

Chelsea Masters Board Meeting

March 13, 2023

(in person and virtual)

6:30-8:30pm

Meeting Minutes

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

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 Approved.
NR	Action Items	DESCRIPTION: See below
MC	Treasurer Update	DESCRIPTION: Financial update since last meeting All revenue has been received. 109% of forecast. Forecast budget was 38K in revenue, actual received was 42K. Expense 56% of budget, \$3400 below forecast Program cost \$16K, revenue \$14K. Add an action item to discuss if fees should be increased. Unspent budget: uniform for coaches, fall and winter camps, etc. Action item - membership shows that Ed Cotell has paid twice. More ideas needed for surplus. Discussed destination race/event to get more people participating. Club could provide money by head and adjust amount given as an incentive to encourage more people, i.e. 0-5, 6-10, 10-15 Action item – Peter will research possible races destinations.

SK/S R	Facebook Acct	DESCRIPTION: • Reduce Facebook acct to active/current members Action item -By end of season/ Sept.1 – Review list, make post to membership to warn. If a member is canceled they can ask to rejoin as appropriate SR?? to complete
SK	Racing	DESCRIPTION: • Encourage Racing in programming Understand how to get more people to participate. Is it the cost, social aspect, events vs racing, needing more race skills, a destination race, etc. Do we need a race champion to help infuse in programming? Add agenda item to create an actionable Plan/Racing strategy. Speak with Francois, Dan and Colin to see if they can help be a race champion or help with strategy -SK
All	Round- table	CDC will resign as communication's director. CDC– Next Newsletter – Articles: Theo, Gatineau Loppet, Cda/Ont Masters, summer events, year end party. NR to send director ad to CDC Peter- Retro day – 4-5 prizes needed Alan – 142 members Morag – Board can access Treasury folder with budget SR - Social event -Year end party. Location holds 60 people. Tickets purchased online. Subsidize members \$20 - 30 – (50%). Set aside a few tickets for non-members. Not subsidized. Include wording for spouses. Add details in a newsletter. Any questions should be sent to regular xcchelsea email Possible summer events - Bike to Jill's cottage, paint night at Trevor's, bikes/hikes Sandra – Year end party - get poles from Fresh air - \$200, 3 other prizes, Need final coach gift certificate numbers. Buy get well card for Kathleen.
NR	Adjournme nt	Next Meeting: April 17 Late May – more strategic planning, fall/racing in programming, fall camp destination Next Meeting Location:online

ACTION ITEMS

Who	What	Due Date
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All / NR	Continue to update Board Transition Document Board transitions - reminders Created in root directory	on going
MC	MC to look into accounting software and report back on recommendation to purchase	On going over summer to have for next year
MC	- MC to report back to Committee to provide update or input on: - Overview of what is already done by the club - Sunday ski ideas: Destination ski days, point to point in Gatineau park, Mt Tremblant ski day (next year) - Training plans (yearly/daily e.g 300/400/500 hrs per year) - Interest in daily/weekly plans potentially links with videos and apps - Find existing plans to share (Select Training Year-Hours (xcchelseamasters.com))	
SR	Photo options in March - Reach out to Gregoire(SR) and Larry (SK) regarding photos and a club photo	Done
PO	Follow up with Liam's friend about daily/weekly/yearly training plan for club (e.g. 300/400/500 hours/year)	Done
NR	- Organize Gatineau Loppet cheer - Will be a Mica, SR will send timelines from last year - Work with ABu to refund (due to injuries) and to let new person sign up for second half - Post Cowbell on facebook to get nominations	Done
SR	- Retro ski day (March 18) organize social tailgate (P17) or Brown cabin after practice - Finalize a couple of days before based on weather - Post retro photos on Facebook thread - Coffee at Nicole's Feb 25th after practice (PO have practice at P5 or P8 or P9) - Organize with Jill offered spring social at cottage - skiing on the lake	Done

All / CDC	- Newsletter: Send input to Cindy by end of day Friday, February 17 • Retro and social (CDC)] • Coffee at NR (SR), • Fondue ski (SR), • Cowbell (NR) • 2 clinics (CDC) • MC to send picture for newsletter	Done
MC	Membership shows that Ed Cotell has paid twice. Please check and reimburse, if needed.	
PO	Research possible race/event destinations	
SK	Speak with Francois, Dan and Colin to see if they can help be a race champion or help with strategy	May
SR?	By end of season/ Sept.1 – Review list, make post to membership to warn. If a member is canceled they can ask to rejoin as appropriate	Summer
NR SR	Newsletter - Send director ad to CDC Year end party including wording for tickets.	March
SK	Year end party - get poles from Fresh air - \$200 plus 3 other prizes.	April
PO	SK needs final coach gift certificate numbers.	March
SK	Buy get well card for Kathleen and have members sign.	March
ABu	Setup year-end party tickets online.	March

FORWARD AGENDA ITEMS

Who	What	Meeting Date
All	Cowbell Award - get in touch with SR if any nominations	March
All	Fees for next year • Should coaches be paid when practices are canceled (e.g. due to weather) • Refund policy - Under extenuating circumstances have flexibility ○ If ask should refund, but need to ask	May
MC	Surplus committee • Options ○ Pilot project - Destination ski Sundays - Tremblant, point to point in Gatineau Park, weekend at Tremblant (Gail contact) ○ Daily training plans: Review and build on the 300/400/500 hour training plans	May
POr	Action item and forwarded agenda item– Peter will research possible races destinations.	May
All	Program cost \$16K, revenue \$14K. Discuss if fees should be increased.	Summer
All	Discuss how to infuse racing/event participation with members. Come up with actionable items such as destination races, adjustments to programming, and workshops	Summer
All	Create an actionable Plan/Racing strategy	Summer