Chelsea Masters Board Meeting
August 24, 2023
PO House
6:00-8:00pm
Minutes

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

Lead	Item	Description / Notes & decisions / Action Items
NR	Opening & welcome	DESCRIPTION: APPROVED ● Approval of agenda and last meeting minutes 2023 06 12 XCCM Minutes
NR	Action Items	DESCRIPTION: ● See below
NR	AGM	DESCRIPTION: ● Location: Umbrella Bar ● Agenda ○ Board elections ■ Reelection (all except Allan and Morag) ■ Potential new members (Francois) ○ Reports - All to give summaries, exception of Treasurer and President - full reports ○ Idea/opinion/input boards - Up during social time so people can look and comment ■ Social committee - ideas and members ■ Destination races ■ Social activities supported by surplus funds ○ Announce Fall Camp (details) ○ SK to get 4x$50 Gift Certificates for door prizes from FAE (or will issue promise notes and give later) ● Contacting members: Update Facebook (done), reach out to contacts and friends to remind and encourage to attend "SOCIAL EVENT + agm"
NR	Board	DESCRIPTION: Board situation for next year ● Communication Director ○ Follow up discussion on responsibilities deferred to next meeting ● Posting location of practice and now to communicate to members

		○ For next few practices SR to lead pilot using facebook ■ Create events for each practice using common template ■ Coaches will complete practice and location information 2 days ahead of each practice ○ It was agreed to give members who don't want to use Facebook refunds ○ Change in location of practice information needs to be communicated before first week of practices ○ Will review and assess next meeting
MC	Treasurer Update	DESCRIPTION: Financial update since last meeting ● Year end August 31: ○ Wrapped up year, only outstanding will be AGM ○ MC will finalize and send to accountant end Sept/Oct ● Good standing
All	Program	DESCRIPTION: Updates on program ● Fall program ○ Store open and Saturday only ~14 spots for regular left ○ Indoor for December - Has been arranged ○ Strength - Continue with Evolve ● Fall camp ○ Announce at AGM ● Overall program ○ SK to contact Liam to discuss reviewing existing programs and creating a whole year program for use by members. Liam doesn't do strength so look to merge strength program created by Mike a few years ago ○ Ask coaches to adhere to the program over the year e.g. intensity times, intervals, etc. ○ Need to see progression and periodization of workout difficulty in both dryland and ski programs
All	Round-table	-
NR	Adjournment	Next Meeting: To finalize - Morag away until 21, Sandra busy 25, options Monday 18, Wednesday 20, Wednesday 27 Thursdays? Next Meeting Location: In person

ACTION ITEMS

Who	What	Due Date
All / NR	Continue to update Board Transition Document Board transitions - reminders ● Created in root directory	on going

NR, PO, SR	Review of communication director position and options to optimize work and/or redistribute tasks
	- Discuss tasks at next meeting
	- Trial to post practice information on Facebook
	    - SR to set up Facebook - create events and document for coaches to follow to input information
	    - PO to talk to coaches to input practice information 2 days before practice
		Before start of programs (September)

MC	· MC to look into accounting software and report back on recommendation to purchase	On going
PO	Research possible race/event destinations (Opeongo, Lake Placid, ….)	Ongoing
PO SK	Speak with Francois, Dan and Colin to see if they can help be a race champion or help with strategy	On going
All	AGM: See above as well. - NR SE to finalize Agenda - SE to get poster boards and post its and pens - SE to finalize with Umbrella - CDC post reminder on Facebook (done) - All: reach out to contacts/friends to remind; CDC sent note to ETA members (done) - All: Do reports before August meeting - Summaries with exception of treasurer and president - SR: 4x$50 door prizes; get socks from Holly and give away scrapers too? - NR SE to review procedures for Board (did someone else volunteer as well?)	For AGM

All (except CDC)	Communications
	- Posting Next practice
	    - Trial on Facebook SR to create events, PO to tell coaches to put 2 days before
	    - Assess next meeting
	    - Change in location of practice information needs to be communicated before first week of practices; offer refunds to people who don't want to join Facebook
	- Comms Position
	    - Discuss task, roles, etc next meeting
		Prior to program starting
		
		Next meeting

NR, SR, SK	Programs ● SK talk to Liam ● NR follow up with Lori about offering a yoga program at a community centre (in-person yoga sessions) - ONGOING ● PO send overall plan done by Etienne to all ● All: See if someone can find strength done by Mike, send to all ● PO: Remind coaches to adhere to overall program	By next meeting

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 SE	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 ○ Donations ○ How to us to get more people out e.g. more people more rebate…	Poster boards at AGM
PO	Action item and forwarded agenda item– Peter will research possible races destinations.	Ongoing