

Minutes

XCCM Board Meeting

Aug 11, 2025, 6:00 - 8:30 PM

Beyond the Pale, 250 City Centre

Invited: Allan Butler (AB), Morag Cowell (MC), Philippa Gross (PG), Peter Mallory (PM), Nicole Rayner (NR), Jeff Hammell, Sara Rykov (SR)

Absent: Francois Dubrous (FD)

Chair: NR

Note taker & timekeeper: PG (pgross1957@yahoo.com 613-720-1164)

#	Time	Lead	Item	Description / Notes & decisions / Action Items
1		NR	Opening	DESCRIPTION: 1) Approval of Agenda (NR/MC) 2) Approval of May Minutes (PM/MC)
2		NR	Action Items	DESCRIPTION: Review Action Items
3		NR	President update	DESCRIPTION: - Kevin Farrell and Martin Loken - Agreed and happy to join the Board - AGM agenda: opening remarks, approve minutes/agenda, President's report, updates to the Board, KF and ML to introduce themselves, Peter to say a few words. AI - NR to Fix incorrect minutes from last year's AGM - NR to Update transitions document to include important dates for XCCM calendar - NR to Present Morag's report at AGM - Jeff to do attendance, Philippa to bring supplies in case a vote is required
4		AB	Registration	DESCRIPTION AI - Get website up and running before AGM
5		MC	Finances	DESCRIPTION: Update on financials - Expecting total surplus of \$24,000 at year-end. This represents approx. 5 months of operating expenses (3-6 months is reasonable based on MC's research) - Collection of HST/GST - club has received advice and this item is now closed. - Quickbooks implementation - ongoing challenge integrating revenue information from WooCommerce (storefront). May require additional help from someone who has experience doing software integration. - Pricing for this year's fall program: Board agreed to scenario 3 from MC's pricing analysis (slight reduction from 2024-25 pricing). We will make a decision in the fall regarding winter program pricing. - Fall Camp will be free of charge to encourage participation, membership will remain at \$40.00. AI - Meet again with Lori Cobb re: Quickbooks

#	Time	Lead	Item	Description / Notes & decisions / Action Items
6		FD	Athletic	DESCRIPTION: updates - Clinics: Two coaches ? - Roller ski clinics - for beginner to advanced - Fall Camp - Mont Ste. Marie. October 4/5. Saturday's regular practice to be held there. - Winter Camp - December 1-5. 24 people max with 3 coaches AI - Change the October 12th clinic - It's Thanksgiving Blurb for the newsletter by August 15th.
7		JH	Social	DESCRIPTION: Update on Social Extracurricular program - did one a month - AI - Call Umbrella Bar - set date and time - Graphics for Fall/Winter Camps - Blurb for AGM and Social
8		SR	Comms	DESCRIPTION: Update on comms Summer newsletter - August 15th (before AGM) AI - Blurb about Social and AGM (hype prizes and free food) - Info on registration for Fall program - FB post for Fall Camp - Talk to Nicolette about accommodations for Winter Camp - For reference: 2024-2025 Communication Plan
9		PM	Member at Large	DESCRIPTION: Update on various files - FAE - waiting to hear if the amount will be less - Still has some prizes and gift cards - Jakaroo - store did well - hosting of Cdn Masters event - a NO GO! Political issue (not involving us) AI - Follow-up with Francois re: Evolve. Should we run a Wednesday evening program?
10		NR	Round-table	DESCRIPTION: Additional key information/highlights of which the Board needs to be aware
11		NR	Next meeting & Adjournment	DESCRIPTION: 1. next meeting: date and location TBD 2. Adjournment - 8:30 PM

ACTION ITEMS

Lead	Item	Due/Revised Due Date	Completed
FD	Buy insulating space blankets (check Canadian Tire) - MOVED to Forward Agenda	Sept	
JH	Promote Fall Camp in FB	on going	
FD	Write newsletter blurb about Fall Camp. Summer newsletter August 15th.		
JH	Post details about Social and AGM - August 27th - Set up at Dow's Lake Umbrella Bar	on going	
SR	Newsletter for August 15th		
PM	Connect with Patrick at FAE for status for the next three years - Assigned to new Member at Large	on going	
NR	Fix incorrect minutes from last year's AGM		
NR	Update transitions document to include important dates for XCCM calendar		
NR	Present Morag's report at AGM		
Ab	Get website up and running before AGM		
MC	Meet again with Lori Cobb re: Quickbooks		
FD	Change the October 12th clinic - It's Thanksgiving		15 Aug
FD	Blurb for the newsletter by August 15th.		
JH	Call Umbrella Bar - set date and time		
JH	Graphics for Fall/Winter Camps		
JH	Blurb for AGM and Social		
SR	Blurb about Social and AGM (hype prizes and free food)		
Sr	Info on registration for Fall program		
SR	FB post for Fall Camp		
SR	Talk to Nicolette about accommodations for Fall Camp		
PM	Follow-up with Francois re: Evolve. Should we run a Wednesday evening program?		

FORWARD AGENDA ITEMS

Lead	Item	Timeline
Athletic Director	Implement consistency of Fall/Winter Camp coach compensation	Sept 2025
Athletic Director	Review of safety plan and 1st aid kits with Athletic Coordinator	Sept 2025
Board	Address filling (two) open Board positions	May 2025
Board	Use of calendars as primary communication channels from Board to members	Sept 2025

XCCM BOD MEETINGS

#	Dates	Held
1	2024.09.12	✓
2	2024.10.21	✓
3	2024.11.11	✓
4	2024.12.10	✓
5	2025.01.06	✓

#	Dates	Held
6	2025.02.10	✓
7	2025.03.10	✓
8	2025.04.14	✓
9	2025.05.12	✓
10	2025.08.11	✓