

Sail Canada

Committee: Training & Certification Committee	Attendees: Warren Nethercote (Chair), Lynne Beal, Joe Jospe, Mike Turner Regrets: Observers: Wendy Loat (TCC Liaison), Katie Nicoll (ON JSC), Samara Crothers (Staff)	Date: 2017/11/14 Time: 8pm EDT Location: Conference Call / Webinar
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No.	Agenda Item	Discussion / Action description	Motion / Action
1.0	Call to Order	Meeting opened at 8:15pm eastern.	
2.0	Terms of Reference	<p>2.1 JSC TOR Review The members reviewed the TOR from the perspective of understanding the expectations of the Sail Canada TCC.</p> <p>Action: Bring issues forward to TCC / Governance Committee as appropriate:</p> <p style="padding-left: 40px;">Membership: the JSC is below minimum membership. Katie Nicoll agreed to join and Chair/TCC would propose approval of her membership to the next TCC meeting.</p> <p style="padding-left: 40px;">Responsibilities para 3: The JSC does not understand the meaning of this responsibility and seeks clarification from the Board/Governance Committee/TCC.</p> <p style="padding-left: 40px;">Responsibility para 6: The JSC believes that explicit reference to testing or evaluation should be included in this section to reflect a known TCC expectation.</p>	Wendy Loat
3.0	Matters Arising	<p>3.1 Direction & Expectations from the TCC Wendy Loat explained TCC expectations and highlighted two areas of concern: transparency of certification processes and alignment of processes across officials' disciplines to the degree possible. Wendy confirmed that 'editing the existing program' would not address the TCC expectations.</p>	
4.0	Work Plan	<p>4.1 Ongoing Activities It was noted that business would continue during delivery of the TCC change agenda, and that a certification request would be addressed later in the agenda.</p> <p>4.2 New Activities The Chair had circulated a straw-man program structure prior to the meeting but it was agreed that elements required addressing prior to program development. Elements included:</p> <ul style="list-style-type: none"> - Certification standards, which would initially be examined by Mike and Warren - Testing, which would initially be examined by Lynne, Katie and Joe - External communications, which were seen as important. A candidate subject matter expert was identified and Warren would solicit his engagement. 	

		<p>- Seminar materials, which needed review across all levels, and in both languages where appropriate. Katie, Wendy and Mike are delivering club judge seminars in the next two weeks and will assess materials. Joe is the only course conductor for French club judge materials.</p> <p>Action item: Members noted above to have first thoughts by next meeting.</p> <p>Action item: Sam to collect available testing and seminar materials on Dropbox.</p>	<p>Warren Nethercote, Lynne Beal, Joe Jospe, Mike Turner, Katie Nicoll, Wendy Loat , Sam Crothers/ By December Meeting</p>
5.0	Certification	<p>5.1 Regional Judge Application A judge application had been received only 48 hours before the meeting. The JSC decided to defer consideration until after initial evaluations in Para 4.2 of minutes.</p> <p>Action: Provide data report of all levels of Judges across Canada, including certification level & expiry dates.</p> <p>5.2 Misconduct Hearing Warren discussed (in camera) a Rule 69 hearing for which he had been an advisor to the complainant’s side, and where he had been dissatisfied with procedural matters in the hearing. Since the appeal period had not yet closed, Lynne recused herself (as Chair of the Appeals Committee) and left the meeting for the period of the discussion.</p>	<p>Sam Crothers</p>
6.0	Future Meetings	<p>Dates & Agenda items: Sam will circulate a Doodle poll for the week of 11 December, following the next TCC meeting (11 December).</p>	
7.0	Adjourn	<p>Meeting adjourned at 9:50 eastern.</p>	<p>Katie Nicoll</p>