XC Chelsea Masters Board Meeting
June 24/ 2019
25 Northview Rd, 6:00pm
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: LVM
Next meeting: July 29, 2019

AGENDA

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

#	time	Lead	Item	Description / Notes & decisions / Action Items
1	6:35		Opening & welcome Approval of agenda Approval of Minutes from	DESCRIPTION: Approval of minutes (May 6, May 21) DECISIONS: Agenda approved : JC Minutes approved: JC
2	6:40	JC	Review of action items	DESCRIPTION: See running list below. NOTES & DECISIONS:
3	6:45	HMD	Financial Report and Budget	DESCRIPTION: Report on current situation. NOTES & DECISIONS: Reviewed financial statement Ross Holmes is doing the audit. Will need minutes, membership information, program sign-ups, coaching invoices. Will provide audited financial statement, to include a note regarding NK settlement. Needs to be completed prior to AGM with notice for membership to review. Program Fees for 2019/2020

				Evolve - investigate if Evolve is open to being paid directly by members for Strength program. Discussion regarding Drop-ins & Pro-rated registration schedules ● Pro-rated fall registrations (late-owl) ● Drop-in costs ● Winter drop-in packages vs. half season cost ● New member (membership fee + drop-in) Fundrace ● Bank doesn't have requirements to have separate bank account. ● Investigate how would insurance be affected. ACTION ITEMS: ● GC to investigate with XC Canada - how insurance is affected by Fundrace being a separate entity.
4	7:15	ABu	Membership	
5	8:30	PO	Athletic Director Report	DESCRIPTION: Report on current situation. NOTES & DECISIONS: PO: Coaches Survey. (Action Item for next meeting). PO reports that Dan keen on Silverstar - mornings only (combo of fitness, skills coaching). First week of December. Suggests that everyone arrange own transportation, accommodation. GC - Skican can provide package for Accommodation, travel, food. GC will ask for Costs for Last week of November vs First week of December. Compare Skican package vs self-org at next meeting. ACTION ITEMS: ● PO to follow through with coaches survey.
6	8:50	GC	Director At Large	DESCRIPTION: Report on current situation. NOTES & DECISIONS: ● Fall Camp ○ Tremblant - Oct 19/20 - Condos (Accommodate 18 people) ○ Mary Patterson's place - $700/weekend ○ MP Neighbor - $575/weekend ○ We could have people arrange their own accomodation. Pay only for coaching.

				○ Offer a discount if you paid for Saturday dry-land training ○ PO + GC to discuss programming options. Coaches, volunteers, third party options (e.g. Yoga). ● Biathlon ○ GC contacted Chelsea Nordic - they will respond with dates. ○ GC contacted Dan & Jamie to gauge interest and availability. ○ Separate clinic (fully paid by members or partially subsidized) vs. part of fall program (included in cost). Decided to run as Sunday clinic. ○ GC to get more information on cost and confirm date/time with Chelsea Nordic. ● Sponsorship ○ Financial Model ○ Uniforms ACTION ITEMS:
7	8:15	LVM	Communications	DESCRIPTION: Report on current situation. NOTES & DECISIONS: Absent, no report. ACTION ITEMS:see below
8	8:20	NR	Social Report	DESCRIPTION: Report on current situation NOTES & DECISIONS: Nothing to report. ACTION ITEMS:
9	9:15	JC	President	DESCRIPTION: NOTES & DECISIONS: ● Plan to do uniform order. ● GC, JC, PO getting together to discuss SWOT planning. ● Slideshow with pictures for AGM. ● Director reports to AGM folder (Sara to create folder and send reminder). ● NR to book Barley Mow. ● How to increase volunteerism. Add volunteering to registration. FB poll. ACTION ITEMS: See action items.
11	**9:30**		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.	Complete
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 Coaches
4	JC/GC	Strategic Plan Process.	Ongoing
5	HMD	Changes to bank account, to add SR as a signing authority	Completed
6	SR + Abu	Post new version of October 2018 minutes on web	Completed
7	JC	Send personal thanks email to FD	Completed
8	HMD	Program costs per program	Completed
9	ABu	Membership numbers per programs	Completed
10	PO	Coaching costs per programs	Completed
11	LVM	Survey data	Completed
12	LVM	Newsletter reminder for survey (add reminder of things to think about)	Completed
13	NR	Notify members of AGM	August 18

14	PO	Prepare to lead SWOT analysis at AGM	September 8
15	JC	Prepare script for AGM to address NK membership	September 8
16	HMD	Prepare to present bylaws at AGM	September 8
17	NR	Find volunteers for/organize new member welcoming committee for start of Fall Program	September 15
18	LVM	Prepare new member welcome email for start of Fall Program	September 15
19	JC	Coordinate with Trevor & Francois on Fundrace Date for June meeting	Ongoing
20	GC	Investigate Biathlon range availability	Completed
21	GC	Investigate locations for Fall & Winter camp	Completed
22	LVM	Send “Save the Date” communications with Fall Camp Date	August
23	GC	Present Fall Camp details at AGM	September 8
24	PO	Follow up with Dan Mallett regarding Silverstar	Completed

FORWARD AGENDA

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