

XC Chelsea Masters Board Meeting
January 13, 2020
84 Chemin Meredith, Chelsea/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: NR

Next meeting:

AGENDA

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

#	Lead	Item	Description / Notes & decisions / Action Items
1	JC	Opening & welcome Approval of agenda & minutes	DESCRIPTION: • Approval of agenda. • Approval of November 24 Minutes (link). DECISIONS: Agenda approved: Addition of Club Challenges - JC Minutes November 24 approved: Yes. ACTION ITEMS: SR to send November 2019 minutes send to ABu. ABu to post.
2	JC	Review of action items	DESCRIPTION: See running list below. NOTES & DECISIONS:
3	HMD	Treasurer's Report	NOTES & DECISIONS: • Highlights: ○ Need 2 coaches for Tuesday - This is an unexpected cost. ○ Made a small profit on the Winter Camp. ○ May need to have 4 coaches on Saturday - this is also an unexpected cost.

			○ Revenue higher than expected. ○ Forecasting a small surplus. ● Coaches have been paid for Fall Coaching with the exception of the last week ● Sponsorship Money ○ Club purchased some small uniform pieces to be used as prizes. ○ Cover cost of Uniform Samples - Shipping & Deposit ○ Coaches Uniform Order subsidies. ○ Spent \$2000 (of \$3000 total sponsorship money). ● Coaches compensation review - did not discuss, to be discussed before next season
	JC / PO / Abu	Winter Programming 2020	DESCRIPTION: ● Current Membership (Abu) ● Drop-ins (update / Review of facts/next steps) (JC) ● Current winter programming, next steps (PO) ● Coaching numbers (PO) ● Potential New Coaches (PO) ● Revision to “Who We Are”: Revised Statement(PO) NOTES & DECISIONS: ● Current Membership (Abu) ○ Currently at 102 members. ○ A few additional members due to Evolve Run Club ski clinic, Winter Camp. ○ No Evolve-only members, since Strength is going directly through Evolve. ○ Analysis: membership is strong. ● Drop-ins (update / review of facts/next steps) ○ 15 members gave feedback in some way - either Facebook Post/Group Chat or Survey Response ○ JC presented compiled data regarding drop-ins. ○ JC and PO met with a couple of members regarding Drop-Ins ○ Policy change stands for the remainder of 2019/2020 season. Can revisit as part of Strategic Plan. ● Coaching numbers (PO) ○ 15 registered for Tuesdays - Need 2 coaches

			○ 40 registered for Saturdays - Need 4 coaches to be able open Saturday program to waiting list. With new potential coaches - feel we can allow waitlisted members to join Saturdays. ● Potential New Coaches: Kevin Jones, Lori Meyers & Alyssa Stove ● Who we are: revised - to help members self-select into skills groups. (PO). Seeking board input. ACTION ITEMS: ○ JC to communicate the decision regarding drop-ins to members that met with PO/JC. LVM newsletter item regarding decision. ○ JC to email waitlisted members to let them know that they can join. ○ ABu to update Saturday program product in online store. ○ All Board members to review “Who We Are” and provide feedback to PO before Fri, Jan 17. ○ LVM to create “Who We Are” Newsletter Item with Revised Content. ABu to update the “Who are we” page on the website.
5	LVM	Communication with members	DESCRIPTION: ● Fall Survey results ● Updates to FAQ page NOTES & DECISIONS: ● Fall Survey results - Did not discuss. Move to Forward Agenda Items. ● Updates to FAQ page - Done. ACTION ITEMS:
6	All	Updates - short and sweet	DESCRIPTION: ● Uniform (SR) ● Fundrace (JC) ● Club Challenges (JC) ● Emergency Protocol (PO) ● Social (SR on behalf of NR) ● Parc Dialogue meeting (GC) ● FAE (wax clinic, demo day) (GC) ● Strategic Plan Process timeline (JC) ● Promote Gatineau Loppet as a Club event. NOTES & DECISIONS: ● Uniform (SR)

			○ Members raised a lot of sizing & quality issues. ○ Asked members for feedback, compiled send to Jakroo and asked them to address with individual members ○ Members who ordered Arendal and/or Bergen pieces to receive rebate cheques, since order volume estimates were exceeded. ● Fundrace (JC) ○ Fundrace was cancelled due to weather/lack of snow. ○ Registration \$2880. Refunds for registration - TBD. ○ Wine fundraiser \$470. Silent Auction \$500. Donations (no race reg) \$200. ○ \$2835 raised in total. ○ Invite donors to presentation ceremony and also discuss budget for refreshments. ● Challenges (JC) ○ Strava challenge - For February or March, programming required for website. ○ Photo challenge - NR to organize. ● Emergency protocol (PO) - ○ PO created Emergency Kits with First Aid supplies, protocol card to give to coaches. ● Social (NR) ○ XCCM has Talent, Feb 9 with Francoise: Truffle Making. ○ Follow up with Alicia re: Paint Night. ○ Skating at GGs ○ Coffee/Sauna after Saturday practice - Feb 1? ○ Open to other ideas for socials. Ideas suggested: Axe Throwing. Les Fougères - to support them (since they supported us on several occasions). Expensive/in practical to go there. Maybe pick up some food for an after practice social at someone's house. Possibly at the coffee/sauna social? ● Parc Dialogue meeting (GC) ○ November 9 - GC attended - other clubs also attended. ○ Highlights of discussion: P16 is now open. Brown Cabin open for day use. P19 moving to beach parking to increase capacity. Lusk Cabin - this is last year for overnight rentals. ● FAE (wax clinic, demo day) (GC)
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			○ We have \$2000 goods-in-kind for this season. ○ Skin Ski Demo Day. FAE is interested, GC follow up. Board suggests that we do this on a Sunday. ● Strategic Plan Process timeline (JC) ○ PO/GC/JC to discuss & present to board. February Meeting. ○ What support do Board members need to better do their jobs? ○ Are there technologies that could enrich the club or assist Board? ● Promote Gatineau Loppet as Club event. ○ What can we do as a Board to promote the Gatineau Loppet as a club event. ACTION ITEMS: ● HMD to send rebate cheques to those who ordered Arendal and Bergen items.. Completed ● HMD to communicate with Fundrace committee - invite donors to presentation ceremony. Provide light refreshments at ceremony - discuss budget with them. ● NR to organize a Photo contest for members, sometime in Winter 2020. ● GC to propose a couple dates to FAE for Skin Ski Demo day, taking XCCM club events calendar into account. ● GC to find a location for XCCM Cheer Zone for Gatineau Loppet. ● GC to find out if we can have a wax tent at the start area for 51km Classic Loppet. ● LVM contact Brian Ray, Ed Cottell to say a few words for newsletter re: Gatineau Loppet. ● LVM - Communicate enthusiasm for loppet, Promote Les Saisons discussion re: Loppet Prep/Q&A on Saturday, Jan 17.
7	JC	Round Table	NOTES & DECISIONS: ● Think about High Fluoro wax policy for future. Future Agenda Item. ACTION ITEMS:
8	JC	Adjournment	Next Meeting Date? SR to send Doodle Poll (Choices: February 9, 10, 17, 23, 24)

ONGOING ACTION ITEMS

#	Who	What	Due Date
1	JC/GC	Strategic Plan Process.	Ongoing
2	LVM	Prepare new member 'Welcome to Winter' email	DONE
3	SR	Modifications to October minutes re: Wine Tasting Fundraiser & send to ABu to post online	DONE
4	SR	Communicate with Francois re: Clinic for Evolve Run club. Request that he use Google Form and communicate Board concerns/questions	DONE
5	GC	Let Patrick from FAE know to contact LVM regarding memberships for FAE staff	DONE
6	LVM/JC	Draft up communications about club challenges ASAP.	?
7	PO	Consult coaches regarding Emergency Protocol.	DONE
8	JC/GC/PO	to discuss next steps for Emergency Protocol	DONE
9	ABu	Make website query to get emergency contact info for participants	DONE
10	PO	Confirm with coaches regarding clinics.	DONE
11	ABu	Post clinics on website.	DONE
12	NR	Put Google Form for Member Driven events somewhere sensible on Google Drive.	DONE
13	LVM	Create newsletter item publicizing Google Form as mechanism for Member Driven events	DONE
14	ABu	Add info regarding Submitting Google Form for Member driven events to the Events section of the website.	February
15	PO/HMD	Coordinate regarding T4As for coaches. Communicate with coaches.	DONE
16	NR	Approach Sandra regarding member driven event for Canmore 2021	January - will do in Jan
17	GC	Try to get promo code for Gatineau Loppet	DONE
18	LVM/JC	Fall Member survey.	DONE
19	JC/PO/LVM	Further discussion regarding Drop-Ins.	DONE
20	?	Dan Mallett to present Loppet preparation? Promote Gatineau Loppet as Club event.	January

FORWARD AGENDA ITEMS

#	Who	What	Meeting Date
1	HMD	Budget for Sponsorship (Draft attached in Treasurer's Report)	January
2	JC/GC/PO	Provide update on Emergency Protocol	Winter 2020
3	JC	Provide board an update from the Fundrace committee.	January
4	HMD/PO	Review compensation for coaches	Spring/Summer 2020