XC Chelsea Masters Board Meeting
September 23, 2019
Pub Italia/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), Sara Rykov (SR)

Excused/Absent: HMD, GC
Next meeting:

AGENDA

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

#	time	Lead	Item	Description / Notes & decisions / Action Items
1	6:00		Opening & Welcome Approval of agenda & minutes	DESCRIPTION: AGM Feedback. Went well, good prep. Approval of agenda. SR Approval of August minutes (link) – delay to October meeting due to wifi problem. DECISIONS: Agenda approved: SR Minutes approved: n/a
2	6:20	JC	Review of action items	DESCRIPTION: See running list below.
3	6:30	HMD	Financial Report	DESCRIPTION: Report on current situation NOTES & DECISIONS: • Nothing to report. Absent. ACTION ITEMS: n/a
4	7:00	ABu	Membership	DESCRIPTION: Report on current situation

				NOTES & DECISIONS: ● 51 members. Slightly lower than previous years at this time, probably as a result of direct sign up at Evolve. ● Updated registration on website to request Emergency Contact for members. ACTION ITEMS: n/a
5	7:10	PO	Athletic Director Report	DESCRIPTION: Report on current situation NOTES & DECISIONS: ● Met with Coaches. ● Exploring certification for coaches. Idea put forward to pay non certified coaches less than a coach with certification. Peter to investigate possible options for certifications and propose a plan for coach remuneration. ● Silverstar. Need to advertise to let the membership know that is happening. 3 hrs of coaching – 5 days, 9am – 12pm. $150. Minimum 6 – max 10. Peter Lloyd possible additional coach. ● September rollerski clinic has low registration. Announce at practice on Tuesday, September 24. Deadline for registration on Wednesday, September 25. ● Some concern about the quality of strength program at Dryland practice vs. Evolve. ACTION ITEMS: ● LVM to put Silverstar item in next newsletter. ● LVM to add Silverstar to calendar. ● SR to make announcement about Silverstar at Tuesday Dryland practice. ● SR to make announcement about September roller ski clinic at practice on Tuesday, September 24 ● PO to contact Etienne, ask to lead strength on Saturday. ● SR to investigate where abouts of strength program for dryland.
6	7:20	NR	Social Report	DESCRIPTION: Report on current situation

				NOTES & DECISIONS: ● Welcome Wagon for new members at practices. Veteran members have been contacted and asked to help welcome and chat with new members. ● Socials: ○ Rock and Roll a success on Sunday, September 22. 6 – 7 members attended. ○ NR to coordinate with Ray to do bread making night in October. Keith to do urban hike. ○ Fall tailgate party planned for after a Saturday dryland practice. ACTION ITEMS: ● LVM to send welcome member email and encourage them to join Facebook.
7	7:30	GC	Director At Large	DESCRIPTION: Report on current situation NOTES & DECISIONS: ● Nothing to report. Absent. ACTION ITEMS: ● JC to discuss with GC re: Sponsorship.
8	7:40	LVM	Communications	DESCRIPTION: Report on current situation NOTES & DECISIONS: ● Changing facebook group visibility, to make group visible via search – so that new members can find the group and request to join. ACTION ITEMS: ● LVM to forward an email to NR regarding a speaker on sleep for athletes.
9	7:50	JC	President	DESCRIPTION: ● AGM Feedback ● SWOT AnalysisReport on current situation

				• (AGM Feedback, SWOT Results, Fundrace Next Steps, Communications, Uniforms, Volunteers) NOTES & DECISIONS: • AGM Feedback / SWOT Analysis • Alternative ideas for Fundrace beneficiary? SJAM? Other ideas? • Advertising for club? • Future of Wax box? • Does the club need to stay under $50K revenue? • Questions about winter program (Select Saturdays, when do we think we can open registrations for winter program). • Plan for volunteers ACTION ITEMS: • JC to get in touch with Fundrace committee to see what they see as the next step. • SR to take lead on uniforms. Bring a few design ideas to October meeting.
10	8:00	All	New business:	DESCRIPTION: No new business. NOTES & DECISIONS: ACTION ITEMS:
11	**8:30**		Adjournment	

ONGOING ACTION ITEMS

#	Who	What	Due Date
1	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.	Ongoing - pending conversation with Coaches

		NR to provide input based on work experience.	
2	JC/GC	Strategic Plan Process.	Ongoing
~~3~~	~~NR~~	~~Notify members of AGM~~	~~August 18~~
~~4~~	~~ALL~~	~~Prepare Director Reports for AGM~~	~~August 18~~
~~5~~	~~LVM~~	~~Prepare AGM Documentation package~~	~~August 27~~
~~5~~	~~PO~~	~~Prepare to lead SWOT analysis at AGM~~	~~September 8~~
~~6~~	~~JC~~	~~Prepare script for AGM to address NK membership~~	~~September 8~~
~~7~~	~~HMD~~	~~Prepare to present bylaws at AGM~~	~~September 8~~
~~8~~	~~NR~~	~~Share Slideshow on Google Drive~~	~~September 8~~
~~8~~	~~NR~~	~~Find volunteers for/organize new member welcoming committee for start of Fall Program~~	~~September 15~~
9	LVM	Prepare new member welcome email for start of Fall Program	October
10	JC	Coordinate with Trevor & Francois on Fundrace Date for June meeting	Ongoing
~~11~~	~~LVM~~	~~Send "Save the Date" communications with Fall Camp Date~~	~~August~~
~~12~~	~~GC~~	~~Present Fall Camp details at AGM~~	~~September 8~~
~~13~~	~~HMD/JC/ABu~~	~~Sign audit, post on website~~	~~October 1~~
~~14~~	~~GC~~	~~Contact Allison Lampy regarding coaching~~	~~September~~
15	SR	Email Allan re: Minutes July, August, AGM	ASAP

FORWARD AGENDA

1.	Approval of AGM minutes. Approval of August minutes (link).		

2.	Fundrace 2020		
3.	New Uniform Design		