

XC Chelsea Masters Board Meeting
March 9, 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: PO, ABu

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 February 10 Minutes (link). DECISIONS: • Agenda approved. • February minutes approved.
2	JC	Review of action items	DESCRIPTION: See running list below. NOTES & DECISIONS:
3	HMD	Treasurer's Report	DESCRIPTION: • Review of Treasurer's report. NOTES & DECISIONS: • Fund Race financials are complete. • \$2510.24 can be disbursed to the elite athletes. • Payment to coaches for the winter season is outstanding.
4	JC	Fundrace	DESCRIPTION: • Succession planning for Fundrace planning committee. • Discuss how to recognize Fundrace volunteers. NOTES & DECISIONS: • JC will be reaching out to the Fundrace planning committee to find out who they have for next year. Two members of fundrace committee have indicated they are not planning to return to their roles. • Recognize fundrace committee volunteers at year-end party, as part of volunteer recognition. ACTION ITEMS: • JC to ask Fundrace volunteers about their plans for next year.

5	LVM	Winter Survey	DESCRIPTION: - Final review of the winter survey before it is shared with members. Link to winter survey NOTES & DECISIONS: - Need to sign in to answer the survey. LVM to look into fixing this, so limit response rate. - Add a question about clinics. Add question about racing e.g. "Did you ACTION ITEMS: - LVM to send revamped survey out asap.
6	JC	Strategic Plan	DESCRIPTION: - Update on strategic plan. Link to strategic plan roadmap. NOTES & DECISIONS: - Spring 2020 Strategic Plan gathering. - Gathering at Vimy Brewery, Cost for rental of space (\$50). - Asking for money for appetizers and prizes. FAE goods in kind gift cards. XCCM uniform swag. - Proposed date: April 26 - Need facilitation for the meeting. Board members? Tap specific individuals/members to act as facilitators? - At gathering introduction, outline membership demographic context for discussion. How many members? How many members? Age breakdown. Male/Female breakdown. Practice attendance member numbers. ACTION ITEMS: - JC to add dates to each item on the strategic plan road map. - LVM to create data points to outline who our membership is. - JC/GC/PO to refine plan and present at April board meeting
7	JC	Letter from the NCC	DESCRIPTION: - Discuss letter from the NCC regarding conflict between large organizations and regular trail users. Link to letter. NOTES & DECISIONS: - Also an email to the club email account regarding a recent practice. Safety concerns. ACTION ITEMS: - LVM/JC to create newsletter item regarding trail sharing, safety, carp
8	All	Updates	DESCRIPTION: - Social (NR) - Gatineau Loppet (GC /LVM) NOTES & DECISIONS: - Year End party - March 28 at the Cascades Club. Potluck. Games/activities. Prizes: \$500 in FAE gift certificates and XCCM uniform swag. - Gatineau Loppet - Cheering station was well received.

			○ Wax Tent was good for club visibility, FAE visibility, and our r with FAE. ● Create a Club Spirit award. ACTION ITEMS: ● NR to find a cowbell to purchase. GC to enquire about having a cowb
9	JC	Adjournment	Next Meeting Date? April 6, 13, 20. SR to send Doodle Poll. Next Meeting Location? Foolish Chicken

ONGOING ACTION ITEMS

#	Who	What	
1	JC/GC	Strategic Plan Process.	
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.	
3	NR	Find a member to organize a destination race - Canmore 2020.	
4	JC	Communicate with the Fundrace committee regarding the presentation ceremony. Invite donors. Provide light refreshments at ceremony - discuss budget with them.	
5	JC	Thank the Fundrace committee.	
6	JC	Ask the Fundrace committee to let the board know who the athletes are and what the selection criteria was.	
7	GC	Propose a couple dates to FAE for Skin Ski Demo day, taking XCCM club events calendar into account.	
8	LVM/JC	Discuss and develop year-end survey.	
9	LVM/GC	Communicate to members before the loppet regarding Wax Tent at P17.	
10	JC	Lay out a road map for the Strategic Plan process. Spring 2020.	

FORWARD AGENDA ITEMS

#	Who	What	Me
1	HMD/PO	Review compensation for coaches	Spr
2	PO	Discuss future policy for High Fluoro wax.	Spr

3	PO/JC	NCC letter regarding club use/regular trail users.	Spr
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