

XC Chelsea Masters Board Meeting

October 24, 2022

ClockTower Brew Pub (Westboro)

6:00-8:00pm

Agenda

Invited: Morag Cowell (MC), Allan Butler (AB), Nicole Rayner (NR), Sara Rykov (SR), Cindy De Cuyper (CDC), Sara Ednie (SE)

Absent: Peter Ostrom (PO), Sandra Kiviaho (SK)

Chair: NR

Note taker & timekeeper: SE

Lead	Item	Description / Notes & decisions / Action Items
NR	Opening & welcome	DESCRIPTION: • Approval of agenda and last meeting minutes
NR	Action Items	DESCRIPTION: • Review of action items from last meeting
MC	Treasurer Update	DESCRIPTION: ● Treasurer's report - o Up and running ▪ Reaching out to board members to verify estimates for Budget ▪ Using e transfers to reimburse - o Status of recruiting volunteers for "surplus" working group ▪ 1 volunteer will continue to recruit - announce at practices - o Financial record keeping - Switching to electronic records

NR	Programs	DESCRIPTION: ● Aim to open store December 1 ● Need to review and ensure descriptions of programs is current for this year
NR	Uniforms	DESCRIPTION: ● Add 1 piece option ● Set up with same company and same items ● Aim to have store open 2 weeks at beginning of November
SE	Addresses	DESCRIPTION: ● Addresses for Corporation Canada ○ Use MC's address (Ontario) ○ Board members address
All	Round-table	- Deal with requests for activities supporting social, fitness, and beneficial activities for members on an adhoc basis - 89 members - a head of last year - Saturday tailgate - Potential to use Ontario masters as XCCM destination race
NR	Adjournment	Next Meeting: November 21 6-8pm Next Meeting Location: Virtual (Teams)

ACTION ITEMS

Who	What	Due Date
All / NR	Continue to update Board Transition Document Board transitions - reminders - Nicole to edit: 1 tab for to do, 1 tab for passwords	on going

MC	Determine if daily limit can be increased above \$500	
SK	Meeting with FAE November	
AB	Inquire as to the traceability of e-transfers - Does CRA accept e-transfers as records for tax purposes	
AB/CDC	Late owl November - only remaining spots Tuesday and roller skiing Saturday	
NR	Follow up with PO on number of coaches, programs, and parking lots	Nov 21
SR/NR	Uniforms: Contact supplier to set up storefront with same items and new 1 piece.	
SE	Send meeting minutes and finalized AGM minutes to AB	
SE	Ensure correct addresses and registration with Industry Canada (link on website)	
All	Newsletter: Items to submit for newsletter - Uniforms - Dec 1 store front opens for winter programs - Hike and Hut (TBC - letter or facebook) - Xmas Party (TBD - date won't be finalized until later so may be later letter)	
All	Remember to provide club updates at practice (SE and MC on Tuesday) (others Saturday)	Ongoing

FORWARD AGENDA ITEMS

Who	What	Meeting Date
PO	Update on winter programs	November 21