

XC Chelsea Masters Board Meeting

September 26, 2022

ClockTower Brew Pub (Westboro)

6:00-8:00pm

Meeting Minutes

Invited: Morag Cowell (MC), Allan Butler (AB), Peter Ostrom (PO), Nicole Rayner (NR), Sara Rykov (SR), Sandra Kiviaho (SK), Cindy De Cuyper (CDC), Sara Ednie (SE)

Absent:

Chair: NR

Note taker & timekeeper: SE

Lead	Item	Description / Notes & decisions / Action Items
NR	Presentation	DESCRIPTION: • Discussion with Dan Mallett who is Chair of the Board of St. Michael's HS Ski program and program is fundraising to get set up XC skis for school/community • Dan presented overview of program • Nicole will get back to him about timelines and approach for club fundraising activities for this fiscal
NR	Opening & welcome	DESCRIPTION: • Approval of agenda and last meeting minutes
NR	Action Items	DESCRIPTION: • Review of action items from last meeting

NR/HMD	Treasurer Update	DESCRIPTION: ● Treasurer's report ○ Transition from Holly to Morag as Treasurer has been completed ○ Nicole to email Elaine to inquire about getting bank account access for 2nd person ○ Agree to use of e-transfers for payments up to \$500 ▪ Will review potential of paying coaches via etransfer later this year ● Establish a financial committee with club members t
NR	Bank Account Signing Authority	DESCRIPTION: ● The following were nominated by SR and seconded by PO, approved by all, as officers of the Club ○ President: Nicole Rayner ○ Treasurer: Morag Cowell ○ Secretary: Sara Ednie ● These three positions are officers of the Board and as such agreed to have signing authority on the bank account
PO	Athletic Programs	DESCRIPTION: Update ● Start of season: Season has started off well. ● Late owl: ○ Will open to 45 spaces (increase of 5) for Saturday dryland, additional 10 for rollerskiing ○ Will open store for late owl registration Thursday, September 28th 12:01am ○ Allan to update store, Cindy to post on Facebook and website ● Fall Camp: For future camps include a non roller ski option ○ Agreed to purchase dinner for one night at camp (e.g. frozen lasagna and salad from grocery store) ● Winter program ○ Ski with Ease: offer two days (Tuesday and Wednesday) for 2 hours per session ○ Liked new format for Tuesdays ● Winter camp: 7 spaces and people have registered
SE	Location of meetings	DESCRIPTION: ● Alternate between inperson and virtual meetings ● Inperson to be hosted at someone's house (volunteers: Allan, Sara, Nicole)

All	Round-table	SR - Tuesday night tailgate October 4th - Share ideas for social activities (hike and potlucks, Hidden talents of XCCM, Hallowe'en coffee) SK - Send FAE information (club month or other information provided by FAE) to CDC for news letter PO - New coaches (2-4) will need to take two courses for coaching certification (\$52 and \$15). MC to add to budget - Find a spark to lead the Club Destination Ski Race CDC - Update Covid guidelines on website: PO to send CDC wording to put on the website
NR	Adjournment	Next Meeting: Monday, October 24 6-8pm Next Meeting Location: In person (location TBD)

ACTION ITEMS

Who	What	Due Date
All	Continue to update Board Transition Document Board transitions - reminders	on going
SK	Follow up with FAE this fall (practice, news letter, sponsorship)	
NR	Contact Elaine (Bank) to set up 2 nd person access to account, limit e-transfers to \$500, and complete set up of bank account (send minutes)	ASAP
AB	Inquire as to the traceability of e-transfers	

AB/CDC	Fall late owl: AB to update store, CDC to update information on website and FaceBook	ASAP
NR/All	Access to XCCM Executive folder – For new executives or those having trouble with access, send NR gmail address (to XCCM email) and NR will update access to folder	
SE	Send meeting minutes and finalized AGM minutes to AB	
SE	Ensure correct addresses and registration with Industry Canada (link on website)	
SE	Sent around transition documents	
PO, CDC	PO to provide update to COVID guidelines to CDC to post on website	
All	Newsletter: CDC to provide deadline for input. Input to be provided: NR AGM summary, SR social updates, SK FAE updates, MC financial committee, include mention of winter camp at Silver Start	
All	Remember to provide club updates at practice (SE and MC on Tuesday) (others Saturday)	
All	All board members must be in good standing with club - purchase your membership	ASAP

FORWARD AGENDA ITEMS

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