

XC Chelsea Masters Board Meeting
November 26/18 @ 1800
HMD Residence, Ottawa
XCCM Minutes

Invited: H.MacDonald (HMD), J.Coburn (JC), A. Bota (ABo), A.Butler (ABu), G.Crevier (GC), Micheline Patrice (MP), Peter Ostrom (PO), G.Crevier
Excused/Absence:

Next meeting: December 16/18 1800 hrs @ PO residence.

AGENDA

Chair: JC Notetaker & timekeeper: MP

#	time	Lead	Item	Description / Notes & decisions / Action Items
1	6:00		Opening & welcome Approval of agenda Approval of Minutes from Oct 21/18.	DESCRIPTION: Approval of minutes (link) DECISIONS: Agenda approved HMD Minutes approved PO
2	6:20	ALL	Review of action items	DESCRIPTION: see running list below. NOTES & DECISIONS: see below

3	6:30	Abo	Financial Report	DESCRIPTION: report on the current situation NOTES & DECISIONS: 1 Financial Statement Nov 25, 2018 a) Cash position at Bank Reconciled to the Bank as of Nov 25, 2018 = \$26,123.12 With outstanding cheques, deposits, and petty cash at Nov 25, 2018 = \$23,010.85 2 Budget Initial budget was forecasting a \$1,464 deficit including \$3000 for contingencies 3 Current Forecast Forecast deficit for 2018/2019 to be approx \$2,140 Additional expenses - additional coaches for the fall program with the early snow - biathlon was not budgeted for 2018 season - revenue less than forecast for the fall program , we are down on Tuesday practice, Saturday is okay - Pressure item for audit (\$2,000) ACTION ITEMS:
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4	7:00	ABu	Membership Report	DESCRIPTION: report on the current situation - todate we have 21 new members - XCCM total membership is 84 - we have increased the Saturday drop in to 10 - Evolve winter program will be opening soon - Some members who are using the drop in option are not paying - Any questions about drop in should be directed to ABu. NOTES & DECISIONS: ACTION ITEMS: see action items
5	7:10	PO	Athletic Director Report	DESCRIPTION: Fundrace update. Coaches, Wax DESCRIPTION: Fundrace update NOTES & DECISIONS - Fundrace volunteer coordinator is Emily H - the organizers of the Fundrace want to rotate between 3 clubs - if there is no snow the Fundrace will be cancelled DESCRIPTION: Coaches - No new coaches have been recruited despite efforts - Tuesday coaches are Jamie and Dan - Saturday, Liam (PT), Peter F (PT), Dan M (PT) , Peter H (PT), Peter O (PT) , Francoise (PT) and Jamie (PT). - Practice will be cancelled during the Gatineau loppet - we are organizing Sunday ski clinics to be starting soon. There will be a total of 6 sessions.

				DESCRIPTION: Wax - PO will work with Peter H in regards to the type and amount of wax required for the club. - PO will inquire what type of base wax the clubs requires . - XCCM members who are participating in the Gatineau loppet will have use of the club wax consistent with previous years. - All NCC races require low flora waxes . DESCRIPTION: Other - Skin skies FAE will rent pairs for a specific practice , ie demo day Jan /19. PO will follow up with the coaches ACTION ITEMS:see action items
6	7:20	HMD	Social Director Report	DESCRIPTION: report on current situation NOTES & DECISIONS: - October 28 Urban walk was a success 20 people attended - Nov 24, Paint night was a huge success ACTION ITEMS: - Next event Dec 20/18 Pub night at Pubwells . - Save the date year end party. TBD in January. - TBD a cabin evening ski . ie on Tuesday
7	7:50	GC	Director at Large Report	DESCRIPTION: report on current situation NOTES & DECISIONS: FAE - FAE will be hosting an event at the cube gallery XCCM will be invited . - FAE membership evening TBD in December 2018.. - FAE needs advance notice of the amount of wax the club needs before a race ie Loppet , due to supply & demand - As of Dec 1. we have \$ 2000. with FAE

				- Who makes the decision about FAE money and in kind? The board makes this decision. - The discount code for the Gatineau loppet please contact JC or GC. ACTION ITEMS: See below
8	8:00	JC	Communications Report	DESCRIPTION: Volunteer paper, Park updates - has created a Volunteer spreadsheet to track club members volunteer efforts - XCCM rack cards have been given to Keith - FAE , new logo has been updated . NOTES & DECISIONS: A request to remove Ottawa XC ski classified from our XCCM website.Motion approved. ACTION ITEMS:see below
9	8:10		President/board Position	DESCRIPTION: NOTES & DECISIONS: -President role , the board has approved the appointment of JC as president effective immediately , moved and seconded by PO, ABU. Approved. ACTION ITEMS
10	8:20	All	New/Other business:	DESCRIPTION: Bylaws NOTES & DECISIONS: 1)Updated bylaws, the board has approved the bylaw changes . ACTION ITEMS : see below Description: Strategic Plan NOTES & DECISION 1)Strategic planning qualification, ie values, experience, education .

				2) Internship role the board will continue to explore this option. ACTION ITEMS: to continue to bring ideas forward to share at our meetings . Description: Response letter to NK NOTES & DECISION 1) Response to NK counter offer. ACTION ITEMS: 1) Letter to be created by GC and HMD and shared with the board. 2) Question, are we bound to the motion from AGM of 2018 ? Description : Vacant board positions NOTES & DECISION 1) Treasurer role, ABo ,has informed the board he is stepping down effective December 31/18 . The board has accepted ABo resignation. 2) HMD has been appointed by the board as Treasurer effective January 1, 2019. moved and seconded by PO, ABU. Approved. ACTION ITEMS: see below
11	8:30		Adjournment	Next meeting Dec 16 /2018 PO house/residence 1800

Ongoing Action Items

1	1.	ABO	Set up a review of the club's financial statements	Ongoing A review will cost approx \$ 2000 We are looking other options o ie pro bono
2	2	ABO	Find an accountant	Ongoing
3	7	ABu	To assist JC in regards to the website	Ongoing
4		<u>PO</u>	JC and PO to coordinate with NK retrieval of the remaining club equipment.	completed
5		<u>HMD</u>	To create a committee to organize NK farewell party. Plus conduct a survey as to who will attend this event.	

NEW ACTION ITEMS

#	Lead	Item	Due
1.	ABO	will have Murray past treasure removed from CRA	Jan 2019
2.	JC	send out a newsletter to encourage the members to bring their own medicine balls and kettlebells to dry land training.	cancel due to snowfall
3.	PO	Will contact the coaches in regards to the club equipment. What needs to be purchased /replaced etc	roller skies , kettlebells, lights for evening dry land , 2019
4.	GC	Will Contact our sponsor Fresh Air Experience to borrow roller skies for the fall training.	one pair was lent from FAE,. Offer \$ 150 for the borrowed roller ski
5.	GC-JC	Will follow up with Fresh Air Experience in regards to club week in November. They will also inquire into hosting a member evening. One topic is having an assessment done with your own equipment.	completed
6.	GC	Will contact the coaches and NCC in regards to EMS.	NCC will do a presentation about EMS, ongoing
7.	GC	Approach Dan's contact regarding developing a strategic plan.	Pierre lafontaine was the contact , strategic planning , ongoing

			Member to contact a person from Algonquin College PO, has a friend who can facilitate a strategic plan ongoing
8.	GC	Approach other clubs regarding arranging for a bus to travel to Timmins for the Ontario Masters.	ongoing
9.	GC	Approach members regarding interest in attending a winter training camp in	2 people have expressed interest cancel
10	PO	Remind new coaches to set up insurance.	ongoing

FORWARD AGENDA

#	Lead	Item	Due	
1	ABu & JC	Will be in contact with members dropping into practices without payment.		
2	PO	Will proposed to Trevor & Francois who is organizing the Fun Race in Jan /19, to create a silent auction online ASAP.		
3	PO	Will reach out to coaches Francoise and Dan to determine if they will be organizing Sunday ski clinics for 2019. The cost \$ 25 per session.		

4	HMD	Next social event is Dec 18 @ Pubwells post practice.		
5	JC	Will create a club calendar/template for the ski session .		
6	HMD & GC	Will respond/counter offer to NK. The letter will be reviewed by all board members prior to submission.		
7	HMD	Will present the updated bylaws to the bylaw committee.		
8	All	Will consider members who can fill the two new vacant positions, social (Jan 1 /19) and communication(immediately) directors . The positions will be held until the next AGM Aug/19.		