

XC Chelsea Masters Board Meeting
November 24, 2019
The Wellington Diner/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: HMD

Next meeting: Jan 6, 2020. PO's (84 Chemin Meredith). 6pm.

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 October 27 minutes (link). DECISIONS: Agenda approved: Yes . Minutes Oct 27 approved with the following modification to minutes • re: Silent Auction - not “replacing the silent auction”, should be “in support of” Fundrace. ACTION ITEMS: See Action Item #3 (below).
2	6:20	JC	Review of action items	DESCRIPTION: See running list below. NOTES & DECISIONS:
3	6:25	SR/PO	Partnerships	DESCRIPTION: • Clinic for Evolve Run Club NOTES & DECISIONS: Have Francois investigate with consideration to following:

				- Insurance (GC) - through club/through Coach? - Cost - Availability - Have Francois use Google Form ACTION ITEMS: See Action Item #4 (below).
4	6:35	GC	FAE/Sponsorship	DESCRIPTION: - XCCM Membership offer with FAE. - Draft Proposed budget for Sponsorship included in Treasurer's Report NOTES & DECISIONS: - GC edited agreement based on discussion and sent it back to FAE. - FAE would like to have free membership for a couple of their employees. - Yes - Designated for specific individuals. - Demo Day? 2 Equipment Evenings at FAE (beginner / intermediate), they will invite our members to join. ACTION ITEMS: See Action Item #5 (below).
5	6:50	SR	Uniform	Description: Update on uniforms. See completed designs NOTES & DECISIONS: ACTION ITEMS: None
6	6:55	JC	Drop-ins	Description: Coupon Ideas - Proposed idea to support those who race. NOTES & DECISIONS: - Allow coaches to drop-in for practices? Yes, however coach must be a member. - Julie proposed Coupon program - Board decided against it. - Instead agreed to have challenges for winter 2020 - Racing Challenge - Photo Contest - Strava Challenge ACTION ITEMS: See Action Item #6 (below).
7	7:05	GC	Emergency Protocol	DESCRIPTION: Update on emergency protocol proposal. NOTES & DECISIONS: - Simplified wording - Should have Annual/Semi-Annual Review

				Produce card to put into First Aid kits. Contact information. ACTION ITEMS: See Action Items #7, 8, 9 (below).
8	7:15	JC	Fundrace	DESCRIPTION: Update on Fundrace & Wine tasting fundraiser. NOTES & DECISIONS: - Update from Fundrace committee. - Date - Jan 12. Rain date. - Have agreement with Kanata Nordic. - Tentative race course has been discussed. - Volunteer leads have been identified. - Fundrace beneficiary not mutually agreeable. Back to Fundrace committee. - Wine Tasting night: - Gail's House \$25 minimum donation to attend - Food will be provided. ACTION ITEMS: None.
9	7:25	PO	Winter Ski Clinics	DESCRIPTION: Report on current situation. NOTES & DECISIONS: - Silverstar 18 participants \$750 profit - PO requested \$250 to have value add - Winter Ski Clinics 5 dates - coaches confirmed for 3 2 classic clinics, 2 skate clinics, 1 downhill ACTION ITEMS: See Action Items #10, 11 (below).
10	7:45	NR	Member driven event coordination	DESCRIPTION: Proposed mechanism for members to propose out of town / special events Google Doc NOTES & DECISIONS: - Communication on it later. ACTION ITEMS: See Action Items #12, 13, 14 (below).
11	8:00	JC	Round Table	NOTES & DECISIONS: - HMD need to issue T4A slips to coaches effective 2020. - Compensation for coaches?

				• Francoise - social event for February. • Destination races - GC presented a list. • Wax clinic before Gat Loppet. Club to decide regarding wax. Forward agenda item. • New members drop-ins. Can we let them try Tuesday and Saturday? ACTION ITEMS: See Action Items #16, 17, 18, 19, 20 (below).
13	8:30	JC	Adjournment	Next Meeting Date: Jan 6, 2020. PO's (84 Chemin Meredith). 6pm.

ONGOING ACTION ITEMS

#	Who	What	Due Date
1	JC/GC	Strategic Plan Process.	Ongoing
2	LVM	Prepare new member 'Welcome to Winter' email	December
3	SR	Modifications to October minutes re: Wine Tasting Fundraiser & send to ABu to post online	ASAP
4	SR	Communicate with Francois re: Clinic for Evolve Run club. Request that he use Google Form and communicate Board concerns/questions	ASAP
5	GC	Let Patrick from FAE know to contact LVM regarding memberships for FAE staff	ASAP
6	LVM/JC	Draft up communications about challenges ASAP.	ASAP
7	PO	Consult coaches regarding Emergency Protocol.	January
8	JC/GC/PO	to discuss next steps for Emergency Protocol	January
9	ABu	Make website query to get emergency contact info for participants	January
10	PO	Confirm with coaches regarding clinics.	January
11	ABu	Post clinics on website.	January
12	NR	Put Google Form for Member Driven events somewhere sensible on Google Drive.	ASAP
13	LVM	Create newsletter item publicizing Google Form as mechanism for Member Driven events	September 2020
14	ABu	Add info regarding Submitting Google Form for Member driven events to the Events section of the website.	January

15	PO/HMD	Coordinate regarding T4As for coaches. Communicate with coaches.	
16	NR	Approach Sandra regarding member driven event for Canmore 2021	January
17	GC	Try to get promo code for Gatineau Loppet	January
18	LVM/JC	Fall Member survey.	January
19	JC/PO/LVM	Further discussion regarding Drop-Ins.	January
20	?	Dan Mallett to present Loppet preparation? Promote Gatineau Loppet as Club event.	January

FORWARD AGENDA ITEMS

#	Who	What	Due Date
1	HMD	Budget for Sponsorship (Draft attached in Treasurer's Report)	January
2	JC/GC/PO	Provide update on Emergency Protocol	January
3	JC	Provide board an update from Fundrace committee.	January
4	HMD/PO	Review compensation for coaches	January