XC Chelsea Masters Board Meeting
July 27, 2020
25 Northview Road/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 June 22 Minutes (link). DECISIONS: ● Added section for Fundrace Update. Approved. ● 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: ● Following up with people to cash cheques (Covid Refunds) ● Still forecasting surplus ($)

4	PO	Fall Programming	DESCRIPTION: ● Update on written program delivery model ● Update on Fall Programming plan ● Update on Budget/Program Cost for Fall program (Review Draft Budget) ● Update on Return to Play sessions ● Review timeline for Fall preparation (See below) NOTES & DECISIONS: ● New Guidelines from XC Ski Ontario. They are simpler: ○ No online training sessions required (regarding Covid Rules) ○ Don't need to wear masks, as long as we maintain physical distance guidelines. ○ No cap on participant:coach ratio. ○ Recommended : use volunteers to remind people to follow Covid guidelines. ○ Do we need to have exclusive cohorts? Natural cohorts will form, may need to revisit. No dropins. ● Avoid overlap with other ski clubs with respect to location/time. ○ Staggered start times? ○ Start dryland at 8:45am instead of 9am. ○ Coordinate with other clubs regarding start times/locations for the winter season. ○ Go to the Arboretum in September for Tuesday dryland. ● Don't sponsor social events post practice (Les Saisons, Tailgate). ● When registering for the Fall Program, members will need to accept Covid guidelines. ● 4 weeks with Mike, via Zoom, at the end of the Tuesday dryland season. ● Draft BudgetNotes: ○ Assumptions of 75% of usual attendance. Not offering any extras this year - such as Winter Camp, etc. Therefore lower membership. Assumed 50 members. ○ Fees to remain the same as last season. ■ Fall Tuesday $190 ■ Fall Saturday $210 ■ Annual Membership $25 ○ Keep Late owl plan. ○ Forecasting a deficit. Acceptable due to opening surplus and extenuating circumstances with Covid 19. ● Speaker series. (SR/HMD/NR) ● Sunday program - Member led. Encourage following Covid guidelines.

			ACTION ITEMS: ● PO to coordinate with other groups regarding start times/locations for winter season, to avoid overcrowding. ● ABu to add Return to Play protocol acknowledgment/agreement to fall program registration process. ● LVM to create newsletter item encouraging member led Sunday activities, and reminding members that these activities should follow Covid guidelines.
5	JC	AGM	DESCRIPTION: Further planning for AGM ● Virtual AGM meetings ● Bylaws regarding Board Member election frequency/cycle NOTES & DECISIONS: ● AGM - Assembly for Gulps and Merriment. Budget for beverages. ● FAE Gift Certificate. NR has some game ideas (5 Fingers Challenge, Typing test, Family Feud XCCM edition). ● Change date of AGM to August 27. ● Slide deck for Zoom. Voting using Zoom tools. ● GC announced that he intends to step down from the board, unless no one else can be found to fill his role. ACTION ITEMS: ● Virtual AGM meetings ● JC to review what needs to be sent to members before AGM. Reports, Open Positions ● JC to create Slide deck for AGM presentation ● ABu, JC, SR to test/review Zoom Tools before AGM.
6	JC	Other	DESCRIPTION: Update on Fundrace NOTES & DECISIONS: ● Athlete Recipients have been determined with input from Kanata Nordiq. Laura Leclair. Antoine Cyr. Pierre Grall-Johnson. Zachary Connelly. ● Francois is sending HMD addresses for cheques. ACTION ITEMS: ● JC will create a video message to accompany the cheques.
7	JC	Adjournment	**Next Meeting Date?** August 17 **Next Meeting Location?** Zoom - ABu to send the meeting invite.

ONGOING ACTION ITEMS

#	Who	What	Due Date
~~1~~	~~JC~~	~~Ask the Fundrace committee to let the board know who the athletes are and what the selection criteria was.~~	~~Spring/Summer 2020~~
2	JC	Ask Fundrace committee about their plans for next year	Fall 2020
~~3~~	~~JC~~	~~Communicate with the board regarding Athlete recognition ceremony discussion with Francois.~~	~~Spring/Summer 2020~~
~~4~~	~~ABu~~	~~Post Fall 2019/Winter 2020 survey data on website.~~	~~June 2020~~
~~5~~	~~LVM~~	~~Post Return to Play protocol from XC Ski Ontario on XCCM website.~~	~~August 2020~~
~~6~~	~~LVM~~	~~Create newsletter/website post/facebook post announcing that the Board is planning a program to review Return to Play protocol with members.~~	~~August 2020~~
~~7~~	~~PO/GC~~	~~Plan Return to Play Sessions, Set sessions up on Zone 4.~~	~~August 2020~~
~~8~~	~~PO~~	~~Contract a coach to develop delivery model for Fall programming.~~	~~August 2020~~
~~9~~	~~PO/HMD~~	~~Develop budget/program costing model (PO/HMD)~~	~~August 2020~~
~~10~~	~~PO~~	~~Develop timeline for Fall preparation~~	~~July meeting~~
~~11~~	~~SR~~	~~Create folder/template for Director's reports~~	~~July meeting~~
12	LVM	Create AGM Notice to Members newsletter item, ready to send for beginning of August	August 2020
~~13~~	~~NR~~	~~Think of ways to make online AGM fun~~	~~July meeting~~
~~14~~	~~HMD~~	~~Review by-laws to see how we should approach changing the number of director's up for election each year, to even out the turn over in board members~~	~~July meeting~~

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

FALL PLANNING - XCCM BOARD TASKS AND TIMELINE SUMMER 2020

Date	Task	Who
Aug 1	AGM Reports due	All
Aug 1	Newsletter ● Notice of AGM ● Mention that Fall Programming is happening. COVID FAQs page.	LVM/JC/ABu/NR
Aug 10	Fall program set up online	ABu
Aug 15 - TBD	Fall Registration Opens	ABu
August 14	Fall training plans completed	LW/PO
~~TBA~~	~~Online Zoom sessions for participants on Play it Safe Protocol~~	~~PO~~
Aug 26	AGM 7 pm	Board
Sept 8	Fall Training begins.	