

Minutes

XCCM Board Meeting

October 14, 2025 6:00 - 8:50

Sultan Ahmet, 575 Bank Street, Ottawa

Invited: Francois Dubrous (FD), Jeff Hammell (JH), Kevin Farrell (KF), Martin Loken (ML), Morag Cowell (MC), Philippa Gross (PG), Peter Mallory (PM)
 Absent: Allan Butler (AB),
 Chair: PM
 Note taker & timekeeper: PG (pgross1957@yahoo.com 613-720-1164)

#	Lead	Item	Description / Notes & decisions / Action Items
1	PM	Opening	Meeting Kick Off 1) Approval of Agenda (JH/FD) 2) Approval of Sept 21/2025 Minutes (ML/MC) Three minor changes made.
2	PM	Action Items	Review & Update (any in-depth discussion will be carried out under New Business) - Discussion on reduced numbers in the Fall Program, especially Tuesdays. Wait to see what happens with Winter Program registration. - <u>Discussion on insurance coverage for members and coaches</u> AI - PM to follow up with contact at XC Ski Ontario (Nicole has details) to clarify several items around insurance coverage Clarify what is the insurance coverage for the Board and the coaches (coaches covered if they are club members?) Are member organised social events covered? Are members covered when transfers to Nordiq Canada are batched?
3	MC	Finances	Update on financials - 2025-26 budget finalization - <u>budget approved</u> - 2024-2025 Books are closed and handed off to the accountant who will do GST/HST this year <u>and our T1044 (non-profit information return).</u> AI - MC to look into registering with Nordiq Canada in Ontario XCCM in Ontario, in addition to our federal registration - MC to find out what the CRA rules are for not-for-profit club acquiring GICs
4	AB	Registration	Registration Update - Late Owl discounted registration for Fall programs - October 8th and November 9th. - <u>Pricing to be pro-rated based on number of remaining sessions</u>
5	FD	Athletic	Update on Athletics - Report on Fall Camp (see appendix) - Creation of Policies folder in G Drive root folder, which includes policies that were either revised or created: - Policy on Travel Expenses (new) - Policy on Equipment Donation (new) - Policy on Practice posting (revised)

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			- Implemented the new dryland Warmup Strength Program designed by Evolve - Discussion about how to manage Sat on-snow registration. Understanding that our constraints include coaching capacity, club management by volunteers, and vision for a "small" club. Importance of having a vision/values/goals for the club that would drive criteria used for registration for all programs. Expectations that at on -snow criteria will likely be mostly similar to those used last year, as the strategic piece will take time. - Winter Camp: groups of 8 max. As of last week, 19 out of 24 spots are already filled. - Winter Program: Francois working on it - Will have the info by next Board meeting. Will be ready before Nov. 20th. Go Live date: Dec. 11th. DECISION: to book 3 coaches for Winter Camp. AI: FD with help from Jeff to develop graphics for Winter Camp promo. FD to have the winter program ready by Nov. 20th
6	JH	Social	Update on Social Activities Upcoming events Fall: one social event for each group. Tailgates - Tues Oct. 21st and Sat Oct, 25th. Coaches must go to the specific parking lot One coming in November. Christmas Party in December. Will be posted on Facebook. Holiday party is set: December 14th at Julie's. Details to be written for early December newsletter (this information was mostly in the chat, but was quickly mentioned at the table).
7	KF	Comms	Update on upcoming activities, Calendar is updated - in the 2025-2026 folder Archived Newsletters and Transition Documents have been made into living documents and moved to top-level folders. For reference: 2023-24 Communication Plan and 2024-2025 Communication Plan and 2025-2026 Calendar
8	ML	Director at Large	Update on sponsorship, clothing, discounts - FAE Sponsorship update: Current three-year term ends Nov 30th. Meeting with FAE (Patrick) soon. He will likely offer less. If we need to choose, Board considers goods-in-kind more valuable than the cash component of the sponsorship package. - Duration of deal: may wish to consider shorter (e.g., one-year) term, especially if FAE offer is weak, to preserve options. - Renewal date: Board open to moving from December 1 (current) to Sept. 1 (XCCM FY), or Oct. 1 (FAE FY). - Jakroo clothing - store to open Nov 8th to 29th. Winter and warm weather items to be available, including new long sleeve version of the black "wave" technical t-shirt introduced in May. - Gatineau Loppet to offer 10% discount to club members. Codes to be put in newsletter - Canadian Ski Marathon said they can offer a club discount, but details need to be worked out before communicating to members. AI - explore the option of discounting the clothing using sponsorship money.

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			- Look into having all the clothing shipped to one person's house to save on shipping costs. - Share info about 10% Gatineau Loppet discount and CSM discount in newsletter only.
9	PM	New Business & Round-table	Additional key information/highlights of which the Board needs to be aware Discussion on the Club's core values aligning with our Mission Statement. Peter: "Mission/Vision/Goals" Peter suggested investing Club cash in GICs. Kevin has a broker for referral. Since we are an 'elite club' - earn your entry into Saturday training? Fall training plus Tuesday or Wednesday?
12	PM	Next meeting & Adjournment	Meeting Close Out 1. Next meeting: Monday, November 10th, at Peter's - 79 Kamloops Avenue 2. Adjournment [time]

ACTION ITEMS

Lead	Item	Due/Revised Date	Completed
All	Review your responsibilities per the Transition Document		
All	Have a look at the budget - for discussion at the next BoD meeting	<u>October 14</u>	<u>Yes</u>
All - from Kevin's email	Send newsletter contributions to Kevin by Oct. 22nd, as the newsletter is going out Oct. 30th - Click on (open) "Oct 30, 2025-Fall" worksheet - Add any topics you want to see in the Oct 30 Newsletter that you want to write and assign yourself as the "Contributor" - Add any topics you want to see in the Oct 30 Newsletter, and if you are not writing the piece, be sure to assign someone and notify them / discuss with them - Send to Kevin any "Hold the Date(s)" items you want noted in the Oct 30 Newsletter by Oct 22 - so far it is only "XCCM Christmas Party" - If you are a "Contributor" to the Oct 30 newsletter, your contribution must be to Kevin via email (not text, not WhatsApp) by Oct 22		
All	Update Kevin's calendar with any dates you have.		
PM	Clarify details of what the insurance coverage is for the Board, the Club and the coaches.		
PM	Look into Zone 4 for insurance <u>payment process</u> . Are we covered all the time if we are making a series of payments?		
MC	Look into registering XCCM provincially in Ontario with Nordic Canada in Ontario	<u>December 15</u>	

MC	Find out what the CRA rules are for investing in GICs	<u>November 10</u>	<u>Yes</u>
FD	With help from Jeff to develop graphics for the Winter Camp promo.		
FD	Have the winter program ready by Nov. 20th		
ML	Explore the option of discounting the clothing using sponsorship money.		
ML	Look into having all the clothing shipped to one person's house to save on shipping costs.		
ML	Share info about 10% Gatineau Loppet discount and CSM discount - in newsletter only		
JH	Set date for the Christmas party		

FORWARD AGENDA ITEMS

Lead	Item	Timeline
Athletic Director	Review of safety plan with Athletic Coordinator	Oct 2025
KF	Will create a Transition document for Communications throughout the year	

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	

2025 FALL CAMP REPORT (by Francois)

Overall success, fantastic warm weather both days really helped.

- Location:
 - Very suitable for Sat practice and trail hiking or running, excellent variety of trails.
 - Far enough to feel like a get-away while close enough to drive back at end of day.
- Sat practice:
 - Good to have a fall back option in the Gats. Worked well for those who drove up for the day.
 - Bagged lunch worked out well, again under beautiful weather.
- Sat afternoon:
 - Good RS participation, small cycling group and just a few hikers. Cycling will need more promo next year.
 - Start of the RS was about 15 min up from the usual Gracefield start, to spend time on the shore of Blue Sea. The drive was worth it
- Sun:
 - Orienteering was a huge success, meaning that even folks who had never orienteered before loved it.
 - The orienteering map was designed for beginners, while those going for a good number of controls had to have an orienteering strategy.
 - Lunch at Chez Malo was a perfect closure for the day. Outside on a patio, sunny, nice drinks, friendly place.
- Accommodation:
 - Place we had was big, with about 3 dining areas including the outside deck. 8 beds however not all super comfy.
 - Was a lot of work to organize. Does not look like there are many options at MSM for large groups, which is surprising given all the condos we saw - more research needed?
 - Two people bailed out at the last minute. Club is covering the loss.
 - Which leads to what we do next year. If we organize, then hard commitments will be required prior to the camp WE. And a Board member needs to sign for the accommodations, not a member. Or we let members self-organize.
 - Next year: 3 location options. The Gats, MSM, Mt Tremblant. All allow for trail running, hiking, RS and cycling. Pros and cons for each location. For discussion next spring.
 - Initiating the coordination of the work in the Spring paid off this year. Was not too early for Nicolette to start searching for accommodation, and I could have a number of discussions with Jamie in the summer about the details of the practices which allowed Jamie to seek coach availability way ahead.