

Minutes

XCCM Board Meeting

September 21, 2025, 5:00-8:15 PM

6312 Paddler Way, Orleans ON

Attended: Allan Butler (AB), Francois Dubrous (FD), Jeff Hammell (JH), Kevin Farrell (KF), Martin Loken (ML), Morag Cowell (MC), Peter Mallory (PM), Philippa Gross (PG)

Chair: Peter Mallory

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

#	Lead	Item	Description / Notes & decisions / Action Items
1	PM	Opening	Meeting Kick Off 1) Peter Mallory designated as Meeting Chair ((FD/AB/unanimous) 2) Approval of Agenda (FD/MC/unanimous) 3) Approval of August 11/2025 Minutes (JH/MC/unanimous w/FD abstention as was not present)
2	PM	Board roles	Assignment of roles to Board members. - Two new board members were elected at the AGM on August 27: Martin Loken and Kevin Farrell. - All board positions discussed and assigned: - President: Peter Mallory (signing officer) - Treasurer: Morag Cowell (signing officer) - Secretary: Philippa Gross (signing officer) - Registration: Allan Butler - Athletics: Francois Dubrous - Social: Jeff Hammell - Communications: Kevin Farrell - Member At Large: Martin Loken - Unanimously approved (AB/JH) - Peter M takes over as Chair of the meeting (as XCCM President) AI: All Board members to review their responsibilities as per Transition Document ML, KF to perform required transition actions as new Board members
3	PM	Action Items	Presidents Review & Update - Greta Chase is offering Mental Performance coaching services. The decision is to (re)post her service offerings on FB, as a free advertisement for services that may be of interest to some members. Members may then decide to contact Greta, individually and on their own. AI: FD to post Greta Chase's services info on FB PM to email Nicole and find date for Nicole to show how to navigate G Drive for those interested
4	MC	Finances	Update on financials - Final 2024-25 financials: ran a surplus of \$5116. Revenues up by approx. \$3100, primarily due to increase in membership fees and robust sign-up for Winter Camp. Expenditures down by approx. \$3800 due to lower than expected coaching costs. Cumulative surplus now stands at \$25,242.

#	Lead	Item	Description / Notes & decisions / Action Items
			- 2025-26 financials - September update: Revenues YTD \$22,170; Expenditures YTD \$1945. - MC is still pursuing Quickbooks implementation. However, integration with Stripe and WooCommerce has proven to be a challenge. This means Quickbooks will likely take more effort than the current Excel-based financials. Board okay with dropping this project if there is no benefit. AI: MC to contact bank to set up an appointment for PG, PM and MC officialize the change in Signing Officers
5	AB	Registration	Registration Update - Numbers so far are slightly down from last year. Most likely still being in a post COVID adjustment phase. - Brief discussion about cap on membership for the Sat winter program - Review of Next Practice posting process - glitches early season due to issue with connecting spreadsheet to website. AB has reworked the system so that information is entered once (spreadsheet) then posted in multiple places on the website, including Calendar and Next Practice. - Coaches Document for Practices: XCCM Practices for the 2025/26 Season - How-to-Document: Recording & Posting XCCM Practice details. - Winter Go-Live Date will be December 11th, 8:00am AI: AB to send information to Jamie on how to set up the practice document. AB to send KF the email on how to access the calendars and also post the information on Facebook.
6	FD	Athletic	Update on Athletics - Fall Camp: - a few innovations this year. Regular Sat AM practice moved to MSM. Training in the Gat Park still offered (2 coaches) for those who can't make it to MSM. - 3 activities on Sat PM, Roller skiing, biking, hiking - 14 participants for Sunday AM. Orienteering, roller skiing. - uniformity in coach compensation for services between Fall and Winter camps: hours coached + allowance for additional time spent supporting members outside of group coaching time e.g. individualized feedback after training and video analysis. - Winter Camp: 18 registered (so far) Max is 24. Decision to retain 3 coaches - Registration process for Winter sessions - discussion about revisiting the process that was used for the past 2 years, and determining whether/what options are available. First order of business will be to quantify the issue. - Invitation by NFL/Dave to participate in a dryland clinic on 2 Nov. Already posted on website (by Cathy Cottell) as an opportunity that could be of interest to members.. - Rollerski donations - FD to draft Policy on equipment donation. Decision is to not accept donation of used equipment - including roller skis - for liability reasons. - Mike Patone is finalizing revised Warm Up and Strength routines for both Tuesday and Saturday training sessions. Goal is consistency between sessions and across coaches. FD will be purchasing additional equipment to support the new routine exercises. AI: FD to set up a Focus Group to improve registration process for on-snow Sat program FD to develop a policy on equipment donations. We will not accept used equipment FD to purchase bands and other equipment to support the updated routines

#	Lead	Item	Description / Notes & decisions / Action Items
7	JH	Social	Social events: Major and minor events balance out between Tuesday, Wednesday and Saturday groups Sundays could be used for the Winter competitions AI: JH to update calendar JH to get graphics for the variety of events
8	KF	Comms	Six Newsletters a year, including one in the summer. Board members and club members contribute. Nicole has offered to continue to moderate Facebook AI: KF to talk to SaraR re: transition Documents/responsibilities KF to find the Communication Report and move it to the 24-25 Comms folder - to link it to August 27/2025 AGM Minutes KF to source and place XCCM Newsletters into the G Drive for easy reference and access For reference: 2023-24 Communication Plan and 2024-2025 Communication Plan
9	ML	Director at Large	Current 3 year term sponsorship expires November 30. New term to likely require negotiations to discuss the terms as it appears that business has declined over the recent past. AI: PM to find a date for PM and ML to meet with Patrick at FAE to discuss a new/renewed sponsorship deal
10	PG	Secretary	Set dates for the 2025-2026 year's Board Meetings AI: PG to find Secretary Report and move it to 24-25 Secretary Folder - to link to August 27/2025 AGM Minutes PG to update ISED documentation on file and list Board members names and positions PG to send dates for upcoming meetings to AB PM to call Sultan Ahmet restaurant and inquire about securing the private room for the BoD meeting
11	PM	Round-table	Additional key information/highlights of which the Board needs to be aware Additional discussion about objectives, scope of work and key first tasks for the Focus group looking at on-snow Sat registration. Group to include Board members and non-Board members.
12	Prez	Next meeting & Adjournment	Meeting Close Out 1. next meeting: October 14, 2025 at Sultan Ahmet 2. Adjournment 8:15pm

ACTION ITEMS

Lead	Item	Due/Revised Date	Completed
PM	Find a date for PM and ML to meet with Patrick at FAE to discuss a new/renewed sponsorship deal		
FD	Update the transitions document	30 Sept	23 Sept

MC	Meet again with Lori Cobb re: QuickBooks	on going	
Everyone	Review your responsibilities per Transition Document		
ML/KF	New Board members to perform required transition actions as per Transition Document		
FB	Post Greta Chase services info on FB	14 Oct	24 Sept
PM	Email Nicole and find date for Nicole to show how to navigate G Drive for those interested		
AB	Send information to Jamie on how to set up the practice document.		
AB	Send Kevin the email on how to access the calendars and also post the information on Facebook.		
FD	Set up a Focus Group to improve registration process for on-snow Sat program	14 Oct	
FD	Purchase bands and other equipment to support the updated routines	7 Oct	
FD	Develop a policy on equipment donations. We will not accept used equipment		
JH	Update calendar		
JH	Get graphics for the variety of events		
KF	Talk to Sara re: transition Documents/responsibilities		
KF	Find the Communication Report to link to August 27/2025 AGM Minutes		
KF	Put newsletters into the Admin Area		
PG	Find Secretary Report to link to August 27/2025 AGM Minutes		
PG	List Board members names and positions		
PG	Send dates for upcoming meetings to Allan.		
Everyone	Have a look at the budget - it can be adjusted		
MC	Contact bank to set up an appointment for PG, PM and MC officialize the change in Signing Officers		
PG	Call Sultan Ahmet restaurant and inquire about securing the private room for the BoD meeting		

FORWARD AGENDA ITEMS

Lead	Item	Timeline
Athletic Director	Review of safety plan with Athletic Coordinator	Oct 2025

XCCM MEETING SCHEDULE, BoD & AGM

#	BoD Dates	Day	Held
1	Sept, 21/25	Sun	✓
2	Oct, 14 /25	Tues	
3	Nov, 10 /25	Mon	
4	Dec, 15 /25	Mon	
5	Jan, 5/26	Mon	

#	BoD Dates	Day	Held
6	Feb, 9/26	Mon	
7	Mar, 9/26	Mon	
8	April 14/26	Tues	
9	May 19 /26	Tues	
10	Aug 18 /26	Tues	

AGM Date	Day	Held
Aug 26/26	Wed	