

XC Chelsea Masters Board Meeting

November 15, 2021

Virtual

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 Cuyper (CDC)

Excused/Absent:

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 and last meeting minutes DECISIONS: ● Approved
2	SE	Action Items	DESCRIPTION: ● Review of action items from last meeting NOTES & DECISIONS: DECISIONS: ● NR and SE to review Action items to remove those that are completed
3	NR	Context around Drop-ins and how can we accommodate racers and their needs	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 ● Value small group coaching, maintain 11:1 / 12:1 ratio ● Likely max out on Saturdays for full registrations. DECISIONS: ● No drop ins this year - provide a reduction if enroll in two or more ski programs

			○ sign up for 2 get 20% off total ACTION ITEMS: ● Continue to build coaching roster
4	NR/PO /HMD	Winter Programs	Set Winter program Some proposals Items to decide on ● Dates, cost ● Coach/student ratios, minimum coach/student ratios ● Clinics for winter and lead time for announcing them ● Tuesday practice modification (SR/AB) ● Weekday practice - ○ Wednesday 10am-1pm - Ski with ease (PO) NOTES & DECISIONS: ● Saturday ○ Max 44 spots until secure more coaches ○ 4 coaches ○ January 8th to March 26th - 11 weekends (weekend of loppet no session) ● Tuesday ○ Max 22 spots (~15 last year) ○ 2 coaches ○ January 4th to March 22nd ● Wednesday - ski with ease ○ 1 coach Karen ○ 10 spots ● Tuesday practice modification ○ 6:30-8pm ○ Workout, tips and tricks can be given, circuit/loop approach (keep people together) ■ Noted P2 was a good starting point ■ Coaches will divide group into 2 to accommodate speed ○ 1 item in store - Description to be updated to reflect changes ● Clinics ○ Peter will lay out a proposal for clinics ACTIONS ● PO to provide proposal for clinics

			PO to provide description for Tuesday program
5	HMD	Treasurer's Report	DESCRIPTION: Treasurer's Report - Review Treasurer's Report NOTES & DECISIONS: - Update budget - 44 for Saturday, bundling, modified Tuesday session - Increase coaches hourly rate to \$50 - Proposing to give a rebate at the end of the year if there is a surplus to finalize at end of season - Add in presents for coaches - XCCM purchases jacket and hat for new coaches ACTION ITEMS: - Update budget based on decisions - HMD and PO to reach out to Lori and Karen about XCCM purchasing jacket and hat for them. - Lori and Karen purchase on-line and HMD reimburse
6	All	Roundtable	NOTES & DECISIONS: - Cindy - Sending newsletter out tomorrow: Store open, GP discount, Christmas party date - No new information on Ontario masters - Allan 86 members - all time high - Paid money to Canada Nordic for first 70 members - Sara R - Christmas party December 19th Sunday 2 parts: - Christmas lights run/walk in downtown area / ski on Kichi Sibi - Dinner at Mill St - Lactic testing on snow with Anneke - Saturday practice - Can do 10 people at a time, do 2 sets of 10 people on one Saturday: 1 set 1.5h - Charge \$200 plus cost of material plus a helper

			■ Open any club member ■ ACTION: Sara to send a proposal to board ● PO ○ Recommend to get programs into store early ○ ACTION: Aim to open store November 22nd Allan can post once receive write ups and prices from PO and HMD ● HMD ○ ACTION: HMD to finalize budget and approve via email ● SK ○ Will contact Patrick to set up meeting with Freshair ○ Question regarding drop ins: ■ PO - use the system for non members to try a session (1-2 spots per session) - Need a waiver ● NR ○ Fundraising options for supporting previous coaches at university games (PO/NR) ■ Emailed Brownyn ○ Have another meeting on fundraising activities ○ Forgot to go through action items from previous meeting ■ Insurance exclusions - harassment policy and Covid policy ● ACTION: NR, HMD, SE - circulate for next meeting
7	NR	Adjournment	Next Meeting: December 13th Next Meeting Location: In person, zoom as backup

ACTION ITEMS

#	Who	What	Due Date
1	PO HMD AB	Winter Program: ● PO to provide proposal for clinics ● PO to provide description for Tuesday program ● HMD to provide price to AB Done ● AB to post and open store - target November 22nd	November 22

2	SR	Metabolic testing: send a proposal to board	December 2021
3	SK HMD	Freshair sponsorship • SK to set up meeting with Patrick • HMD to provide email address for e-transfer	December 2021
4	All	Insurance: • Complete draft of policy ○ SE/HMD finalize policy and circulate before next meeting ○ PO/SR Vaccine for Silverstar	December 2021
5	HMD	Budget • Update budget based on decisions and circulate via email for approval • HMD and PO to reach out to Lorie and Karen about XCCM kit	December 2021
6	SR	December Xmas light run/walk in Ottawa and dinner at the Mill Street	December 19th
7	PO	Explore options for champion for club participation for World Masters in Canmore	Fall 2021
8	PO	Follow up with Cathy Cottell about championing club participation at Ontario Masters - November 2021 no new information	on going
9	All	Continue to update Board Transition Document Board transitions - reminders	on going
10	SK	FAE scrapers - SK working with FAE ordering 120-125 scrapers	on-going

FORWARD AGENDA ITEMS

#	Who	What	Meeting Date
1	All	Discuss proposals to draw down surplus	December 2021
2	SK	Discuss FAE contract as we are in our final year of the contract.	December 2021
3	All	What size club do we want?	TBD