

XC Chelsea Masters Board Meeting

Monday, March 25/19

Pub Italia, 6:30pm

434 1/2 Preston St.

Minutes

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

Excused/Absence: Peter Ostrom (PO)

Next meeting: TBD

AGENDA

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

#	time	Lead	Item	Description / Notes & decisions / Action Items
1	6:50		Opening & welcome Approval of agenda Approval of Minutes from	DESCRIPTION: Approval of minutes (link) NOTES & DECISIONS: - permission to add in info in October minutes/ NK (JC) - HMD to add it to the minutes directly. Minutes approved: 6:55 pm. Agenda approved : 7:00pm Accept resignation of Micheline Patrice as secretary Appoint Sara Rykov effective immediately as secretary [HMD motioned, ABu 2nd.]
2	7:00	JC	Review of action items	DESCRIPTION: see running list below. NOTES & DECISIONS:

3	7:05	HMD	Financial Report	DESCRIPTION: Report on current situation. NOTES & DECISIONS: Deficit \$7k. (increased, due to higher payment to NK), forecast may improve due to lower coaching fees. Many cheques have cleared. Coach payments still to come. ACTION ITEMS:
4	7:10	ABu	Membership	DESCRIPTION: Report on current situation. NOTES & DECISIONS: 104 members, No refund requests. Highest membership number in club's history. ACTION ITEMS: See action items #1 and #6.
5	7:15	PO	Athletic Director Report	DESCRIPTION: Report on current situation. NOTES & DECISIONS: Thanks to Francois for organizing the Ski Orienteering. Club would like to recognize this volunteer effort. See Action Item #5. New Coach Liam Walke. Positive feedback received. Trying again to offer Cansi Level 1 in April. Francoise C has been approached by Dave and Lise, who were enquiring about the same, so if we have 2 more participants (min 4 participants, max 8) it would be a go. Offer has been given to existing coaches, Francois D and ABu. Waiting to hear about availability and interest. GC mentioned another potential instructor/coach: Alison. He will contact Francoise about availability. ACTION ITEMS: see action items
6	7:20	NR	Social Report	DESCRIPTION: Report on current situation NOTES & DECISIONS: Year-End Party on Thursday, April 11, 13 people have already bought tickets. NR would like get pictures in Google drive for year end slideshow. Will discuss with LVM about how to solicit pics. Gift Certs from FAE for year-end party. NR to deliver President's message since JC will be away. ACTION ITEMS:

7	7:30	GC	Director At Large	DESCRIPTION: Report on current situation Ongoing work to develop EMS protocol. GC has had a conversation with several other clubs about their protocols. GC has some options/ideas, needs to discuss with PO who is away. NR to provide input based on work experience. FAE ongoing relationship management - sponsorship arrangement is almost over. Board should think about plan to sell them on renewing sponsorship agreement. NOTES & DECISIONS: ACTION ITEMS: See Action items #2
8	7:40	LVM	Communications	DESCRIPTION: Report on current situation - from Feb minutes: "NCC Gatineau park info is now a link on XCCM website" - this should read: NCC Gatineau park info will be a link on XCCM website" once I figure out how to do this (likely need to connect with AB; still updating the web post (with FB notification) for now. - what information should be sent by email? eg. reminder for skating event -- newsletters take time (and I'm not sure we should be sending one-item newsletters) and I don't believe we're set up to email all club members from the gmail account. I can set up an email (vs. newsletter) template in mailchimp for this going forward. I want to avoid spamming members. - The Gatineau Loppet newsletter was very well received. NOTES & DECISIONS: Can get feedback on communications in survey. Make newsletter mobile friendly. Newsletter item to say thanks to MP for her work as secretary. Ongoing: clean up/reorg website. Update website with Gatineau Park info. ACTION ITEMS: See Action Item #7
9	8:00	JC	President	DESCRIPTION: Report on current situation. - NK update - Strategic Plan update - Survey - next steps NOTES & DECISIONS: NK - Agreed to 5K offer. Letter for response ready.

				Strategic Plan update: JC and GC got together with Pierre Lafontaine to discuss strategic plan for the club. Pierre has good credentials. Pierre identified 3 pillars for our club: • Social/family/building the person • Competitive • Participation. JC has created a document with her notes from the meeting with Pierre. It is on the shared drive. Board members to read prior to next meeting. Next step to develop plan for fall. Year-End Survey • Tweak survey to solicit member feedback for strategic plan. Pierre suggested 3 questions for the survey. • Peter to develop a coaches' survey. • JC/LVM to develop athlete survey. ACTION ITEMS: See action items #8, 9, 10, 11
10	8:40	All	New business:	DESCRIPTION: Evolve News NOTES & DECISIONS: HMD - FYI...Mike Patone signed another 5 year lease - facility upgrades pending. ACTION ITEMS: none
11	8:50		Adjournment	Next meeting: May 6, 6pm at GC's (7 Chemin Trillium, Chelsea)

ONGOING ACTION ITEMS

#	Who	What	Due Date
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1	HMD	Set up a review of the club's financial statements / Will contact a chartered accountant for 2017-18 Audit .	Ongoing
2	GC	NCC /EMS / Coaches - GC has had a conversation with several other clubs about their protocols. GC has some options/ideas, needs to discuss with PO who is away. NR to provide input based on work experience.	Ongoing - pending conversation with PO
4	JC/GC	Strategic Plan Process.	Ongoing
5	NR / LVM	Recognize Francois Dubrous at year-end party & in newsletter for organizing ski orienteering.	End of April
6	HMD	Changes to bank account, to add SR as a signing authority	May
7	LVM	Newsletter to say thanks to MP for her work as secretary	May
8	JC	Send document with notes from the strategic plan meeting to all board members. Board members to read and digest prior to next meeting. Come to next meeting prepared to give feedback	Prior to May board meeting
9	PO	Develop Coaches year-end survey	May
10	JC/LVM	Develop Athlete year-end survey	May
11	GC	GC to thank Dan M for intro to Pierre.	May

FORWARD AGENDA

#	Who	What	Due Date
1	JC/HMD	Follow up with lawyer regarding letter for NK	Ongoing
2	GC	FAE and rollerskis - GC to follow up.	Ongoing

3	JC	Strategic Plan	Ongoing
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