XC Chelsea Masters Board Meeting
May 6, 2019 (6 pm)
Pubwells (96 Preston St, 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:
Next meeting: May 21, 2019, 59 Ross Ave, Ottawa (Sara's)

AGENDA

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

#	time	Lead	Item	Description / Notes & decisions / Action Items
1	6:15		Opening & welcome Approval of agenda Approval of Minutes from March	DESCRIPTION: DECISIONS: Additions to agenda: ● Strategic Plan (JC) ● Sponsorship (JC) Minutes approved: JC + 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: ● Deficit went down (lower coaching costs over winter season), books are not closed yet. ● HMD discussion on top-spenders on programs, lowest spenders on programs. ● Would like to move fundrace out of XCCM revenue (create separate arms length organization - separate books, website) - would keep XCCM revenue under $50k ● Clinics were very popular/profitable.

				● $68.61 Petty Cash NK. HmD moved to write it off. GC seconded. ACTION ITEMS: See action items
4	6:40	ABu	Membership	DESCRIPTION: Report on current situation. NOTES & DECISIONS: ● Coaches as members? HmD recommended that they remain arms-length contractors to avoid possible employee relationship. ACTION ITEMS: See action items
5	6:50	PO	Athletic Director Report	DESCRIPTION: Report on current situation. NOTES & DECISIONS: ● Peter to work on coaches survey - will ask about group sizes/ratios, support, scheduling, basic skills expectation of members, expectations of coaches. ACTION ITEMS: See action items
6	7:00	NR	Social Report	DESCRIPTION: Report on current situation. NOTES & DECISIONS: ● 40 curlers. Very well received- should do it again, possibly as a social. ● Ideas for next year: ○ XCCM has talent - leverage to provide fun social activities. ○ XCCM Hinterland's who's who. ACTION ITEMS: See action items
7	7:10	GC	Director At Large	DESCRIPTION: Report on current situation NOTES & DECISIONS: ● Fresh Air agreed to price to purchase a pair of borrowed roller skis. FAE is happy with the relationship, have not discussed next year. ● GC + PO need to discuss emergency plan. ACTION ITEMS: See action items
8	7:15	LVM	Communications	DESCRIPTION: Report on current situation NOTES & DECISIONS: ● Will send last reminder for survey. Useful feedback already.

				○ Positive feedback: Social aspect of the club e.g.We train harder together than individuals would on their own. Working on technique. ○ Negative feedback is a bit more scattered suggesting people are relatively content. ● Facebook / Informal organization of Sunday skis and other activities. ● Will revamp layout of the site. LVM + ABu. Will look for feedback on layout. ACTION ITEMS: See action items
9	7:30	JC	President	DESCRIPTION: Report on current situation. NOTES & DECISIONS: ● Discussion/decision on NK situation: Release letter sent to NK. Vetted by lawyer. NK had agreed to sign but she later wanted to change the wording of the release letter. JC distributed copies of both the original letter and the modified version. Discussion regarding wording of letter and her membership in the club. Action item: PO to look into code of conduct and XCCM right to refuse her membership, voting rights at AGM. ● Strategic plan: Focus on three pillars. social, competitive, participation. Welcoming new members (How can we improve on that). ● Would like to start planning for next season. Preplan social events to have them on the calendar for the start of fall. Planning for next season Board meeting: May 21, 2019. 59 Ross Ave ACTION ITEMS: See action items
10	8:10	All	New business:	DESCRIPTION: Report on current situation ● Fresh Air Experience (FAE) sponsorship ends soon. NOTES & DECISIONS: ● Sponsorship. FAE contract ends on Nov 30, 2019. Need to renegotiate soon. (Action Item) Board to give thought to what we want from FAE, what can we do for them. Have new relationship start Aug 1. ACTION ITEMS: See action items.
11	**8:50**		Adjournment	

ONGOING ACTION ITEMS

#	Who	What	Due Date
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~~
12	SR + Abu	Post new version of October 2018 minutes on web	ASAP
13	JC	Send personal thanks email to FD	ASAP
14	HMD	Program costs per program	Operational Planning meeting
15	ABu	Membership numbers per programs	Operational Planning meeting
16	PO	Coaching costs per programs	Operational Planning meeting
17	LVM	Survey data	Operational Planning meeting
18	LVM	Newsletter reminder for survey (add reminder of things to think about)	ASAP

FORWARD AGENDA

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