

XC Chelsea Masters Board Meeting

June 6, 2022

Clocktower Glebe

6:00-8:00pm

NOTES

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

Absent: Sara Ednie (SE)

Chair: NR

Note taker & timekeeper: SK

Lead	Item	Description / Notes & decisions / Action Items
NR	Opening & welcome	DESCRIPTION: • Approval of agenda and last meeting minutes • Minutes approved.
SE	Action Items	DESCRIPTION: • Review of action items from last meeting • Reviewed and done
SK	FAE	DESCRIPTION: • In-kind remaining is \$587 until end of Nov/22 • Sponsorship renewal is coming up for Dec/22. Sandra will meet with Patrick and discuss our value proposition, ask what else we can do to increase exposure, etc. We will discuss options for in-kind and will tell Fresh air that we love our partnership. Holly will provide info about the cash portion of our contract. • Prize inventory Sandra will send a file for the group to fill out any prizes they have for future events.

CDC/NR	End of Year Survey	DESCRIPTION: • Results of the End of Year Survey • Integration of results into next year's program • 2021-2022 Survey Responses - FALL only • 2019-20202 Season Fall survey responses only After reviewing two year of survey notes the following practice format was finalized. Tuesday fall– Start 6:30pm end 8:30pm. Keep same format including low impact and strength. (Start Tuesday, Sept.6) Saturday fall – Keep low impact and late owl. Focus on a more formalized/structure for the warm-up and strength (changing every 4 weeks) Peter will give feedback to coaches (Start Sept.10) Saturday fall Roller skiing - Every Saturday Intermediate roller skiing. 1 hour of technique and agility on roller skis combined with running and strength. (Start Sept.10) Fall camp - Sara R. will coordinate with Coach Dan. There will be multiple sport options including roller skiing, biking, running etc.) Research will be done for an 'Away' camp. Sara will confirm dates with Dan. Winter Camp – Silverstar camp will be held one week later from Dec.5-9 for hopefully better snow. Peter may have found a female coach. The same training model with 5 mornings of technique and training. Holly and Peter will finalize pricing for next meeting.
Peter	Tuesday Summer programming	For July and August Dan will coach Tuesday's roller skiing. Peter is coordinating.
Cindy	Newsletter	Peter to provide Summer Roller skiing blurb for Facebook post and newsletter - ASAP For the June Newsletter Please provide to Cindy by June 21 Roller skiing info. for summer (Peter) . Winter camp. (Peter write blurb) Fall camp blurb (Sara R). AGM dates (Nicole will write a blurb)
NR/All	AGM	DESCRIPTION: The AGM will be outside with a covered area on Thursday, Sept.1. Vincent Massey or Lac Lemy possible locations. Sara R. will help with location. Nicole will organize. Sara E will organize Director Reports with Board. Platters will be from same company as year end party. Holly will organize.

NR/HMD	Treasurer Update	DESCRIPTION: • Treasurer's report -\$16000 payment for coaches etc. Everyone has been paid. There are no outstanding invoices. Budget had forecasted a \$3500 deficit. This has changed to a \$1000 surplus. (Emily and Sara have found socks which will be designed and given to members from the surplus. • Donation will also be made to each of 5 local trails). \$100-200 per trail. • Morag will be the new Treasurer. She comes with accounting experience and has a MBA. Morag will be invited to August meeting – Nicole. • New treasurer will create a financial committee after treasurer position is stabilized and to be led by new treasurer - to be discussed at a later date by Holly
All	Round-table	All members • AB - <i>At the XCSO AGM on Monday, May 9, membership fees were discussed and voted upon. The XCSO membership fee is now \$10 per member effective immediately.</i> • The Board is aware that the Communication's role is intense at times and Peter will work with Cindy and the coaches during peak periods to support the Communication's role. • Given growth in new members, and departure from board of the driving force on the initiative, no further work on a strategic plan for the club will be carried out at this time.
NR	Adjournment	Next Meeting: August 29/22 Next Meeting Location: Via zoom.

ACTION ITEMS

Who	What	Due Date
All	Continue to update Board Transition Document Board transitions - reminders	on going
Sandra	Send out prize inventory to group	June 30
Sandra	Meet with Fresh Air, Patrick, before end of June	June 30

Holly	Share blurb with Sandra about where we spent the cash from Fresh Air	June 14
Peter	Summer Roller Skiing. Send information to Cindy and coordinate with Dan.	ASAP
Sara R	Fall camp - Sara will coordinate with Dan. Multiple options (roller skiing and other sports, biking, running etc.) Away or local camp. Confirm dates with Dan.	
Peter	Peter will work with coaches to formalize warm-up and strength for training including a 4 week successive strength program for each quarter.	
Holly and Peter	Winter Camp – Week later Dec.5-9. Peter may have a female coach for Silverstar.Same model. 5 days morning. Pricing will be discussed with Holly and Peter and decided next meeting.	
Sara E	Director Reports- Gather prior to the AGM.	
Allan	Program Store opens August 18	
Peter/Holly	Decide on costs for programming	
Nicole/Sara	Finalize details for AGM including location	
Holly	Finalize food for AGM	
Nicole	Invite Morag to next meeting	
Cindy/Peter/Sara R and Nicole	For the June Newsletter Please provide to Cindy by June 21 Roller skiing info. for summer (Peter) . Winter camp. (Peter write blurb) Fall camp blurb (Sara R). AGM dates (Nicole will write a blurb)	June 21
Sara R/Holly	Will finalize sock design and purchase	

FORWARD AGENDA ITEMS

Who	What	Meeting Date
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All	What size club do we want?	TBD

Add action items above from minutes