

XC Chelsea Masters Board Meeting

October 21/18 @ 1830

Pubwells , Ottawa

Board 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

AGENDA

Chair: Julie Note taker & timekeeper: MP

#	time	Lead	Item	Description / Notes & decisions / Action Items
1	6:00		Opening & welcome Approval of agenda Approval of Minutes from Sept 9/18	DESCRIPTION: Approval of minutes (link) DECISIONS: Agenda approved Minutes approved
2	6:20		Review of action items	DESCRIPTION: see running list below. NOTES & DECISIONS: see below
3	6:30	Abo	Financial Report Has informed the board to start looking for a new treasurer.	DESCRIPTION: report on current situation NOTES & DECISIONS: 1) As of Oct 16/18 there is over 26,000 in the account 2) There is .68 dollars in petty cash which NK has and the board will not ask for this back 3) We are expecting a deficit this calendar year. 4) With the current expenses our balance will be 14,000. 5) This year budget two items were not accounted for A) Legal fees , B) biathlon 6) Currently we have a 4000.00 cushion Update to October 2018 Board Minutes

				As part of his regular month end duties, the Treasurer of XCCM, Alex Bota, reviewed the September 2018 banking activity for the Club bank account. Four unauthorized transactions were identified as follows: Three withdrawals were made September 4, 2018 equal to \$500, \$500 and \$1000 respectively. One deposit was made September 7 equal to \$2000. Scotia bank security was contacted immediately and advised the transactions were made by Natalya Kuziak at an ATM in Bridlewood. The net impact on clubs assets was nil nevertheless this was a breach of club internal financial controls. The Treasurer advised Scotiabank to cancel the banking card effective immediately used by Natalya Kuziak to complete the transactions. Ms Kuziak had resigned from the board effective August 30, 2018 and had no authority to do these transactions given her status. In addition, board bylaws expressly forbid withdrawals from the club bank account except by way of a cheque signed by the treasurer and countersigned by one other member of the executive with approved signing authority. Ms Kuziak neglected to advise the board particularly the treasurer that she had arrangements with the bank to process withdrawals from the club bank account. The risk that Ms Kuziak processed earlier withdrawals from the club bank account is considered nil given that a third party namely the treasurer regularly completed monthly bank reconciliations and by doing so reviewed all bank transactions thereby identifying any unauthorized transactions or bank errors. This internal control has been in place since the founding of the club. ACTION ITEMS:see below
4	7:00	ABu	Membership Report	DESCRIPTION: report on current situation We have four refund request. NOTES & DECISIONS:

				Request 1: - Received before season. - No longer free on Tuesday nights. - Dryland Tue. - Amount is full Tue Dryland (with 10% discount adjustment) $(177 \times .9) - (190 \times .1) = \140.9 Request 2: - Major ankle & back injury - Dryland Tue/Sat & Strength (12 of 15 remaining) - Amount is prorated 12/15 of the two transactions for Dryland and Strength minus the \$20 membership fee. $[(\$350 - 20) \times 12/15] + (\$265 \times 12/15) = \$476$ Request 3: - Knee and calf injury (no impact allowed) - Dryland Tue/Sat (9 of 15 remaining) - Amount is 9/15 of full Dryland (with 10% discount adjustment) $(177 + 190) \times .9 \times 9/15 = \198.18 Request 4:
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				- Prorated discount request for member (who has a membership but no programs) returning from injury: - Dryland Tuesday (9 of 15 remaining) $\\$177 / 15 \times 9 = \\106.2 Club Membership & Program Totals 70 XCCM Club Members Dryland: 14 on both days Tue total: 24 Sat total: 22 Fall Strength Wed: 15 Fall Strength Thu: 16 14 New Members Here is the year over year trending data:
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				<table><tr><th>As of the date:</th><th>2018/19</th><th>2017/18</th><th>2016/17</th><th>2015/16</th><th>2014/15</th><th>2013/14</th><th>2012/13</th><th>2011/12</th></tr><tr><td>Sep 15</td><td>53</td><td>50</td><td>37</td><td>67</td><td>60</td><td>56</td><td></td><td></td></tr><tr><td>Oct 15</td><td>68</td><td>66</td><td>63</td><td>76</td><td>68</td><td>67</td><td></td><td></td></tr><tr><td>Nov 15</td><td></td><td>78</td><td>67</td><td>81</td><td>78</td><td>73</td><td></td><td></td></tr><tr><td>Dec 15</td><td></td><td>85</td><td>72</td><td>89</td><td>83</td><td>81</td><td></td><td></td></tr><tr><td>Jan 15</td><td></td><td>95</td><td>77</td><td>98</td><td>91</td><td>92</td><td></td><td></td></tr><tr><td>Feb 15</td><td></td><td>100</td><td>79</td><td>99</td><td>91</td><td>92</td><td></td><td></td></tr><tr><td>Mar 15</td><td></td><td>100</td><td>79</td><td>99</td><td>92</td><td>92</td><td></td><td></td></tr><tr><td>Aug 31</td><td></td><td>100</td><td>79</td><td>100</td><td>92</td><td>92</td><td>84</td><td></td></tr></table>	As of the date:	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12	Sep 15	53	50	37	67	60	56			Oct 15	68	66	63	76	68	67			Nov 15		78	67	81	78	73			Dec 15		85	72	89	83	81			Jan 15		95	77	98	91	92			Feb 15		100	79	99	91	92			Mar 15		100	79	99	92	92			Aug 31		100	79	100	92	92	84		
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				ACTION ITEM: The board has approved the 4 refund request.																																																																																		
5	7:10	PO	Athletic Director Report	DESCRIPTION:report on current situation Should XCCM be promoting one (or more) racing events? As a goal set, should long term training be focussed on the Gat Loppet? Should we expect all XCCM members to support/participate in the Gat Loppet? In that case, should practice be cancelled the weekend of the Gat Loppet. Two considerations: a) on the XCCM survey, 53% of members said they did NOT participate in a race or loppet last year.																																																																																		

			b) What would be the implication of cancelling one or more Sat practices for races/loppetts on XCCM members signing up for the whole Sat program vrs. drop-ins. We have in possession: wax bench Vahti (new) 3 ladders 3 TRX 3 bosu balls 4 kettle: 25, 20, 15 and 10lbs 6 pr roller skis 5 red mini bands Assorted rubbers bands 7 pylons 2 XCCM flags and stands Discussion : 1) The club is missing two items from the past president, a) one wax box b) one wax bench , the replacement value for these items will be approximately \$ 2000.
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				FUNDRACE 2019 Reference documents: - 2018 Report, attached. - records of events: http://xcchelseamasters.com/pastfundraces/ HIGHLIGHTS for BoD 5th edition Date: Sunday 6 January 2019. Already in NCD calendar (thank you Trevor for being on the ball). Location: TBD, see PROPOSED MODEL section Format: team sprints (keeping with past format. Unique, friendly, age categories) Difficulty: aiming for medium, to encourage masters to participate. Goal: fundraising for local athletes (details to be nailed down so that targeted athlete category(ies) is(are) clear).
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				Joint ventures: with local ski club, and with Gold sponsor (see BRANDING section). Governance: likely same as 2018 Club support: volunteers, financial (see BRANDING section). PROPOSED MODEL Fundrace goal is to raise funds for local athletes. The recipients can be from any of the local (NCR) clubs, and cheques were handed out to athletes from Skinook, Chelsea Nordiq and Nakkertok over the past 4 editions. Since XCCM does not have the facility, equipment nor grooming capacity required to hold the event, it needs to partner up with a local club. In 2016 and 2018, we partnered up with Nakkertok and Chelsea Nordiq, respectively. Therefore WE PROPOSE TO ADOPT A NEW MODEL whereby: - we will rotate the establishment of the Fundrace joint venture between three clubs, namely Nakkertok, Chelsea Nordiq and Skinouk, based on the fact that athletes from any of these clubs may receive financial support from us depending on their caliber.
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				- we will seek collaboration from Skinouk in 2019, based on the fact that we have already partnered up with the 2 other clubs. - Plan B (risk management) will engage of the 2 clubs that are not “on the hook” that year. As this is a new proposal to these clubs, negotiations toward securing an agreement are required with all three clubs. BRANDING It is proposed that the tag line for Fundrace be that : “XCCM donated 100% of all its Fundrace proceedings to local [<i>insert qualifier</i>] athletes to support [<i>insert goal</i>]” This means that the Club covers all expenses. This was the case in 2018. 2018 expenses were reported to the BoD, and are summarized in the attached document. For Fundrace 2019, it is proposed that: - \$1K be earmarked (in government speak, committed) against this event. This is a notional amount meant to cover marketing products, operational items incl. A/V, and
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				possibly facility or venue related costs (as required). Budget details will be provided when detailed planning will take place. - That this funding comes from FAE sponsorship. This will establish an excellent value proposition for our sponsor to supporting XCCM, both in terms of visibility and uniqueness (Fundrace is unique as it raises funds for parties that are not part of the club, whereas all other clubs hold fundraisers for themselves). 3) The club is in there final year with there sponsor Fresh air experience.. The club receives \$2000 per season 4) We have \$ 600.remaining from FAE for 2018 5) In 2019 we will receive \$ 2000. from fresh air 6) Francoise a club member has asked the club to purchase 2 pairs of roller skies., kettlebells and medicine balls. 7) A proposal was made to subsidize the cost for additional courses to new coaches to encourage them continued growth and development in coaching. 8) Does the club have a designated race for this year?. 9) We are still looking for coaches . NOTES & DECISIONS: The board has approved \$ 500 towards the Fun race on Jan 5/19. ACTION ITEMS 1) The club will ask Fresh air experience to lend demo roller skies for the current fall practices prior to purchasing .
6	7:20	HMD	Social Director Report	DESCRIPTION: report on current situation 1) September Icebreakers party was a huge success NOTES & DECISIONS:

				ACTION ITEMS:Our next event is on Oct 28/18 it is a afternoon urban walk.
7	7:50	GC	Director at Large Report	DESCRIPTION: report on current situation Discussion : 1) The fall camp to Tremblay was cancelled 2) The date for camp mercier December, 6-9 or 13-16 . 3) The Ontario Masters will be held in Timons from Feb 9-10 the same weekend as CSM 4) Our sponsor fresh air experience can hold an information session on new equipment they have identified there is no new changes this year to equipment technology. 5) Fresh air is willing to host our members one evening .The club needs to decide from the members what topic or interest they would like to cover . ie what makes a fast ski 6) FAE has requested our order by Dec 1, if the club plans to purchase additional equipment. 7) We need to determine the cost for waxing this year 8) Dan one of the coaches has proposed to the board to hire an individual who will create a long term strategic plan for the club. The cost TBD NOTES & DECISIONS:. ACTION ITEMS: 1) XCCM will receive a discount in the Gatineau loppet .
8	8:00	JC	Communications Report	DESCRIPTION: current status, review of activities, possible changes/support needed NOTES & DECISIONS: 1) Tasmilion wrote an excellent article on the biathlon. 2) Kidos to the newsletter and board working together 3) The newsletter is sent to all new and past members.

				4) There is a good participation from the members in submitting photos. Thank you ACTION ITEMS:see below
9	8:10	ALL	President/board Position	DESCRIPTION: report on current position. 1) The club is working on the bylaws at this point a drafted has been created. NOTES & DECISIONS: ACTION ITEMS:The board will meet on Nov 10 to work on the bylaws.
10	8:20	All	New business:	DESCRIPTION: report on current position. 1)The board has received a letter from law firm on behalf of NK. The board is addressing this issue. NOTES & DECISIONS: ACTION ITEMS:
11	8:30		Adjournment	next meeting Nov 26/18 @ HMD

ACTION ITEMS

1.	ABO	Set up a review of the bank account	Ongoing A review will cost approx \$ 2000.0 We are looking at other options ie pro bono
2	ABO	Find an accountant	Ongoing

3	ABO	Remove NK from the account . Deactivate her account card.	Completed
4	ABO	Ensure board members with an accountant card can deposit only no withdrawals .	Completed
5	ABu	Will ensue the board members are listed on the insurance.	Completed
6	Abu	Will approach Francois and Alan Bolster who have expressed interest in the president role. Invite both gentleman to participate in the bylaw committee ,	completed
7	ABu	To assist JC in regards to the website	Ongoing
8	ABU	JC will modify the website in regards to the code of conduct. It will be a one line reference.	Completed
9	<u>PO</u>	JC and PO to coordinate with NK retrieval of the remaining club equipment .	Ongoing
10.	<u>PO</u>	Will create an inventory of the clubs equipment.	Completed
11.	<u>HMD</u>	Team and board members will welcome new members at practices.	Completed
12.	<u>HMD</u>	To create a committee to organize NK farewell party.Plus conduct a survey as to who will attend this event.	Ongoing ,
13.	<u>HMD</u>	Create a committee to review and modify the current bylaws	Completed
14.	<u>GC</u>	The club insurance doesn't cover MTN biking .Looking into biathlon coverage.	Completed
15.	<u>MP</u>	Remove NK and Francoise from the Not for Profit corporation act. She will the names of the new board members.	Completed

New Action Items

#	Lead	Item	Due
1.	ABO	will have Murray past treasure removed from CRA	
2.	JC	When send out a newsletter to encourage the members to bring their own medicine balls and kettlebells to dry land training.	
3.	PO	Will contact the coaches in regards to the club equipment. What needs to be purchased /replaced etc	
4.	GC	Will Contact our sponsor Fresh Air Experience to borrow roller skies for the fall training.	
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.	
6.	GC	Will contact the coaches and NCC in regards to EMS.	
	ABO	Set up a review of the bank account	Ongoing A review will cost approx \$ 2000.0 We are looking at other options ie pro bono
	ABO	Find an accountant	ongoing
	ABu	To assist JC in regards to the website	Ongoing
	<u>PO</u>	JC and PO to coordinate with NK retrieval of the remaining club equipment .	Ongoing

	<u>HMD</u>	To create a committee to organize NK farewell party.Plus conduct a survey as to who will attend this event.	Ongoing ,
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