# XC Chelsea Masters Board Meeting

## August 4, 2021

## 59 Ross Ave/Google Meet

## 6:00pm

# MINUTES

**Invited:** Holly MacDonald (HMD),, Allan Butler (ABu), Peter Ostrom (PO),
Liz von Moos (LVM), Nicole Rayner (NR), Sara Rykov (SR), Sandra Kiviaho (SK)

**Excused/Absent:**
**Next meeting:**

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

| # | Lead | Item | Description / Notes & decisions / Action Items |
|---|---|---|---|
| 1 | | Opening & welcome<br><br>Approval of agenda & minutes | DESCRIPTION:<br>● Approval of agenda.<br>● Approval of June 22 Minutes (link).<br>DECISIONS:<br>● Agenda and minutes approved. |
| 2 | NR | Review of action items | DESCRIPTION: See running list below.<br>NOTES & DECISIONS: |
| 3 | HMD | Treasurer's report | DESCRIPTION: Treasurer's Report<br>● Review Treasurer's Report(link)<br>NOTES & DECISIONS:<br>● ~$22K in bank. |

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| | | | ● Cheque received/cashed for Covid relief funding.<br>● Small surplus for 2020/2021, but will almost break even.<br>ACTION ITEMS: |
| 4 | NR | AGM | DESCRIPTION:<br>● Director's Reports (See folder on shared drive)<br>● Voting procedure - how to do it? 6 positions needed, 5 existing directors interested. What if 8 people come forward.<br>● Discuss - do we want 2 of these new directors to be only 1 year, in order to balance out vacancies (4/4)<br>● Soliciting additional candidates update.<br>● Determine agenda for AGM. Do we need to have a motion to waive the accountant again? Other motions?<br>NOTES & DECISIONS:<br>● Wednesday, September 8, 6pm. Business to start at 7pm.<br>● Voters choose the top 6 candidates on their ballot. ABu/HMD to count ballots - as their positions are not up for re-election. 6 positions on the board are up for elections, with 4 board members returning. Need to find at least 2 candidates to fill vacancies on the board.<br>● Meredith Centre as a location. $60/hr to rent. No presentation/slides.<br>● BYO Food. Board to provide drinks.<br>ACTION ITEMS:<br>● Board of Directors to create their Director's Reports in the shared folder using the template provided by Saturday, September 4.<br>● Announce AGM and open board positions via email/FB.<br>● Board members to reach out to club members about running for positions.<br>● Thanks to Julie on the Agenda. Card/Gift. HMD.<br>● Board members to personally invite club members to attend AGM.<br>● SK to arrange AGM prizes with FAE |
| 5 | PO | Athletic Director Update | DESCRIPTION:<br>● Fall Program<br>● Program Participants + Vaccination Status<br>● Silverstar, December 6 - 10, 2021<br>● World Masters, Canmore March 3 - 12, 2022<br>NOTES & DECISIONS: |

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| | | | ● Fall Program - same as previous years. Tuesdays @Moonies Bay. Saturdays @Gatineau Park. No shared equipment for strength.<br>● Vaccination Status - Fall/Winter programming & clinics - send messaging to members stating that the club expects members to be double vaxxed to attend. Will decide about messaging/reqs for vax status for Silverstar.<br>● Program September 7 - December 21. Pricing remains the same.<br>● Dan Mallet to propose Rollerski camp program/location.<br>● Silverstar $1000/coach. 5 days x 3hrs (morning). Includes paying for coaches ski pass. Participation fees for 5 members pay for the cost of 1 coach.<br>● Ok to lend rollerski equipment to members for clinics.<br>● Have a member champion club participation at the World Masters. Cathy Cottell has expressed interest in attending and may be interested in coordinating.<br>● Club race: Gatineau Loppet. Members encouraged to participate. No coaching on that weekend.<br>ACTION ITEMS:<br>● Fall Programming. HMD to price. ABu to post.<br>● HMD to contact Evolve regarding Fall Strength and the last four nights of dryland.<br>● PO to coordinate with Dan regarding rollerski camp.<br>● PO to coordinate with Cathy Cottell regarding championing club participation at World Masters.<br>● PO to provide ABu with clinic info, so that members can sign up at registration time. |
| 7 | NR | Other | DESCRIPTION:<br>NOTES & DECISIONS:<br>ACTION ITEMS:<br>● ABu remove former board members from club's email address. |
| 9 | NR | Adjournment | **Next Meeting Date?** AGM<br>**Next Meeting Location?** |

## ONGOING ACTION ITEMS

| # | Who | What | Due Date |
|---|---|---|---|
| 1 | All | Board members to give consideration to candidates for the president role. | Ongoing |

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| 2 | ABu | Set up promo code for 2021 - 2022 programming. | Fall 2021 |
| 3 | HMD/SK | ~~Craft and email to Patrick Scott at FAE regarding alternatives for the cash portion of the sponsorship agreement~~ and to enquire about possible order to membership gift for 2021. | Done + partially outstanding, to be completed August 2021 |
| 4 | HMD/PO | ~~Discuss pricing for summer programs.~~ | ~~Done~~ |
| 5 | ABu | ~~Post summer programs for registration~~ | ~~Done~~ |
| 6 | LVM | ~~Communication to members regarding summer programs~~ | ~~Done~~ |
| 7 | PO | ~~Coordinate with coaches regarding summer programming.~~ | ~~Done~~ |
| 8 | PO | ~~Coordinate with coaches regarding Silverstar dates.~~ | ~~Done~~ |
| 9 | LVM | Communication to members regarding AGM date, and an invitation to stand for election to the XCCM board. | August 2021 |

## FORWARD AGENDA ITEMS

| # | Who | What | Meeting Date |
|---|---|---|---|
| 1 | HMD/SK | Revisit communications strategy. Instagram? Public/private FB page? Apps? Help drive traffic to FAE. | October 2021 |
| 2 | SK | Discuss FAE contract as we are in our final year of the contract. | October 2021 |
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