

XC Chelsea Masters Board Meeting

August 17, 2020

Zoom/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: LVM

Next meeting:

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 July 27 Minutes (link). DECISIONS:
2	JC	Review of action items	DESCRIPTION: See running list below. NOTES & DECISIONS:
3	HM	Treasurer's report	DESCRIPTION: Review Treasurer's Report . NOTES & DECISIONS: • Cheques issued to Fundrace Athlete recipients ACTION ITEMS:
4	JC	AGM	DESCRIPTION: AGM • AGM format (Zoom/In Person/Partial) - change bylaws? • Location, if in person • AGM: communication NOTES & DECISIONS:

			● Motion by PO: Move that we temporarily change the club bylaws to permit the club to hold a virtual AGM for 2019/2020 to be in accordance with Public Health guidelines. Seconded by NR. Motion carried. ● NR has some ideas about how to make AGM fun (Games, Beverage pickup) ● Discussion about how to encourage participation at virtual AGM. ○ GC picked up FAE Gift Certificates that can be used by members for purchases of ski equipment. 1 x \$500, 2 x \$100, \$50 ○ NR proposed a beverage pick up for members attending the AGM. ○ PO suggested that board members should personally invite members that they have contact with to attend. ACTION ITEMS: ● JC/LVM to write newsletter item advertising AGM and participation incentives ● NR to create Facebook event ● JC will create slide deck for AGM presentation ● SR to standardize formatting of Director's reports and make sure all reports are in correct folder on the drive ● ABu to send list of 2019/2020 members ● SR/JC/ABu to meet on Zoom before AGM to figure out AGM meeting logistics (voting, taking attendance)
5	PO	Fall Programming	DESCRIPTION: ● Update on Fall Program/Preparation. ● Review Updated Draft Budget NOTES & DECISIONS: ● Link to Evolve strength training sessions is set up on XCCM website ● ABu demoed Fall Program section of website. It includes links to Covid related protocols. Quebec protocols are in french only. Agreed that we should not offer translation, but merely provide a link to the document as is. ● Updated Draft Budget ○ Prices to remain the same as 2019/2020, except Tuesday on snow, which will return to the 2018 price. ○ 85% attendance used as an assumption ○ Budget for speaker series changed to \$500 from \$1000 ○ \$2800 deficit forecast (lower forecast deficit than budget presented in July, due to increased revenue forecast, decreased expenses.

			○ HMD moved that we use the draft budget as our budget for 2020/2021. Seconded by ABu. Motion carried. ACTION ITEMS: ● PO to consider a rollerski clinic. TBD pending discussion at September coach's meeting. ● Invite members to submit ideas for member-led events.
6	JC	Adjournment	Next Meeting Date? Monday, September 21, 6pm Next Meeting Location?

ONGOING ACTION ITEMS

#	Who	What	Due Date
1	LVM	Create AGM Notice to Members newsletter item, ready to send for beginning of August	August 2020
2	PO	Coordinate with other groups regarding start times/locations for winter season, to avoid overcrowding	December 2020
3	ABu	Add Return to Play protocol acknowledgment/agreement to fall program registration process	August 2020
4	LVM	Create newsletter item encouraging member led Sunday activities, and reminding members that these activities should follow Covid guidelines	September 2020
5	ALL	Read information on Virtual AGM meetings	August 2020
6	JC	Review what needs to be sent to members before AGM (Reports, Open Positions)	August 2020
7	JC	Create Slide deck for AGM presentation	August 2020
8	JC, ABu, SR	Test/review Zoom Tools before meeting	August 2020
9	JC	Create a video message to accompany the Fundrace cheques.	August 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
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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.	