

XC Chelsea Masters Board Meeting

February 18/19

HMD residence @ 1800

XCCM Minutes

Invited: H.MacDonald (HMD), J.Coburn (JC), , A.Butler (ABu), G.Crevier (GC), Micheline Patrice (MP), Peter Ostrom (PO),
Liz von Moos (LVM), Nicole Rayner (NR), G.Crevier GC

Excused/Absence:

Next meeting: March 25/19

AGENDA

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

#	time	Lead	Item	Description / Notes & decisions / Action Items
1	6:00		Opening & welcome Approval of agenda Approval of Minutes from January 2019	DESCRIPTION: Approval of minutes (link) DECISIONS: Agenda approved :JC Minutes approved: HMD
2	6:20	JC	Review of action items	DESCRIPTION: see running list below. NOTES & DECISIONS:
3	6:30	HMD	Financial Report	DESCRIPTION: report on current situation NOTES & DECISIONS: Forecast Deficit Feb 18 \$6,025 Opening Budget Deficit \$1,665 Higher Rev -\$1,335 Higher Coaching \$2,440

				Higher Legal & Settlement \$400 Reduction in Sponsorship \$500 Audit no pro bono \$1,000 Donation to Fundrace \$500 Higher Board Meetings \$840 Cash balance reconciled to bank \$40,453.78 ACTION ITEMS: HMD will contact a chartered accountant for 2017-18 Audit . / Books and revenue report given to Ross Holmes CPA, CA He will contact Holly for additional requirements needed for audit.
4.	7:05	ABU	Membership	DESCRIPTION: report on current situation NOTES & DECISIONS: - 104 members - good feedback/participation from the clinics ACTION ITEMS: see action item
5	7:10	PO	Athletic Director Report	DESCRIPTION:report on current situation NOTES & DECISIONS: - Canis course deferred to 2019-2020 - New coach Liam Walke will start March 2/19. - This year we had 3 cancelled practice , 2 Tuesday 's and 1 Saturday. ACTION ITEMS:see action items
6	7:20	NR	Social Report	DESCRIPTION: report on current situation NOTES & DECISIONS: - end of year party still evolving - evening hut skiing TBD ACTION ITEMS:see action items

7	7:50	GC	Director At Large	DESCRIPTION: report on current situation NOTES & DECISIONS: EMS - NCC plans to meet to discuss EMS - EMS in the insurance form it states no first aid is to be provided. - GC looked into the insurance and EMS changes will be added to the insurance form for next year. FAE - GC is waiting to hear from FAE in regards to roller skis - XCCM contract with FAE ends November 2019 - there is \$ 500 left in goods in kind , this will be use towards club wax OTHER - PL and GC will be meeting early March ACTION ITEMS:see below
8	8:00	LVM	Communications	DESCRIPTION:report on current report NOTES & DECISIONS: Gatineau Loppet - congratulate/ acknowledged club members who participated in the Gatineau Loppet - NCC Gatineau park info is now a link on XCCM website ACTION ITEMS:see below
9	8:10	JC	President	DESCRIPTION:report on current report NOTES & DECISIONS: -Fundrace and ceremony was well attended - Life time membership towards NK not granted (code of conducted breached / see September minutes) ACTION ITEMS:see action items

10	8:20	All	New business:	DESCRIPTION: report on current NOTES & DECISIONS: - the club's deficit will be covered by the outstanding balance , - the balance moving forward 9000. - Micheline notified the club of her resignation of Secretary ACTION ITEMS: - NK response letter TBD - JC and Holly to approach lawyer regarding NK/letter - search for a new secretary
11	8:30		Adjournment	Next meeting: March 25/19.

ONGOING ACTION ITEMS

#	who	what	Due Date	
1	ABO/HMD	Set up a review of the club's financial statements	Ongoing A review will cost approx \$ 1000 Pro bono h=not available yes	

2	ABO/HM D	Find an accountant	Completed - probably can remove item.	
4	GC	Will contact the coaches and NCC in regards to EMS.	yes	
5	ABO/HM D	will have Murray past treasure removed from CRA	Jan 2019 Completed Close item	

FORWARD AGENDA

1.	ABu	will look into individuals who sign up/pay for a drop but show up for another day.	completed
5.	JC	Will follow up with one person who is outstanding for drop in .	completed
7.	NR & HMD	In January will pick a date for year end party	ongoing

January 2019 Action Items

1	HMD	Will contact a chartered accountant for 2017-18 Audit .	Books and revenue report given to Ross Holmes CPA, CA He will contact Holly for additional requirements needed for audit.	
2	ABU	Will contact the Clinic coach in regards to the location of the practices.	completed	
3	LV	Will update the Gatineau park conditions on Chelsea Masters FB page.	completed	
4	PO	To follow up with the coaches to regroup during the practices	ongoing	
5	PO/GC	With GC will coordinate with FAE to host the club for an evening on waxing . FAE to busy	done	
6	PO	Will contact ED to see how many people he can host at his home for pre GL race waxing.	done	
7	PO	Will contact the coaches to consider running a clinic on Video analysis.	ongoing	
8	ABU	Will create shopping cart for year end party.	ongoing	
9	ABU	Will prorated evolve for the remaining winter session.	completed	
10	JC	Will follow up with an outstanding member in regards to drop in.	completed	
13	ABu	Will place in the products when the session is “ full” for the drop in, especially on Saturday ‘s.	completed	
14	GC/JC	Will reach out to FAE and the two athletes who are the recipients of funds from the Fundrace ideally for early February.	completed	

15	JC	Will organize the awards committee etc.	completed	
16	JC	Send out thank you to everyone involved in the Fundrace.	completed	