

XC Chelsea Masters Board Meeting

September 9, 2018, 6:30pm

Pubwells, Ottawa

Minutes

Invited: , H.MacDonald (HMD), J.Coburn (JC), A. Bota (ABO), A.Butler (ABu), G.Crevier (GC), M. Patrice (MP), P.Ostrom (PO)

Excused/Absent: G.Crevier (GC),

Next meeting TBD

AGENDA

Chair:JC **Note taker & timekeeper:** MP

#	time	Lead	Item	Description / Notes & decisions / Action Items
1	6:00	JC	Opening & welcome Approval of agenda Approval of Minutes from Aug26, 2018	DESCRIPTION: Welcome new board members Approval of minutes (link) Approval of AGM minutes (link) DECISIONS: Agenda approved JC/MP Minutes approved HMD/JC
2	6:20		Review of action items	DESCRIPTION: see running list below. NOTES & DECISIONS: Approved
3	6:30	Abo	Financial Report	DESCRIPTION:report on current situation: 1)ABO has been informed by the bank there has been some withdrawals and a deposit into the bank account .He is looking into this. . NOTES & DECISIONS: Approved ACTION ITEMS: see list below
4	7:00		Membership Report	DESCRIPTION: report on current situation : 1) As of today Sept 9/18 there are 37 memberships of which 5 are new to the club. NOTES & DECISIONS: ACTION ITEMS:see list below
5	7:10		Athletic Director Report	DESCRIPTION:report on current situation: 1) All the training/registration are open.ie Dry land on Tuesday/Saturday. Evolve Wed/Thursday

				2) We are in the process of recruiting two new coaches 3) All the practices and locations are listed on the website and updated by the coaches. NOTES & DECISIONS: see list below ACTION ITEMS 1) Liam a potential new coach will join this Tuesday's dry land practice . 2) Francoise will be covering ABO for 2 weeks in September while he is away. 3) A coach from evolve will also be attending our first practice . this coming Tuesday. 4) PO is coordinating with NK retrieval of the clubs equipment
6	7:20		Social Director Report	DESCRIPTION: report on current situation: NOTES & DECISIONS: Ice breaker Sept 22 /18 at JD home, direction's will be in the news letter. ACTION ITEMS: HMD to organize a group to assist with NK farewell party .
7	7:50		Director at Large Report	DESCRIPTION: report on current situation NOTES DECISIONS: 1) Fall camp at Tremblay 6-8 people currently interested cost and date TBD ACTION ITEMS: 1) Potential trip to MTN Mercier from Dec 6-8. The cost is \$ 430 .The club is inquiring if a refund will be provided if there is no snow .We also need to determine the minimal and maximum number of participants . 3) Fresh Air experience our sponsor requires our order of any merchandise by Dec 1/18 4) The Massage clinic has been removed as a sponsor. 5) Two dates have been set for the biathlon . It will be either Sept 15 or 29 . We are awaiting chelsea Nordic decision on what date will work with them . If September dates do not work we will look to delayed until Thanksgiving 6). The board has identified the biathlon should be after September 15 not to conflict with the first Saturday dry land training.
8	8:00		Communication Report	DESCRIPTION : report on current situation 1) Review of sharing of group folders among board members 2) ABu has posted the by-laws on website. 3) JC will update the Code of Conduct on Facebook. NOTES & DECISIONS: ACTION ITEMS:
9	8:10		President/ board position	DESCRIPTION: Next steps in this area NOTES & DECISIONS: 1) Two active members are expressing interest in the president position. ACTION ITEMS:
10	8:20	All	New business:	DESCRIPTION: 1) Fundraiser NCD was added to the race calendar for 2019. 2) Two members from the club have approached PO , to discuss a race date either Jan 5 or 6 , 201

				NOTES & DECISIONS: ACTION ITEMS: see below
11	8:30		Adjournment	

Forward Agenda

1		who	what
2	1	<u>Sara</u>	Coordinate with Mike about Fall Strength Training program.
3	2	<u>Julie</u>	Contact Peter Lloyd/Jen Tomlinson to help us connect with new coaches. Contact existing coaches regarding interest in fall/winter coaching.
4	<u>JC</u>	Announce open positions for election at AGM	August 2018 - Aug 17
5	<u>All</u>	Review Draft AGM Agenda, proposed by Greg. Contact Greg to suggest changes.	August 16, 2018 - Ongoing
6	<u>Sara</u>	Gather AGM reports	August 16, 2018
7	<u>JC</u>	Coaches Announcements/Reminders.	September 2018
8	<u>JC and GC</u>	Email to survey interest for Fall camp	August 26/2018
9	<u>GC</u>	Camp Mercier for Winter Camp. Canadian & Ontario Masters in Timmins. February 9 - 10.	Sept 2018
10.	<u>ABu</u>	Add board meeting minutes to website	ongoing
11	HMD	By law review. Board approved setting up a committee.HMD will lead with MP support Areas identified for review includes filling the vacant directors position and filling the vacant president position.	ongoing

Action Items

#1	ABO	set up a review of the bank count	ASAP
# 2	ABO	Find an accountant	TBD
# 3	ABO	Remove NK from the account. Deactivate her account card.	ASAP
# 4	ABO	Ensure board members with an account card can deposit only not withdraw.	ASAP
# 5	ABu	Will ensure the names of the board members and are on the insurance list.	TBD
# 6	ABu	Will approach Francois and Allan Bolster who have expressed interest in being president. Invite both gentleman to be part of the bylaw committee.	ASAP
# 7	ABu	To assist JC in regards to the website.	ASAP
# 8	ABu	JC will modify the website for the code of conduct to be a one line reference link.	ASAP
# 9	PO	JC and PO to coordinate with NK retrieval of the remaining club equipment.	ASAP
# 10	PO	Will create an inventory of the clubs equipment .	ASAP
# 11	HMD	team and board members to welcome new members at practices.	ongoing
# 12	HMD	To create a committee to organize NK farewell party. Plus conduct a survey as to who will attend this event.	ASAP
#13	HMD	Create a committee to review and modify the current bylaws	ASAP
# 14	GC	The club insurance does not cover MTN biking . Looking for Biathlon coverage . TBD	ASAP
# 15	MP	Remove NK and Francois from Not for Profit corporations act. Add the names of the new board members.	ASAP

