XC Chelsea Masters Board Meeting
June 22, 2020
Google Meet/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 May 25 Minutes (link). DECISIONS: No additions to agenda. Minutes approved.
2	JC	Review of action items	DESCRIPTION: See running list below. NOTES & DECISIONS: ● Some outstanding cheques, HMD will follow up. ● Surplus approx $3800, $1000 unspent FAE money.
3	HM	Treasurer's report	DESCRIPTION: ● Review of Treasurer's Report. NOTES & DECISIONS:
4	JC	Fall Programming	DESCRIPTION: ● Brainstorming on Fall Programming, modifications required to meet Covid 19 guidelines ● Return To Play protocol from XC Ski Ontario

			NOTES & DECISIONS: ● Use XC Ski Ontario Return to Play guidelines to inform decisions around program delivery. XC Ski Ontario suggests that in the National Capital Region we need to consider both jurisdictions guidelines and use the more restrictive rule. ● Contract a coach to develop a delivery model for Fall programming that meets Covid 19 Guidelines. Coach to be paid a lump sum for this work, rather than hourly. ● Try to have a program ready to announce to members early, and allow for registration starting in mid-August. ACTION ITEMS: ● Create timeline for Fall Prep (PO) ● Post Return to Play protocol from XC Ski Ontario on XCCM website. (LVM) ● Create newsletter/website post/facebook post announcing that the Board is planning a program to review Return to Play protocol with members. (LVM) ● Plan Return to Play Sessions, Set sessions up on Zone 4. (PO/GC) ● Contract coach to develop delivery model for Fall programming (PO). ● Develop timeline for Fall prep (PO) ● Develop budget/program costing model (PO/HMD)
5	JC	AGM	DESCRIPTION: ● Board members reelection ● Tentative list of to-dos ● Things to consider as it most likely will be online NOTES & DECISIONS: ● AGM Date: Wednesday, August 26, 7pm ● Can use Zoom for the AGM ● Prepare director's reports soon, so that we can send out the AGM package in advance ● Use AGM to announce Fall Program details and highlight Covid related changes. ACTION ITEMS: ● Create folder/template for Director's reports (SR) ● Create AGM Notice to Members newsletter item, ready to send for beginning of August (LVM) ● Think of ways to make online AGM fun (NR) ● 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 (HMD)
7	JC	Adjournment	**Next Meeting Date?** July 27 **Next Meeting Location?** Zoom - Allan to send link

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~~	~~LVM~~	~~Format survey data for publishing to web (so that individual respondents are not identifiable).~~	~~June 2020~~
5	ABu	Post Fall 2019/Winter 2020 survey data on website.	June 2020
~~6~~	~~ALL~~	~~Board members to consider possible restrictions and to brainstorm changes we can make to our program, as well as alternative program offerings. Board members to add ideas to Fall Programming alternatives document for discussion at future board meetings.~~	~~June 2020~~
~~7~~	~~PO~~	~~Create a newsletter item outlining the details of the Summer Challenge and send to LVM~~	~~June 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