

XC Chelsea Masters Board Meeting

April 6, 2020

Zoom/6:00pm

Agenda

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 March 9 Minutes (link). DECISIONS: • Agenda and Minutes approved.
2	JC	Review of action items	DESCRIPTION: See running list below. NOTES & DECISIONS:
3	HM	Treasurer's report	DESCRIPTION: • Review of Treasurer's report. NOTES & DECISIONS: • Reconciled bank statements, Balance approx: \$30K • Coaches invoice for winter program and clinics received. Approx \$5500
4	JC	Early end to Winter season/COVID-19	DESCRIPTION: • Early end to season due to Covid-19. • Discuss Reimbursements options / next steps

			NOTES & DECISIONS: • 3 practices cancelled, 2 clinics cancelled. • Already refunded Clinic 6 - Due to Covid-19 cancellation. • We had \$7200 surplus. • Options: Refunds for members vs. credits for next year. ○ Approx \$2530 for refunds. ○ Issue refunds by cheque. • HMD proposed giving coaching honorarium for coaches who missed coaching/revenue opportunities due to Covid-19 cancellation. Motion: HMD moves that in light of the extraordinary circumstances created by Covid-19, that the club issue a prorated refund to members for cancelled Tuesday and/or Saturday practices via cheque. Seconded by NR. Moved. Motion: HMD moves that in light of the extraordinary circumstances created by Covid-19, an honorarium be given to all coaches, in recognition of lost coaching time. The Honorarium value not to exceed 20% of winter season invoices. Seconded by LVM. Moved. ACTION ITEMS: • JC/LVM Newsletter item to ask members to check their address information, so that we can issue refund cheques. • HMD to investigate what our expenses would be for a season if we are not able to run a program next season.
5	LVM JC	Survey Results	DESCRIPTION: • Present Winter survey results • How can we use feedback for next steps on personal roles 2020/2021 NOTES & DECISIONS: • Question regarding start time for Tuesday night program. Clear preference by survey respondents for an earlier start time. • Members requested survey results be made public. ACTION ITEMS: • JC/LVM to share survey results with board members via email. • All board members to look over survey results to see if we can use the information to make any improvements within our roles/portfolios.

			JC/LVM/ABu to think about how post survey results on website.
6	NR + ABu	Social / Coach Appreciation Song	DESCRIPTION: - Social plan for end of year - Rehearsal of coaches appreciation song NOTES & DECISIONS: - Rehearsal of coaches appreciation song, after a few attempts we decided to postpone performance. - Decided to postpone social celebrations of our winter season until we can be social again. ACTION ITEMS:
7	All	Updates	DESCRIPTION: - Fundrace (JC) Strategic Plan (JC) NOTES & DECISIONS: - JC/Francois to discuss plans for Fundrace Athlete Recognition Ceremony. ACTION ITEMS: - JC to communicate with the board regarding plans for Fundrace Athlete Recognition Ceremony. - JC to create a Strategic plan roadmap newsletter item.
8	JC	Adjournment	Next Meeting Date? SR to send Doodle Poll. Next Meeting Location? Zoom

ONGOING ACTION ITEMS

#	Who	What	Due Date
1	JC/GC	Strategic Plan Process.	Ongoing
2	JC	Communicate with the Fundrace committee regarding the presentation ceremony. Invite donors. Provide light refreshments at the ceremony. Discuss the budget with them.	March
3	JC/NR	Thank the Fundrace committee.	March
4	JC	Ask the Fundrace committee to let the board know who the athletes are and what the selection criteria was.	March
5	JC	Ask Fundrace committee about their plans for next year	March
6	LVM	Send winter survey to members.	ASAP
7	JC	Add dates to each item on the strategic plan road map.	ASAP
8	LVM	Create datapoints regarding membership demographics to support Strategic plan discussion.	Spring 2020
9	JC/PO/GC	Refine plan for Strategic Plan gathering and present at April board meeting	ASAP
10	JC/LVM	Create newsletter item regarding trail sharing, safety, carpooling.	Winter 2020/2021
11	NR	Purchase cowbell for spirit award.	Spring 2020
12	GC	Inquire about having cowbell made for spirit award.	Fall 2020

FORWARD AGENDA ITEMS

#	Who	What	Meeting Date
1	HMD/PO	Review compensation for coaches	Spring/Summer 2020
2	PO	Discuss future policy for High Fluoro wax.	Spring/Summer 2020
3	PO/JC	NCC letter regarding club use/regular trail users.	Spring/Summer 2020
4	JC	Strategic Plan Process	Spring/Summer 2020