

XC Chelsea Masters Board Meeting

October 18, 2021

Clocktower Pub - Glebe

6:00pm

Minutes

Invited: Holly MacDonald (HMD), Allan Butler (ABu), Peter Ostrom (PO), Nicole Rayner (NR), Sara Rykov (SR),
Sandra Kiviaho (SK), Sara Ednie (SE), Cindy De Cuypere (CDC)

Excused/Absent: PO

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

#	Lead	Item	Description / Notes & decisions / Action Items
1	SE	Opening & welcome Approval of agenda & minutes	DESCRIPTION: • Approval of agenda DECISIONS: • Added in roundtable (on-going)
2	SE	Short items	DESCRIPTION: • Board transition doc Board transitions - reminders ◦ Decision: Added to action items • Demsis contact ◦ Update: SK has contacted and will follow up as needed • Gregoire's offer to take photos ◦ Decision: SR to follow up with Gregoire about October 30th ◦ Decision: SK to follow up with Larry about potential photosession in winter • Dealing with unique members ◦ Decision: NR, with support of HMD to follow up • Refund for injured member ◦ Decision: Due to injury, prorated value reimbursement • Uniforms: Should we sell uniforms this year through Jackroo storefront? ◦ Decision: Yes, keep design, limit to ski clothing, athena, buff, tuques, headbands. ◦ Decision: NR will engage Jackroo

			- Silverstar training - Decision: Add identified member. Now sold out
3	All	Insurance exclusions	DESCRIPTION: - Insurance exclusions NR for Covid, others for other harassment/cyber. Link to proposed covid policy XCCM COVID-19 Guidelines Draft, COVID policy to do list - Insurance Exclusions and Board Mitigation https://docs.google.com/document/d/12NUaMD8N8XC5lTh546LUEnYuQv_XnMQx/edit?usp=sharing&oid=114806249392165572640&rtpof=true&sd=true NOTES & DECISIONS: - Reviewed proposals for each of the three exclusions - ABu has ensured site fully secured and maintain data for only two years, delete all outdated data - HMD and SE proposing to link to Nordic Canada's policy with addition of one responsibility - NR proposing to modify Nakkertok's policy on communicable diseases. - Plan for potential Covid exposure at practice: notify all members registered for that session that there was a participant at the session who had Covid (don't identify person) and to self-monitor for symptoms and get tested as necessary. - If need to provide contacts to city, will provide list of registered members for that session. ACTION ITEMS: - Each team to finalize draft of proposed exclusion to be shared prior and agreed to at next meeting - SR to work with PO about vaccination certification for Silverstar Camp
4	NR	Financial items	DESCRIPTION: - Budget - surplus. Decide how much to draw down/year? Philosophy behind supported items discussion NOTES & DECISIONS: - Accepted to draw down surplus by \$2k this year - Purchase cones and lights for Tuesday night practice - Invest in items/actions/events that will support/benefit the core of club and enrich programs - Ideas include linked Tuesday+Saturday price, program review, pay head coach to write program, metabolic strength session, biathlon session (example) ACTION ITEMS:

			Board members to identify ideas and develop short overview for next meeting
5	HMD	Treasurer's Report	DESCRIPTION: Treasurer's Report - Review Treasurer's Report(link) - XC Chelsea Masters Financial Statements August 31 2021 (1).pdf NOTES & DECISIONS: - Signing authority switched to NR and SE - Notice to Reader completed - no changes - Ross Holmes CPA CA completed filing and submitted to CRA ACTION ITEMS: - PO to submit cost of 2 items - SR to submit cost of strength session
8	NR	Context around Drop-ins	DESCRIPTION: - What were some good things about drop-ins/bad things? - What is required for management of drop ins coaching/accounting/IT? How are coaches booked? NOTES & DECISIONS: ACTION ITEMS: - Moved to next meeting
9	All	Roundtable	NOTES & DECISIONS: 2 newsletters published - HMD will be stepping down as Treasurer and board member next year - will not seek reelection - Thanks for all your hard work and support over the years Holly! XCCM has benefited from your dedication! 74 members - Purchase cones and lights for Tuesday - ACTION: SE and HMD to ask Nakkertok where they purchased their cones/lights - SR proposing December Xmas light run/walk in Ottawa and dinner at the Mill Street
10	NR	Adjournment	Next Meeting Date: November 15, 2021 (TBC with PO) Next Meeting Location: TBD (SE)

ACTION ITEMS

#	Who	What	Due Date
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1	PO	Explore options for champion for club participation for World Masters in Canmore	Fall 2021
2	PO	Follow up with Cathy Cottell about championing club participation at Ontario Masters	November 2021
3	All	Insurance: • Compete draft of policy	November 2021
4	All	Provide HMD with additional budget items	on going
5	All	Send ideas, photos, etc to Cindy for newsletter	on going
6	SR	Follow up with Anneke, Peak Centre about metabolic testing	November 2021
7	All	Continue to update Board Transition Document  Board transitions - reminders	on going
8	AB	Add identified person to Silverstar training	November 2021
9	SK	FAE scrapers - SK working with FAE ordering 120-125 scrapers	on-going
10	All	Identify ideas and develop short overview for next meeting for proposals to draw down surplus	November/December 2021

FORWARD AGENDA ITEMS

#	Who	What	Meeting Date
1	All	Drop-Ins • NR to provide context from previous decisions and discussions	November 2021
2	All	Winter program Some proposals Items to discuss • Coach/student ratios, minimum coach/student ratios • Clinics for winter and lead time for announcing them • Tuesday practice modification (SR/AB) • Weekday practice - Thursday 9 am to noon (PO)	November 2021

3	All	Discuss proposals to draw down surplus	November/December 2021
4	SK	Discuss FAE contract as we are in our final year of the contract.	December 2021
5	All	What size club do we want?	TBD