

XC Chelsea Masters Board Meeting
December 16 @ 1800
PO Residence
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, Liz von Moos (LVM), Nicole Rayner (NR).

Excused/Absence: ABo

Next meeting: January 13/19

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 November 26/18.	DESCRIPTION: Approval of minutes (link) DECISIONS: Agenda approved: HMD Minutes approved: GC
2	6:20	JC	Review of action items	DESCRIPTION: Suggestion: Yes/No/Ongoing - share brief details - if it is a discussion each person has time to elaborate later on so we can keep on track with time NOTES & DECISIONS: see below

3	6:25	JC	Welcome	DESCRIPTION: 2 New Board members NOTES & DECISIONS - LVM, communications - NR, social
4	6:30	Abo	Financial Report	DESCRIPTION: report on current situation NOTES & DECISIONS: Treasurer Report - Dec 15 2018 1) Financial Statement Dec 15, 2018 a) Cash position at Bank Reconciled to the Bank as of Dec 15, 2018 = \$29636.79 With outstanding cheques, deposits, and petty cash at Dec 15, 2018 = \$33,245 2) Budget

				Budget is for \$1,464 deficit 3) Forecast Forecast deficit for 2018/2019 to be approx \$4104 Forecast now includes review engagement fees, actuals for legal, a contingency for settlement fees, and lower than forecast fall revenue ACTION ITEMS: see below
5	7:00	ABu	Membership	DESCRIPTION: report on the current situation NOTES & DECISIONS: - board page updated by Allan - total members 89 thus far - 5 extra drop-ins have been added to Saturday practice - a calendar was added to the front chelsea masters webpage ACTION ITEMS:see below
6	7:10	PO	Athletic Director Report	DESCRIPTION: report on current situation

			DESCRIPTION: CANSI NOTES & DECISIONS: -Cansi courses for coaches,will the coaches be subsidized by the club ? - total cost \$ 600. for the course the club will send up to 8 coaches . - how much do we compensate the individual coaches who attend? -the following individuals are interested Allan B, Francoise,Liam, Bronman, Dan M, Petro and Sara, - the club will reimburse the coaches with proof of course completion DESCRIPTION: EVOLVE NOTES AND DESCRIPTION : - Evolve will start the week of Jan 9-10 , a delay of one week - Evolve has agreed for coaches to drop in - the coaches must contact PO first with the date they plan to attend. - Evolve has requested the coaches to rotate between the two evening (Wednesday, Thursday). - They have requested not to have all the coaches attend the same evening - next fall Mike (Evolve) plans to meet with all the coaches for a training session - DESCRIPTION; COACHES
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				NOTES & DISCUSSION - we need more coaches for saturday practice. - currently we have to two leads - Coaching for Tuesday practices is good DESCRIPTION : FUNDRACE NOTES & DISCUSSION . - Race notification looks good must be translated into french. - looking for help from the board to help with auction items to be clarified by PO - organizer's for the race must pay for track setting not the club - next year we need a member from the Fundrace to attend a board meeting - NR has offered silent auction items to be dropped off at her home, - Needs auction solicitation help - ACTION ITEMS: see below.
7	7:20	HMD	Social Director Report	DESCRIPTION: report on current situation DESCRIPTION: Next Event

				NOTES & DECISIONS: - next event Tuesday 18 @ 2030 Pubwells - Dec 22 post practice @ Nicole ACTION ITEMS:see below
8	7:50	GC	Director at Large Repot	DESCRIPTION: report on current events DESCRIPTION:FAE NOTES & DECISIONS: - the club currently has \$ 2400 from FAE in goods & kinds until Dec 2019. - Francois has contacted FAE for donations for the Fundrace - the club will use \$400 from good's in kind for the Fundrace auctions ie, 4 x 25 gift certificate - DESCRIPTION : ONTARIO MASTERS - Transportation to Timmins by Coach bus will cost,\$ 5800, 54 people required - mini coach holds 20 people, cost \$ 230 per person, - the bus will leave Thursday Feb 7 and return Sunday Feb 10/19

				- participants are expected to arrange their own accommodation , registration and meals . - Canadian and Ontario masters Feb 8/19 DESCRIPTION: OTHER - NCC , EMS evening a call is out ACTION ITEMS:: see below
9	8:00	JC	Communications Report	DESCRIPTION: update on communications DESCRIPTION: DROPIN NOTES & DECISIONS: - drop in without payment, one person is outstanding - survey to evaluate the fall dryland and snow training - ACTION ITEMS: see below
10	8:10	JC	President Report	DESCRIPTION: report on current events NOTES & DECISIONS: OTHER -JC will follow up with evolve to start Jan 9/10

				- race notice from Francois ie electronic form Connect with skinook to have the race notice in French NOTES & DECISIONS: NK - respond to NK offer - suggestion to hold the letter until after Jan Funrace - the board has agreed to respond to NK ASAP - the counter offer letter (NK) will be reviewed and approved by all board members prior to sending . ACTION ITEMS:see below
11	8:20	All	New business:	DESCRIPTION: strategic planning NOTES & DECISIONS:STRATEGIC PLANNING - Pierre Lafontaine will look at the club for a strategic plan for free. - his framework will be from the clubs, links and website - he will meet with GC - he will meet with the board with his final strategic plan -Holly has contacted Algonquin college (Dave Best) in regards to strategic planning -next year Algonquin college have 2 students to help with the fundrace

				- Algonquin intern is a possibility for a strategic plan next year ACTION ITEMS: see below
12	8:30		Adjournment	Next meeting: January 13/19 @ 1800 i Cook Persian 731 Ridgewood ave

Ongoing Action Items

#	LEAD	ITEM	DUE
1	ABO	Set up a review of the club's financial statements	Ongoing A review will cost approx \$ 2000 We are looking for other options o ie pro bono
2	ABO	Find an accountant	Ongoing

3	ABu	To assist JC in regards to the website	Ongoing
4	ABO	will have Murray past treasure removed from CRA	Jan 2019
5	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
6	GC	Will Contact our sponsor Fresh Air Experience to borrow roller skies for the fall training.	one pair was lent from FAE, FAE does not rent FAE. Offer \$ 150 for the borrowed roller ski
7	GC	Will contact the coaches and NCC in regards to EMS.	NCC will do a presentation about EMS, ongoing
8	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 student to create a strategic PO, has a friend who can facilitate a strategic plan ongoing
9	GC	Approach other clubs regarding arranging for a bus to travel to Timmins for the Ontario Masters.	ongoing
10	PO	Remind new coaches to set up insurance.	ongoing

November Action Items

1	ABu	With JC will be in contact with members dropping into practices without payment.	ongoing	
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2	PO	Will proposed to Trevor & Francois who is organizing the Fun Race in Jan /19, to create a silent auction online ASAP.	completed	
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.	completed	
4	HMD	Next social event is Dec 18 @ Pubwells post practice.	completed	
5	JC	Will create a club calendar/template for the ski session .	completed	
6	HMD	With GC will respond/counter offer to NK. The letter will be reviewed by all board members prior to submission.	completed	
7	HMD	Will present the updated bylaws to the bylaw committee.	completed	
8	All	Will consider members who can fill the two new positions social and communication directors for Jan /19.	completed	

		DECEMBER ACTION ITEMS		
1	ABu	Will look into individuals who sign up/pay for a drop but show up for another day.		
2,	PO	Ask the coaches for dates for Cansi minum 6 people required.		
3.	JC/PO	Will follow up with evolve to start Jan 9/10	completed	
4.	JC	The counter offer letter to NK will be reviewed and approved by all board members prior to sending . ASAP		
5.	JC	Will follow up with one person who is outstanding for drop in .		
6.	NR	Will contact Alex in Jan/19 to organize his farewell party		
7.	NR	In January will pick a date for year end party		
8.	NR	Next social will be a ski in pot luck TBD		

9.	GC	Follow up with FAE for auction items ie Good in kinds, certificates		
10.	GC	Will reach out to the other clubs to see if there is an interest in attending the Ontario Masters in Timmins. ie Dave McMahon, Nakkertok, ski cam		
11.	GC	Will follow up with PL in regards to strategic planning		
12.	JC	Will create a survey for feedback on the fall dryland and snow program.		
13	PO	F/U with the organizers of the Fundrace who are looking for help with auction items .		