

XC Chelsea Masters Board Meeting

October 26, 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: HMD

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 September 21 Minutes (link). DECISIONS:
2	JC	Review of action items	DESCRIPTION: See running list below. NOTES & DECISIONS:
3	JC	Treasurer's report	DESCRIPTION: Treasurer's Report • Balance is \$32,776.47 • The following filings were completed for FY 2019 - 2020 ○ T2 Corporate Tax Return ○ NPO Information Return's Report. Holly is in PEI. NOTES & DECISIONS: ACTION ITEMS:

4	JC / PO	Covid / Programming	DESCRIPTION: - Update on Fall (with the idea of going back) - anything needed going forward? - Fall program proposal PO \$ affected 3 Tuesdays / 2 Saturdays - discussion (nothing/partial/full refund/carry forward) - other / if this situation continues space for ideas for rest of fall to keep spirits high NOTES & DECISIONS: - Refunds and other financial matters related to Covid interruptions to programs, will not be decided until December/end of Fall Session, to that we can see what happened (e.g. how many practices were cancelled, etc) - After re-reading Ontario, Quebec public health guidelines for both regions (Ottawa/Gatineau) and re-reading Nordic Canada Return to Play protocol, we decided - We can resume practice in Ontario, but not Quebec - We will resume Saturday practice in Ottawa on Saturday, October 31. Will resume Tuesday practices in Ottawa on Tuesday, November 3. - Must keep group size below 25, in order to comply with guidelines regarding max size of outdoor gatherings (25 people). If groups size will be higher than 25, must split group immediately at the start of practice, to avoid going over this number. ACTION ITEMS: - PO to coordinate with coaches regarding practices resuming, making sure that we have enough coaches, and that coaches adjust practice to follow group size guidelines. - JC and LVM to coordinate on Newsletter communication regarding resuming practices.
5	SR	Uniforms	DESCRIPTION: Custom Mask order NOTES & DECISIONS: - Engaged Apogee to create a set of designs for us, for custom XCCM Branded masks. - Apogee offered three designs, after asking the board to vote, I selected the white/black design. - Place an order for 40 masks. ACTION ITEMS: - HMD to coordinate on purchase/delivery with Apogee.
6	SR	Seminars	DESCRIPTION: Fresh Air Experience Seminar Series NOTES & DECISIONS: - Contacted several speakers & have engaged Anneke Winegarden for the first seminar in the series, to take place on Monday, November 2, online. - Other seminars in the series will also be online due to Covid. ACTION ITEMS:

			• SR to continue to organize speakers & topics. • ABu to create Zoom meeting invite for November 2. • LVM to create Newsletter item advertising November 2, and providing Zoom link to members.
6	JC	Other	DESCRIPTION: • GC - NCD update • PO - Lori Meyers link NOTES & DECISIONS: • GC attended NCD meeting. NCD is looking for volunteer Board Members. • NR presented an idea for social/fund raising. Silent Auction to benefit our community. Silent Auction items to be donated by members, purchased from local businesses. Proceeds would be donated to a non-ski related charity, recognition of enhanced hardships in our community, as a result of Covid. ACTION ITEMS: • LVM to create Newsletter item regarding Gatineau Park Discount code.
6	JC	Adjournment	Next Meeting Date? November 23 Next Meeting Location?

ONGOING ACTION ITEMS

#	Who	What	Due Date
1	PO	Follow up with coaches on incident report procedure as well as concussion protocol.	October 2020
2	SR, NR, HMD	Investigate Speaker Series topics and speakers. Try to produce a list of possible options.	October 2020
3	PO	Follow up with Lori Meyers regarding advertising on Facebook.	October 2020
4	All Board Members	Give thought to fundrace options/format for 2020/2021 season.	October 2020
5	ABu	Post unapproved AGM minutes on the website. Delete recordings of Zoom meeting.	October 2020
6	ABu	Post late owl pricing for Fall Dryland, if there is capacity in the program on October 1	October 2020
7	LVM	Create newsletter item regarding Late Owl registration	end of September 2020
8	SR	Investigate XCCM branded masks	October 2020

FORWARD AGENDA ITEMS

#	Who	What	Meeting Date