XC Chelsea Masters Board Meeting
October 27, 2019
Riverside Pub/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), François Dubrous (FD)

Excused/Absent:
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: ● Approval of agenda. ● Approval of August 19 minutes (link). ● Approval of September 23 minutes (link). ● Approval of AGM minutes (link). DECISIONS: Agenda approved: JC Minutes Aug 19 approved: GC Minutes Sept 23 approved: LVM Minutes AGM approved: GC
2	6:20	JC	Review of action items	DESCRIPTION: See running list below NOTES & DECISIONS:
3	6:25	HMD	Financial Report	DESCRIPTION: Report on current situation

				NOTES & DECISIONS: Financial statements provided, current as of last week. Small deficit forecast in budget. A few things came in since the budget was completed. Added Fall & Winter Camps. Balance $24Kish. Budget based on membership estimate, but membership numbers are up, continuing to use same coaching costs. ACTION ITEMS:
4	6:35	SR	Uniform	Description: Review Uniform Design ideas and provide feedback for SR. Uniform Design Ideas ● Changes to snowflake - mixed reaction. ● Colors - orange + white. ● Fade-in - yes. ● Tagline - Haven't officially changed tagline. Leave tagline off of uniform. ● Additional logo for Les Saisons? - Not at this time. ACTION ITEMS: SR to request changes to design images, and send to board for more feedback before engaging Jackroo for final design.
5	6:55	FD	Fundrace	FD reviewed the Fundrace Proposal with the Board. NOTES & DECISIONS: ● Q: Is there indoor space at Kanata? ● Board Liaison: JC volunteered for this role. ● JC to present a new Fundrace fundraising idea later in the meeting. ● For further discussion for board - target of proceeds. ● $500 earmarked for Fundrace in annual budget ● Fundrace committee to meet with Kanata Nordic on November 4.
6	7:30	ABu, PO	Winter Programming	DESCRIPTION: Review proposed Winter Program and provide feedback for Abu and PO. NOTES & DECISIONS: ● Discuss possible set up for drop-ins ○ ABu presented an alternative means of managing drop-ins on website. Much discussion about time for treasurer, athletic director, website. ○ PO moved that the club end Drop-Ins. Unanimously passed. ● Pros and cons for members

				● Items to consider to finalize it ACTION ITEMS: Holly to draft message regarding drop-ins.
7	7:50	GC	Sponsorship Agreement	DESCRIPTION: Review Sponsorship Agreement and provide feedback for GC and JC. NOTES & DECISIONS: ● Rollerski replacement - PO doesn't see a need for more investment in rollerskis. ● FAE Demo Day? ● Clarification on what member discount applies to ● Les Saisons sponsorship - GC discussed with Les Saisons. Goods-in-kind offer discussed e.g. coffee urns at special events? Gift cards? Not enough time this year to get the logo onto the uniforms. Suggested the XCCM start a conversation with her for the future. ● GC approaching businesses in Chelsea to see if they are interested in helping us with Fundrace. ACTION ITEMS: GC to complete sponsorship arrangement with FAE, investigate FAE Demo Day, seek clarification on what member FAE discount applies to.
8	8:15	ABu	Membership	DESCRIPTION: Report on current situation. NOTES & DECISIONS: ● 68 members. About the same as other years at this time. ● 18 new members. ACTION ITEMS:
9	8:20	PO	Athletic Director Report	DESCRIPTION: Report on current situation. NOTES & DECISIONS: ● Winter camp is going ahead. 2 coaches. ● Clinics - Need to figure out what clinics we will offer this winter. ● Fall Camp - some confusion over changes, cost, etc. PO not kept in the loop by organizers. ● Some members have expressed interest in having a variety of venues for Tuesdays. Arboretum suggested. Need for lighting noted. ACTION ITEMS: PO to ask coaches what clinics they want to teach.

10	8:30	NR	Social Director Report	DESCRIPTION: Report on current situation. NOTES & DECISIONS: ● Tailgate party was a big hit. ● Hike to hut planned for November. Francois to organize. ● Tuesday night end of outdoor practice event. ACTION ITEMS:
11	8:40	GC	Director At Large	DESCRIPTION: Report on current situation. NOTES & DECISIONS: ● Destination race? Some members have expressed interest in having the club organize and participate in a destination race again. ACTION ITEMS: GC and LVM to generate some ideas and prepare for a discussion at the next meeting.
12	8:50	LVM	Communications	DESCRIPTION: Report on current situation. NOTES & DECISIONS: ACTION ITEMS: LVM Update coach page with Laurie's bio.
13	8:55	JC	President	DESCRIPTION: Report on current situation. NOTES & DECISIONS: ● JC's neighbor is a sommelier. JC presented an idea for a wine & beer tasting fundraiser event. To be held at Vimy Brewery. Members would buy tickets to attend. ○ Cost to host approx $150 ○ Food to be provided by club. ○ Proceeds donated to Fundrace? ACTION ITEMS: JC & NR to discuss Wine & Beer tasting event and send info to Board.
14	**9:00**	JC	Fundrace	Further discussion regarding Fundrace Awards Recipient Proposal ● SJAM vs. Junior Racer - maybe give to both? ● $1000 (or 20% whichever is greater), and remainder to SJAM ● Selection criteria for which athlete to support
15	**9:15**	JC	Adjournment	

ONGOING ACTION ITEMS

#	Who	What	Due Date
1	GC	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
2	JC/GC	Strategic Plan Process.	Ongoing
3	LVM	Prepare new member welcome to winter email	Ongoing
4	~~JC~~	~~Coordinate with Trevor & Francois on Fundrace.~~	~~Ongoing~~
5	SR	~~Email Allan re: July meeting minutes, AGM minutes.~~	~~ASAP~~
6	LVM	~~Add Silverstar item in next newsletter~~	~~ASAP~~
7	LVM	~~Add Silverstar to calendar.~~	~~ASAP~~
8	SR	~~Make Silverstar, Rollerski clinic & camp announcements at practice~~	~~ASAP~~
9	PO	Contact Etienne, ask to lead strength at Saturday dryland	ASAP
10	SR	Investigate where abouts of strength program for dryland.	October meeting
11	JC	~~Discuss with GC re: Sponsorship.~~	~~October meeting~~
12	~~LVM~~	~~Forward an email to NR regarding a speaker on sleep for athletes.~~	~~October~~
13	~~SR~~	~~Bring forward ideas regarding uniform redesign.~~	~~October meeting~~
14	PO	Coach emergency response plan	November meeting

FORWARD AGENDA

1.	**NR & GC**	Mechanism for members to propose out of town / special events	
2.			