XC Chelsea Masters Board Meeting

September 20, 2021
Beyond the Pale
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:

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

#	Lead	Item	Description / Notes & decisions / Action Items
1		Opening & welcome Approval of agenda & minutes	DESCRIPTION: • Approval of agenda. • Approval of August 4 Minutes (link). DECISIONS: • Agenda approved • August 4 Minutes Approved

2	NR	Welcome 2020/2021 XCCM Board	DESCRIPTION:
			• Welcome New Board Members
			• Board of Director Roles
			• Debrief of AGM
			NOTES & DECISIONS:
			• Assignment of roles: Nominated by Holly MacDonald, Seconded by Allan Butler
			    ○ Social Director: Sara Rykov
			    ○ Communications Director: Cindy De Cuypere

			○ Secretary: Sara Ednie ● Directors keeping same positions: Approved by everyone ○ President: Nicole Rayner (née Sanborn) ○ Treasurer: Holly MacDonald ○ Athletic Director: Peter Ostrom ○ Registar: Allan Butler ○ Director at Large: Sandra Kiviaho ● Debrief of AGM: ○ Agreed it was good, as per rules, AGM minutes will be approved at the next AGM ACTION ITEMS: ● None
3	NR	Review of action items	DESCRIPTION: See running list below. NOTES & DECISIONS: ● Completed action items removed from list ● PO ongoing communication with Dan Mallett about rollerski camp ○ Initial proposal Mt Tremblant, October 16/17 ○ Once available ABu to post to website ● World Masters: ○ Explore options for club champion for World Masters in Canmore ○ Follow up with Cathy regarding championing Ontario Masters
4	HMD	Treasurer’s report	DESCRIPTION: Treasurer’s Report ● Review Treasurer's Report(link) ● https://docs.google.com/spreadsheets/d/1Nc2-xGojXzfxGyyxY8_Tm89zYfBQ5bBN/edit?usp=sharing&ouid=114806249392165572640&rtpof=true&sd=true ● 2020 - 2021 Budget ● https://docs.google.com/spreadsheets/d/10MrGeAeMvAoHJrSJULxuocIa68HzmCv3/edit?usp=sharing&ouid=114806249392165572640&rtpof=true&sd=true ● Insurance Exclusions and Board Mitigation ● https://docs.google.com/document/d/12NUaMD8N8XC5lTh546LUEnYuQv_XnMQx/edit?usp=sharing&ouid=114806249392165572640&rtpof=true&sd=true NOTES & DECISIONS: - HMD provided an overview of the proposed annual budget - Budget items to verify: training plans, prizes, destination race, wax box, website cost - Statements for last year have gone to the external reviewer

			- HMD has set meeting with bank to update signing authority ACTION ITEMS: ● Provide costs to HMD for items to be verified.
5	SK	Communications Strategy	DESCRIPTION: Revisit communications strategy. Part 1: Brainstorming ● Issues with existing strategy. ● Generate ideas for new communication strategy: Email? Instagram? Public/private FB page? Apps? Help drive traffic to FAE NOTES & DECISIONS: ● Discussed the various communications platforms, access, and previous challenges ● Noted activities of communications director (posting practices, emails) ● Agreed up to communications director to determine how to proceed with newsletter ACTION ITEMS: ● CDC to move forward with Newsletter
6	NR	Other	DESCRIPTION: 1. Feedback regarding Fall Training 2. Fall Camp (PO) 3. Fresh Air Prizes - (SK) 4. Club Strength Testing session (@ Sport Science Rehab and Performance Centre) - (SR) NOTES & DECISIONS: 1. Discussed fall training. Explained how coaches are vetted and introduced to the club. 2. Fall Camp: Dan to provide PO with plan and timing. 3. FAE Prizes: SK provided overview of FAE proposal and costs for scrappers and non-FAE ski sleeves. Have money-in-kind that needs to be used. 4. SR proposed a club Strength Testing session. Also discussed offering a club Metabolic Testing session but noted challenges in finding ones that apply to xc skiing. SR to explore options for ski related testing. Noted that cost per individual, for Strength Testing ranged from $100-$200. Club may be able to subsidize Strength Testing, $20-30 per person, to be confirmed. ACTION ITEMS: 1. PO encouraged Board Members to continue to provide feedback on coaching. Note at practise on Tuesday, coaches noted that they appreciate feedback and encouraged members to talk to them. 2. PO to follow up with Dan 3. SK to follow up with FAE to verify cost of scrapers with and without XCCM logo 4. SR to investigate options for Metabolic Testing.

7	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 another meeting
8	NR	Adjournment	**Next Meeting Date: October 18th** **Next Meeting Location: TBD (SE)**

ACTION ITEMS

#	Who	What	Due Date
1	PO	Coordinate with Dan Mallett regarding rollerski camp	Ongoing
2	PO	Provide fall clinic details to ABu so that they can be posted at the same time as regular programs	TBA - waiting for Dan
3	PO	Explore options for champion for club participation for World Masters in Canmore	Fall 2021
4	PO	Follow up with Cathy Cottell about championing club participation at Ontario Masters	October 2021
5	All	Insurance: 1- Review three exclusions, review what Nordic Canada Board insurance, review code of conduct 2- Develop risk mitigation framework for three exclusions: - Cyber: SR, ABu - Sexual Abuse: HMD, SE - Communicable Diseases (Covid): PO, NR 3- SK to ask Gregoire for contact at Nordic Canada 4- HMD to contact OBC to find out what Board Insurance they have	October 2021
6	All	Provide HMD with verified budget costs	October 2021
7	CDC	Send out Newsletter	October 2021

8	SR	Follow up with Anneke, Peak Centre about metabolic testing	October 2021
9	SK	Follow up with FAE about cost of scrapers with and without XCCM emblem	October 2021

FORWARD AGENDA ITEMS

#	Who	What	Meeting Date
1	SK	Discuss FAE contract as we are in our final year of the contract.	October 2021
2	All	What size club do we want?	October 2021
3	All	Insurance review	October 2021
4	NR	Context on Drop-Ins (from September 2021 meeting)	November 2021
5	SE	How to build our Coach roster	TBC