XC Chelsea Masters Board Meeting
May 21, 2019, 6 pm
59 Ross Ave, Ottawa
Minutes

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

Excused/Absent: GC
Next meeting: June 24, 25 Northview Road (Holly's) - Sara to bring food.

AGENDA

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

#	time	Lead	Item	Description / Notes & decisions / Action Items
1	**6:50**		Opening & welcome Approval of agenda	DESCRIPTION:
3	6:20	JC	Examine Current Calendar/Work	DESCRIPTION: Build a picture of our 'year' at a glance (ie: membership starts on, end of year party, program start/end). NOTES & DECISIONS: AGM - September 8. ● Need to notify members 21 days in advance. ● Need to present bylaws. ● PO suggested SWOT Analysis at AGM. ● JC to prepare AGM script to address NK membership. Welcoming New Members: ● Welcoming committee. NR to tap people on the shoulder and organize. ● LVM to send welcome email to new members.

Fall Programming

- Start date: Tues, Sept 10
- Biathlon Clinic - September 15 (if available). Run as a paid clinic (separate from Dryland Training).
- Rollerskiing:
  - Offer beginner roller ski clinic. 3 week (ish) beginner clinic?
  - Members organize informal roller ski outings for Sundays, possibly at a location where both beginners and advanced roller skiiers could launch separate outings from, converge for coffee afterwards.

Fall Camp Dates/Ideas

- October 19/20 - Tremblant - GC to produce ideas for location etc. Send “Save the Date” in advance, provide details at AGM.
- December 14/15 for winter camp? Cancel if we do Silverstar.
- Silverstar XCCM Camp? - late November, early December

Planned Social Events for Fall

- Tailgate Icebreaker Party - Saturday, September 21.
- Geologic bike tour - Sunday Event for fall.
- Learn to make Bread with Ray Canton
- Friday, December 13 - Christmas Caroling in a hut

Fundrace

- Need date.

ACTION ITEMS:

- NR to notify members of AGM (Aug 18)
- PO to prepare to lead SWOT analysis at AGM (for AGM)
- JC to prepare script for AGM to address NK membership. (for AGM)
- HMD to prepare to present bylaws (for AGM)
- NR to find volunteers for welcoming committee (September)
- LVM to prepare new member welcome email (September)
- JC to coordinate with Trevor + Francois on Fundrace date. (June meeting)
- GC to investigate Biathlon Range availability
- GC to investigate locations for Fall & Winter Camp
- LVM to send “Save the Date” communication with Fall Camp Date (August)
- GC to present Fall Camp details at AGM
- PO to follow up with Dan Mallett regarding Silverstar

4	6:40	LVM	Review Survey Results	DESCRIPTION: Review Survey Results and determine wants/hopes/needs based on survey. NOTES & DECISIONS: ● LVM presented a summary of survey results. ACTION ITEMS: ● JC to discuss with GC regarding uniform. Keep mostly the same, but tweak the color. Before June meeting. ● PO to share survey results with coaches.
5	7:00	HMD	Review Financial Analysis	DESCRIPTION: Review additional financial analysis to build better picture of membership and purchasing history. NOTES & DECISIONS: HMD presented financials with some additional financial analysis. ACTION ITEMS: ● All Board members to send HMD budget items before the next Board Meetings.
6	7:20	JC	Fall Program	DESCRIPTION: Discuss what we want the fall program to look like, considering current work/calendar, survey results, financial analysis. NOTES & DECISIONS: ● Dryland strength training quality is not consistent. ● How to fit Rollerskiing into program when not everyone has rollerskis or wants to rollerski. ACTION ITEMS:
7	8:00	JC	Winter Program	DESCRIPTION: Discuss what we want the winter program to look like, considering current work/calendar, survey results, financial analysis. NOTES & DECISIONS: Not covered. ACTION ITEMS:
8	8:30	JC	Strategic Plan	DESCRIPTION: Refer to strategic plan map and current year map, looking at how they might fit together. NOTES & DECISIONS: Not covered.

11	**8:50**		Adjournment	