

XC Chelsea Masters Board Meeting

March 16, 2021

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 February 16 Minutes (link). DECISIONS: • Agenda approved. • February 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: • Cash Position in Bank Account: \$23,078. • Deficit of \$662.

			• Club lost a little bit of money on Winter Programming, which was expected. We had a couple of unfilled spots in the mini winter session. Also paid Liam to write workout plans, at no cost to members. • Announce rebate for missed Fall Program sessions (Covid cancellations) at or just before the AGM. Rebate will be over as a credit to be used for the 2021-2022 season. • Member who disputed clinic fee with his credit card company, and was granted a refund, at the expense of the club by his credit card company, also disputed his membership and Fall Programming fee via his credit card. He did not receive a refund for the second request. ACTION ITEMS:
4	PO	Athletic Director Update	DESCRIPTION: • Update on Winter session • Update on Summer programming NOTES & DECISIONS: • PO asked coaches for interest in coaching a summer session, and found that there was interest amongst the coaches. • Unclear regarding weekend vs. weekday, types of activities, fee structure. Will seek input from members regarding interest via a survey. • Possibility of offering roller ski clinics. ACTION ITEMS: • LVM/PO to create a survey for members regarding interest in Summer Programming. • PO/HMD to discuss program costing for Summer Programming.
5	LVM	Communications Director Update	DESCRIPTION: • Race/Adventure Report • End of Season Member Survey NOTES & DECISIONS: ACTION ITEMS: • Board members to review Race/Adventure report for omissions. • LVM to post on Facebook to request members to email the club regarding their races/adventures.
6	NR	Social Director Update	DESCRIPTION: • Update on Winter Challenge • Update on Year End Party NOTES & DECISIONS:

			• Winter challenge ongoing. • Year-end party to be virtual. Likely the last Saturday in March. • NR to have a small in-person presentation of XCCM Spirit award to Emily, Trevor and François. Will record a video to show at the year-end party. ACTION ITEMS:
7	JC	Other	DESCRIPTION: • Summer Uniforms (HMD) • Final Installment of FAE Speaker Series (SR) • NCD Update (SK) • President role (JC) NOTES & DECISIONS: • HMD is recommending using Jackroo for Summer Uniforms. • HMD engaged Andrea Emery to create some designs for the summer uniforms. Board discussed these designs. There was a desire to stay with Club colors (orange, black and white) and stay true to winter branding (snowflakes). • Final installment of FAE speaker series on March 29. • SK attended NCD meeting. They are looking for volunteers for a race in 2022. • JC will not seek re-election as president of the club and is looking to transition out of the role. ACTION ITEMS: • HMD to take Board feedback to Andrea and continue with design. • HMD/SR/LVM to discuss summer uniforms. • HMD will bring final design for summer uniforms back to the board for the April meeting. • SR/LVM to post on FB and create newsletter item for final presentation in FAE speaker series. • Board members to give consideration to approaching candidates for president role.
8	JC	Adjournment	Next Meeting Date? April 19 Next Meeting Location?

ONGOING ACTION ITEMS

#	Who	What	Due Date
1	JC, LVM	Create newsletter item to advertise the mini winter session to members	ASAP
2	ABu	Create product for webstore for members to register for the mini winter session	ASAP

3	PO	Coordinate with Coaches regarding mini winter session	ASAP
4	HMD	Craft wording for refund policy for mini winter session and send to LVM	Done
5	SK	Send newsletter item to LVM to encourage members to donate to various Urban Winter trails	ASAP
6	LVM	Create newsletter item highlighting members who participated in Virtual Gatineau Loppet and/or Canadian Ski Marathon	ASAP
7	PO	Explore summer programming options with coaches and come back to board with more details.	March 2021
8	SK, NR	Generate ideas for weekly challenges and communicate with members via newsletter and/or Facebook	ASAP
9	HMD	Send details of FAE sponsorship funding for Speaker Series to SK	March 2021
10	SK	Send PO the minutes from the NCD meetings	March 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