XC Chelsea Masters Board Meeting
February 10, 2020
Foolish Chicken, 79 Holland/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:
Next meeting:

AGENDA

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

#	Lead	Item	Description / Notes & decisions / Action Items
1		Opening & welcome Approval of agenda & minutes	DESCRIPTION: ● Approval of agenda. ● Approval of January 13 Minutes (link). DECISIONS: Agenda approved: Yes. Minutes January 13 approved: Yes. ACTION ITEMS:
2	JC	Review of action items	DESCRIPTION: See the running list below. NOTES & DECISIONS:
3	HMD	Treasurer's Report	DESCRIPTION: NOTES & DECISIONS: ● Membership/program revenue up, coaching costs up. Membership revenue slightly higher. ● Fundrace:

			○ HMD wrote cheques to refund participants who wanted a refund. ○ Some families haven't responded regarding details needed to process refunds. ○ Don't have final numbers to know what the final sum for the athletes is. ● FAE sponsorship ○ $2000 from sponsorship funds spent on Coaches uniforms, and uniform administration costs incurred for members and coaches. ○ $1000 remains in FAE sponsorship funds to spend this year, or earmark for next year. ■ Spend on coaching development, if there is sufficient interest from the coaches. ■ Speaker series (similar to Evolve Run club)? ■ Agreed that for this year we will increase the social budget for this by $500, for a year end party, and increase the coaching development costs for this year, by $500, if there is sufficient interest from coaches.
4	JC	Fundrace	DESCRIPTION: Provide a quick update from the Fundrace committee. NOTES & DECISIONS: ● $3k raised even though the race was cancelled. Testament to the support for the cause within the ski community. ● Fundrace committee and Kanata Nordic deciding which athletes will receive the funds. ● Need to think ahead to next year, succession planning/composition for the Fundrace committee and direction/focus of Fundrace. (Future Agenda item/Strategic plan item). ACTION ITEMS: ● JC to thank the Fundrace committee. ● JC to ask the Fundrace committee to let the board know who the athletes are and what the selection criteria was.
5	LVM	Fall Survey Results	DESCRIPTION: Discuss the Fall Survey Results NOTES & DECISIONS: ● 9 members responded. 3 were new members. ● Social was well-received. ● No major concerns raised.

			● Look back while planning next Fall. ● Response rate was fairly low. How to engage more for future surveys etc. ○ Send the year-end survey earlier. Send in the first half of March, while the ski season is still in swing? ACTION ITEMS: ● LVM/JC to discuss and develop year-end survey.
6	JC	Handling Member Feedback	DESCRIPTION: We have had a few issues this year that generated member feedback. Discussion of how to handle feedback. NOTES & DECISIONS: ● The tone and volume of some member feedback can be demoralizing for volunteer board members. ● Some ideas for how Board members can handle the conversation: ○ Send members to the club email account (Communications/President will follow up or send to appropriate person(s)). Offer to bring the conversation to the board on their behalf. Offer to talk about it after practice. Remind members that board members are also paid members.

7	All	Updates	DESCRIPTION:
			● Social (NR)
			● Uniforms (HMD, SR)
			● Gatineau Loppet (GC / LVM)
			● Strategic Plan (JC)
			NOTES & DECISIONS:
			● Social (NR)
			    ○ Planning another paint night for March
			    ○ Planning the Year End Party - 1st weekend in April
			    ○ Photo contest - remind members again closer to the date.
			● Gatineau Loppet Contest (GC)
			    ○ Contest is for members to guess the number of Gatineau Loppets participated in by Cathy, Ed, Brian. Responses on Facebook.
			    ○ GC requested to have 3 prizes. FAE gift certificates. Agreed that this was ok.
			● FAE - Goods in Kind money (GC)

			○ Thank you gift to Fundrace volunteers? Discuss further at the March meeting how to recognize all the Fundrace volunteers. ● Gatineau Loppet (GC) ○ GC has arranged to have a waxing tent at P17 for 50km classic. Peter H. asked to be compensated for 2 hours - agreed that this is ok. ○ Support our members but also assist other skiers. Sign to welcome other skiers. ○ Cheering station at Intersection of Gatineau Loppet. GC to take pictures. ● Invite Prime Minister to join a practice(GC) ○ GC to draft invitational letter. Send to JC and LVM for review. ● Uniforms ○ Lining on jackets - Jakroo to work with individuals ○ Reopen store in Fall 2020 ● Strategic Plan ○ JC/PO/GC met to discuss Strategic Plan ○ Want member input on our 3 year plan. ○ JC to lay out a road map for how to proceed and get member input. Spring 2020. ACTION ITEMS: ● LVM/GC Communicate to members before the loppet regarding Wax Tent at P17. ● JC to lay out a road map for the Strategic Plan process. Spring 2020.
8	JC	Other	DESCRIPTION: ● Board 2020 /2021 NOTES & DECISIONS: ● 2 members are up for re-election. ● Think about if they are returning and who we might ask to consider running if not.
9	JC	Adjournment	**Next Meeting Date?** March 9, 23, 30. SR to send Doodle Poll. **Next Meeting Location:** Foolish Chicken

ONGOING ACTION ITEMS

#	Who	What	Due Date
1	JC/GC	Strategic Plan Process.	Ongoing
2	ABu	Add info regarding Submitting Google Form for Member driven events to the Events section of the website. Change date to March. NR to send ABu what is needed.	February
3	NR	Approach Sandra regarding member driven event for Canmore 2021 NR to find new member to organize.	February
~~4~~	~~JC~~	~~Communicate decision regarding drop-ins to interested members.~~	~~ASAP~~
5	~~LVM~~	~~Create newsletter item regarding drop-ins decision.~~	~~ASAP~~
6	~~JC~~	~~Email members waitlisted for Saturday practices to let them know that they can join.~~	~~ASAP~~
7	~~ABu~~	~~Update online store to allow waitlisted members to join Saturday practice~~	~~ASAP~~
8	~~ALL~~	~~Board members to review "Who we are" document, presented by PO and to provide feedback~~	~~January 17~~
9	~~LVM~~	~~Create "Who We Are" Newsletter Item with Revised Content.~~	~~ASAP~~
10	~~ABu~~	~~Update "Who are we" page on website.~~	~~ASAP~~
11	~~HMD~~	~~Send rebate cheques to those who ordered uniforms.~~	~~February~~
12	~~HMD~~ JC	Communicate with Fundrace committee - invite donors to presentation ceremony. Provide light refreshments at ceremony - discuss budget with them.	ASAP - JC instead
13	~~NR~~	~~Organize a Photo contest for members, sometime in Winter 2020.~~	~~ASAP~~
14	GC	Propose a couple dates to FAE for Skin Ski Demo day, taking XCCM club events calendar into account.	March
15	~~GC~~	~~Find a location for XCCM Cheer Zone for Gatineau Loppet.~~	~~February~~
16	~~GC~~	~~Find out if we can have a wax tent at the start area for 51 km Classic Loppet.~~	~~February~~
17	~~LVM~~	~~Communicate enthusiasm for loppet. Contact Brian Ray, Ed Cottell to say a few words for newsletter re: Gatineau Loppet.~~	~~February~~

FORWARD AGENDA ITEMS

#	Who	What	Meeting Date
2	JC/GC/PO	Provide update on Emergency Protocol	I think that this is complete? Or do we want this as an ongoing item?
~~3~~	~~JC~~	~~Provide board an update from the Fundrace committee.~~	~~February~~
4	HMD/PO	Review compensation for coaches	Spring/Summer 2020
5	PO	Discuss future policy for High Fluoro wax.	Spring/Summer 2020
	JC	Board 2020 /2021	Spring/Summer 2020