

XC Chelsea Masters Board Meeting

February 16, 2020

Google Meet/6:00pm

Minutes

Invited: Holly MacDonald (HMD), Julie Coburn (JC), Allan Butler (ABu), 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: • Approval of agenda. • Approval of December 21 Minutes (link). DECISIONS: Agenda and December 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: • Updated forecast: Projecting that we will break even. Budgeted deficit was \$2800. This difference is due to higher turnouts for fall programming combined with reduced expenses including ZOOM board meetings, lower costs for coach training and club wax box. • HMD did some analysis around providing a coupon code to compensate members for Fall sessions missed due to Covid. Cost would be approx \$2300.

			Prepared T4As for coaches that were paid more than \$500 in 2020. Ross Holmes, CA CPA , assisted with the preparation of the T4As. ACTION ITEMS:
4	PO	Proposed Practice Model	DESCRIPTION: - PO submitted a proposed model for Saturday sessions, based on the max size of 4 people training/practicing together. He sent this prior to our meeting via email. NOTES & DECISIONS: - Quebec government announced on Feb 16 that Outaouais would be moving to Orange zone on Monday, February 22. This means practices can now be 8 people + a coach. - Board decided that we would offer a winter session of 4 Saturday practices. - Practices will be 3 hrs. 8:30am - 11:30 am (staggered from usual timing, due to parking lot capacity concerns). 3 groups of 8 participants + a coach. Each group to meet at different parking lots to facilitate maintaining small group size and adequate parking. - Participants will select a cohort when signing up for the sessions, PO & coaches will modify cohort selections to make evenly sized groups, as required. - Cost \$65 per participant for the 4 sessions. Coupon for 2021-2022 programming to be issued in case we need to cancel a portion of the sessions due to a change in public health guidelines. Email from CCSO ACTION ITEMS: - JC and LVM to create newsletter item to advertise the sessions to members. - ABu to create Product for webstore - PO to coordinate with coaches - HMD to create wording regarding refunds and send to LVM - SK to send newsletter item to LVM, to encourage members to Donate to the various Urban Winter trails - LVM to create newsletter item highlighting members who participated in the Virtual Gatineau Loppet and/or Virtual Canadian Ski Marathon
5	SK	Director At Large Update	DESCRIPTION: - F&E update - NCD update - February meeting postponed - January meeting - Nordique Canada is not offering refunds. Heritage Canada is setting up an emergency support fund for clubs who have had to cancel their 'Learn to Ski' programs.

			NOTES & DECISIONS: ● FAE Update ○ SK sent FAE a thank you card for the cash received for 2020. ○ SK met with Patrick Scott from FAE ○ \$950 of goods-in-kind still outstanding for last year. \$2500 cash + \$2000 of goods-in-kind for this year. FAE noted that if the club was in financial stress, that they could give us cash in lieu of goods-in-kind, at 50% of the value. ○ We have spent some of the cash this year, hosting the online FAE speaker series. ● NCD Update ○ SK noted that there is a strong focus on high-end racing on the agenda of the NCD meetings. Wondered if it is necessary for us as a club to attend all meetings. SK to attend February and March meetings. ACTION ITEMS: ● HMD to send SK details regarding how much FAE cash was spent on the Speaker Series. ● SK to send PO the minutes of the NCD meetings, when applicable. Notes will be put on google drive under Member at Large. FORWARD AGENDA ITEM: ● Discussion about how to spend outstanding FAE cash/goods-in-kind sponsorship funds.
6	JC	Other	DESCRIPTION: ● Speaker Series Update (SR) ● Summer uniforms (HMD) ○ HMD proposing that we offer members an XCCM branded Cycling Jersey & Bib Shorts ○ See images of Initial Design ● Modify Facebook Model (HMD) ○ Ottawa Women's Cycling Network as a model. Have a public group for community (members can invite others to join), and a private group for paid up members only. ● Social Update (NR) ○ Online Auction ○ XCCM Spirit Award + Prese ● Weekly Challenges? ● Summer programming (PO) NOTES & DECISIONS: ● Speaker series has been a success. We've had 5 of the 6 presentations so far, with a turnout of approximately 20 members per session.

			• HMD unveiled ideas and design for a summer cycling uniform for this year. Uniform offering to include jerseys priced at \$85-\$90 and bib shorts for approximately \$115. New supplier, same as the one used by OBC. Possibility of using them for new winter uniforms in the future, as they have a nordic ski line. • Move Facebook model discussion to a future meeting, due to time constraints. • Online Auction was a success. Lots of participation and approximately \$1500 raised for charities. • NR and Martin Lurtz have finished work on the cowbell for the XCCM Spirit Award. NR to have presentation of the award to the Fundrace committee (Francois, Trevor, Emily) to thank them for their contribution to the club. • NR and SK to work on communication to members about remaining weekly challenges. • PO proposed the idea of summer programming? ◦ Rollerski clinics, rather than ongoing sessions. ◦ Weeknight trail running program ACTION ITEMS: • PO to explore coach interest/availability for summer programming and come back to the board with a more detailed proposal. • SK and NR to generate ideas for weekly challenges and communicate via Facebook. FORWARD AGENDA ITEM: • Modify Facebook Model - using Ottawa Women's Cycling Network as an example. Have a Private group for paid members only and a Public group for the community. • Summer Programming Update
7	JC	Adjournment	Next Meeting Date? Next Meeting Location?

ONGOING ACTION ITEMS

#	Who	What	Due Date
1	SR	Continue to organize speakers & topics for FAE speaker series	Ongoing
2	All	Brainstorm ideas for Weekly Challenges	Jan 2021
3	HMD	Remove wax box expenses from forecast	Done
4	SK	Official thank you letter to Duncan, John and Patrick. Additional personalized cards/plaques for further discussion	Feb 2021

5	LVM	Add FAE as 2021 sponsor to newsletter LVM	Feb 2021
6	NR	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	Feb 2021
7	PO	PO to talk to coaches, inform of pause	Dec 2021
8	ABu	Give member who requested a refund a coupon code, and give name to Holly so she is up to speed.	Jan 2021

FORWARD AGENDA ITEMS

#	Who	What	Meeting Date
1	SK	Discussion about how to spend outstanding FAE cash/goods-in-kind sponsorship funds.	Spring/Summer 2021
2	HMD	Modify Facebook Model - using Ottawa Women's Cycling Network as an example. Have a Private group for paid members only and a Public group for the community.	Spring/Summer 2021
3	PO	Summer Programming Update	Spring 2021