Chelsea Masters Board Meeting
June 12, 2023
(in person)
6:30-8:30pm
Minutes

Present: Morag Cowell (MC), Nicole Rayner (NR), Sara Rykov (SR), Cindy De Cuypere (CDC), Sara Ednie (SE) , Peter Ostrom (PO), Sandra Kiviaho (SK) Allan Butler (AB)
Absent:
Chair: NR
Note taker & timekeeper: SE

Lead	Item	Description / Notes & decisions / Action Items
NR	Opening & welcome	DESCRIPTION: ● Approval of agenda and last meeting minutes =>Approved with one edit
NR	Action Items	DESCRIPTION: ● See below
MC	Treasurer Update	DESCRIPTION: Financial update since last meeting ● Good shape: Expenses ~$40k Revenue ~$43k ● Year end August 31
NR	Board	DESCRIPTION: Board situation for next year ● Potential new members: Francois interested ● Comms: ○ Exploring options to simplify and redistribute tasks ■ Main challenge posting next practice ● Set up calendar for automatic reminders ● Potential for coaches to post once established ● Potential reduce information just location and style ● Peter to discuss with coaches 1- same system 2- review system ○ SR noted potential to streamline comms after investigation and potential to share comms/social ○ **In fall figure out how to pilot and figure out better approach**

All	Review of this year	DESCRIPTION:
		● Strength Survey Review
		    ○ Why low turnout/interest: Go elsewhere, too expensive, not enough personal feedback
		● **SR and NR to follow up with Mike**
		● Looking into other options:
		    ○ **SR talk to place by IKEA**
		    ○ **SK talk to Liam**
		    ○ **NR follow up with Lori about offering a yoga program at a community centre (in-person yoga sessions)**

NR	AGM	DESCRIPTION: Plans for AGM
		● Date: Wednesday, August 30th
		● Aim for a social and AGM: Potentially Umbrella Bar - Club gets apps, members purchase drinks
		● About 35 people attended last year
		● Agenda, include time for breakout groups to discuss roller ski options, SWAT (building on what was done pre COVID)
		● Getting members to attend:
		    ○ Save the date in the Newsletter and post agenda
		    ○ Board to divide and conquer: **NR to divy up membership list and distribute to Board to contact members**
		● **All: Do reports before August meeting**
		● **SE to contact Umbrella Bar**

All	Decisions for Next Year	DESCRIPTION:
		● Addressing survey results and input
		● Fees -
		    ○ Fees will not be raised this year.
		    ● No change to how club pays coaches when practices are canceled last minute e.g. weather
		    ● Refund policy - Under extenuating circumstances have flexibility: If ask should refund, but need to ask
		● Fall: Fall Program
		    ○ September 5th first day
		    ○ Open store August 21st
		    ○ Continue Tuesday and Saturday programs
		        ■ **AB to get input on Roller ski options for Saturday program**.
		● Fall Camp
		    ○ Destination: Potential location Lake Placid or Tremblant Sept 30, Oct 1 (include roller ski and non roller ski options) - Lake Placid worked very well last year, good accommodations and options for roller ski, cycle, hike
		    ○ Have a team dinner like last time (club purchase frozen lasagne, salads etc and host at accommodation)
		    ○ Dan to organize roller ski options
		    ○ **SR to work with Dan to plan camp by AGM (so can announce)**

		◦ **PO to get a second coach for non-roller ski options (Raylan for cycling?)** ● Winter Camp at SilverStar Dec 4-8 ◦ Peter and Dan committed to coach ● Destination Races ● Canadian Masters - XCCM involvement with billets
	Summer	DESCRIPTION: ● Summer Social Event and Activities ◦ Post on Facebook: Encourage members when doing an activity to post and invite members ◦ **SR to post on facebook**.
All	Round-table	- SR: Uniforms, not many purchased - CDC: Newsletter - send one mid July: Include date and location of AGM
NR	Adjournment	Next Meeting: August 24th Next Meeting Location: PO's house

ACTION ITEMS

Who	What	Due Date
All / NR	Continue to update Board Transition Document [Board transitions - reminders] ● Created in root directory	on going
NR	Check who is due for re election at AGM	August
NR, PO, SR, CDC	Review of communication director position and options to optimize work and/or redistribute tasks - PO to talk to coaches about options for posting next practices	August/September
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))	Done Emailed Exec in April 2023
PO	Research possible race/event destinations	Ongoing
SK	Speak with Francois, Dan and Colin to see if they can help be a race champion or help with strategy	Done => Will meet to discuss
All	AGM: - **NR to divy up membership list and distribute to Board to contact members** - **All: Do reports before August meeting** - **SE to contact Umbrella Bar** - **NR and SE complete agenda**	End of July
All	Comms position **In fall figure out how to pilot and figure out better approach**	Fall
NR, SR, SK	Options for strength and yoga ● **SR and NR to follow up with Mike** ● **SR talk to place by IKEA** ● **SK talk to Liam** ● **NR follow up with Lori about offering a yoga program at a community centre (in-person yoga sessions)**	By AGM

AB	Fall Program ● **AB to get input on Roller ski options for Saturday program**	By AGM
SR, PO	Fall Camp ● **SR to work with Dan to plan camp by AGM (so can announce)** ● **PO to get a second coach for non-roller ski options (Raylan for cycling?)**	By AGM
SR	Summer activities - SR post on facebook encouraging members to self organize	Now
SE	Deal with IC request	Now

FORWARD AGENDA ITEMS

Who	What	Meeting Date
All	Racing Strategy - Create an actionable Plan/Racing strategy - Discuss how to infuse racing/event participation with members. Come up with actionable items such as destination races, adjustments to programming, and workshops	September
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
PO	Action item and forwarded agenda item– Peter will research possible races destinations.	May