By now, your office and clubs should have received the club promotional and magazine mailing. If there are any short comings, please let us know.

Sport Administrator Position: Cross Country Canada, Canmore Alberta.

Cross Country Canada, the national sport organization for cross country skiing, is seeking a Sport Administrator at its relocated National Office in Canmore, Alberta. The Administrator will be responsible for managing the day-to-day affairs of Cross Country Canada. Tasks will include

bookkeeping, management of athlete trust funds and donation programs, compiling of plans and budgets, managing the association database, preparing for meetings and other basic office work. Applicants should have good organizational and time-management skills, have bookkeeping experience, be a good communicator and have worked in sport or have a good knowledge of cross country ski racing. Preference will be given to applicants who are bilingual. Remuneration will be commensurate with experience. Applicants should submit detailed resumes to: President, Cross Country Canada by January 8, 1999.

President, Cross Country Canada

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