

XC Chelsea Masters Board Meeting

September 21, 2020

59 Ross Ave, Ottawa/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: GC

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 August 17 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 Treasurer's Report . NOTES & DECISIONS: • \$39K current balance, captures registration till mid September • Exceeding revenue estimates, due to good registration numbers • Filed Annual Return • Year-End Statements sent to accountant for tax return & filing • Need SIN numbers for coaches to issue T4As ACTION ITEMS:

			PO to ask coaches for SIN numbers/mailling addresses for T4As
4	JC	AGM	DESCRIPTION: - AGM recap/debrief AGM minutes NOTES & DECISIONS: - Online AGM was a success. - Some clarification on AGM minutes. ACTION ITEMS: - ABu to post unapproved AGM minutes on website and delete recordings of the Zoom meeting.
5	PO	Fall Programming	DESCRIPTION: - Update on registration (Member #s/Program #s/Program Capacity) - New/Updated Return to Play document - Taking attendance at practice - Coaches (masks on person) JC - Roles & responsibilities JC - Rollerskiing LV / PO - Poll regarding format - should we alternate Saturdays rollerskiing/dryland, or rollerski every week. - Rollerski clinics - Camps - Dan/Silverstar NOTES & DECISIONS: 63 members, 25 in Sat dryland, 26 on Tuesday dryland, 10 rollerski. - More Capacity? 5 more on Saturday dryland. 4 spots left on Tuesday. Rollerskiing full. - Late Owl will be posted on October 1, if there is still space in the programs. - To be more in the spirit of gathering guidelines, split up into cohorts for warm ups at the very beginning of practice. - Taking attendance is not practical - if someone tests positive, notify all members who are enrolled in that program. - Coaches should bring masks in case of first-aid situations. - Rollerski poll: 10 roller skiers. 9 respondents. 4 wanted rollerskiing every week, 4 wanted to alternate. 1 wanted to do both at all practices. Decided that we don't need to change format for this year.

			• Will offer a rollerski clinic. Dan Mallet will coach. Date TBD. Beginner/Intermediate. Members may borrow skis from the club to participate. • Silverstar - Dan is going. Post & organize privately. Money won't go through the club. Can post on Facebook. ACTION ITEMS: • SR to investigate XCCM branded Masks • LVM to create newsletter item regarding Late Owl registration • ABu to post Late Owl registration if capacity is there on October 1.
6	JC	Other	DESCRIPTION: • Incident Reports (PO) • Speaker Series (SR) • Advertising - Lori Meyers website (PO) • If time permits: Fundrace NOTES & DECISIONS: • Current incident report is quite substantial/onerous for the coaches, goes to Nordic Canada ○ Coaches to report incidents PO informally. PO to follow up on all incidents with the involved member. PO will make the call about whether the coach should fill in form. ○ Concussion protocol - coaches are aware of it? PO to follow up. • Speaker Series ○ Nutritionist. Craftsbury Outdoors. Peak Center. • Lori Meyers - clarify her role? ○ Split her time between 2 groups for warmup/cooldown. ○ Coach Bio - can update with website ○ Can post on Facebook occasionally • Fundrace ○ We no longer have organizers. What direction do we want to go in? Give this topic some thought. • Winter Challenge ■ Smaller scale - due to covid? Some sort of weekly/individual challenge - similar to summer challenge? Some ideas for weekly challenges: • Tour de Bench • Ski all the Trails ACTION ITEMS: • PO to follow up with coaches on incident report procedure as well as concussion protocol.

			• SR/NR/HMD to investigate Speaker Series topics and speakers. Try to produce a list of possible options. • PO to follow up with Lori Meyers regarding advertising on Facebook. • Board to give thought to Fundrace options for 2020/2021 season.
6	JC	Adjournment	Next Meeting Date? October 26 Next Meeting Location? Peter's garage.

ONGOING ACTION ITEMS

#	Who	What	Due Date
1	PO	Coordinate with other groups regarding start times/locations for winter season, to avoid overcrowding	December 2020
2	JC, ABu, SR	Test/review Zoom Tools before meeting	August 2020
3	JC/LVM	Write newsletter item advertising AGM and participation incentives	August 2020
4	NR	Create Facebook event for AGM	August 2020
5	JC	Create slide deck for AGM presentation	August 2020
6	SR	Standardized formatting of Director's reports and make sure all reports are in correct folder on the drive	August 2020
7	ABu	Send list of all 2019/2020 members	August 2020
8	SR/JC/ABu	Meet on zoom before AGM to figure out AGM logistics (online voting, taking attendance)	August 2020
9	PO	Consider rollerski clinic(s). TBD pending discussion at September coach's meeting	September 2020
10	Board	Invite members to submit ideas for member-led events for 2020/2021 season	September 2020

FORWARD AGENDA ITEMS

#	Who	What	Meeting Date
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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	2021