

XC Chelsea Masters Board Meeting

December 21, 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), Sandra Kiviaho (SK)

Excused/Absent:

Next meeting:

Chair: JC **Note taker & timekeeper:** SR

#	Lead	Item	Description / Notes & decisions / Action Items
1		Opening & welcome Approval of agenda & minutes	DESCRIPTION: • Thank you to GC / Welcome to SK • Approval of agenda. • Approval of November 23 Minutes (link). DECISIONS: • Minutes approved
2	JC	Review of action items	DESCRIPTION: See running list below. NOTES & DECISIONS:
3	HMD	Treasurer's Report	DESCRIPTION: Treasurer's Report NOTES & DECISIONS: • \$32K in bank

			• Have a small surplus thanks to FAE financial contribution which has been deposited. • HMD reduced the forecast for the board meeting budget • HMD has done some analysis on 8+coach or refunds • 2 Saturdays and 3 Tuesdays cancelled - \$2600 budget implications (approx \$25 per member) ○ 4 options are: HMD writes cheques (not preferred), Stripe refunds, Promo code for amount (easy to do) leave open for 1 year, Timing - Jan 2021 for fall or Spring 2021 (for combined) ○ Consensus that promo code is the way to go (if at all), in Spring. ○ No explicit comms on how any rebate will be handled but possibly re-iterate need for everyone to be flexible when putting out winter programming info ACTION ITEMS: • Remove wax box expenses from forecast HMD • Official thank you letter - SK to write thank you letter to Duncan, John and Patrick, additional personalized cards/plaques for further discussion • Add FAE as 2021 sponsor to newsletter LvM
4	JC	Covid + Programming	DESCRIPTION: Discuss covid restrictions, proactive ideas for winter programming, and decision making process. Start times on Saturday (PO) NOTES & DECISIONS: • on hold until Jan 11/12 • Jan 12 - 1 topic ad hoc meeting review of current restrictions • regular bi weekly meetings, also brief ACTION ITEMS: • NR will set up a Whats App group to share pertinent information and set the ground info for short notice meetings to make decisions at these short meetings • PO to talk to coaches, inform of pause
5	JC	Other	DESCRIPTION: • Refund request (ABu) - board approves. ACTION ITEM: • Abu to give her a coupon code, and give name to Holly so she is up to speed
6	JC	Adjournment	Next Meeting Date? Next Meeting Location?

ONGOING ACTION ITEMS

#	Who	What	Due Date
1	SR	Continue to organize speakers & topics	Ongoing
2	HMD/ABu	Post Financial Statements	Completed Minutes posted on WebSite announcing availability of statements—Members can request copy
3	LVM	Create Newsletter item/Facebook post to advertise Winter Challenge	Completed
4	All	Brainstorm ideas for weekly challenges	January 2021
5	ABu	Post masks for sale on club website	Completed
6	HMD	Organize distribution of masks to members who purchase	ASAP
7	LVM/SR	Advertise speaker series presentations for Nov/Dec/Jan	Ongoing
8	All	Brainstorm possible options for winter program delivery	Before December 2021 meeting

FORWARD AGENDA ITEMS

#	Who	What	Meeting Date