

**Minutes**  
**XCCM Board Meeting**  
**December 15, 2025 6:00 - 8:40**  
**16 Montee Gabriane, Chelsea (613.805.2602)**

Invited: Allan Butler (AB), Francois Dubrous (FD), Jeff Hammell (JH), Martin Loken (ML), Philippa Gross (PG), Peter Mallory (PM), Morag Cowell (MC) Laurel Louden (LL)

Chair: PM

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

| # | Lead | Item         | Description / Notes & decisions / Action Items                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---|------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | PM   | Opening      | Meeting Kick Off<br>1) Approval of Agenda (FD/MC/vote)<br>2) Approval of Nov.15/2025 <a href="#">Minutes</a> (PG/FD/vote)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2 | PM   | Action Items | Review & Update (any in-depth discussion will be carried out under New Business)<br>- Reviewed Action Items from the Nov. 15, 2025, meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3 | PM   | President    | Presidents Update<br>- Welcomed Laurel Louden<br>- Possible Board Retreat - Will plan for the spring. Focus on Vision, Mission, Goals<br>- Insurance/coverage discussion - on-going inquiries<br><b>AI</b> - Clarify with NC/Nikky Williams whether we are covered if registration has not yet been sent, i.e. same 30-day grace period as XCSo has?<br>Insurance for members and non-members during social events - are they covered?                                                                                                                                                                                                                                                                                                                     |
| 4 | AB   | Registration | Registration Update<br>- Registration and wait list review - 135 members/12 coaches = 147 memberships purchased.<br>- All 11 members on the wait list will be moved to Saturday practice<br>- Month over month numbers: <b>+</b> XCCM Membership month by month<br><b>AI</b> - Email a private link to the 11 members on the Saturday waitlist - let them know they have a spot.                                                                                                                                                                                                                                                                                                                                                                           |
| 5 | MC   | Finances     | Update on financials<br>- Review of revenues, expenses, and forecast - We will need to spend part of our surplus. The deficit is forecast to be \$7100. This could change based on winter registration numbers and fall coaching costs.<br>- 2026-27 pricing - will need to increase fees next year<br>- Successful first filing of GST/HST<br>- Registering Club in Ontario - may just need "extra provincial registration"; research ongoing<br>- By-laws review:<br>- Contracts require signatures from two officers; this includes instructor contracts and FAE contract<br>- Expenses not in the approved budget need to be pre-approved by the Board<br>- Board should vote on any "questions"; Chair gets second or casting vote in event of a tie. |

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|   |      |                   | <p><b>AI</b> - Morag to draft a Finance Policy for board review</p> <ul style="list-style-type: none"> <li>- Morag to prepare "transition document for Treasurer role"</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| - | FD   | Athletic          | <p>Update on Athletics</p> <ul style="list-style-type: none"> <li>- Winter Camp feedback - overall successful. 23 members/4 coaches</li> <li>- Winter Program update. 3 clinics - full.</li> <li>- Saturday - 71 members, therefore 5 coaches required.</li> <li>- New coaches - By word of mouth. Two-week trial to see if they fit.</li> <li>- NCC consultation. Francois will attend this year.</li> </ul> <p><b>AI</b> - Speak to Jamie re: opening up 5 more spots for the three skate clinics to allow for 17 participants. Will need another coach each week.</p> <p>Show Philippa how to register a new director with Corporations Canada</p> <p>Look into comparable club membership costs and coaches' pay.</p> <p>Create templates for coach contracts requiring two signatures.</p>                                                                                    |
| 7 | JH   | Social            | <p>Upcoming events</p> <ul style="list-style-type: none"> <li>- Christmas Party – went well. Requested a Costco order of paper plates, napkins and wooden forks. Martin volunteered to pick up.</li> <li>- NYD hike or ski or maybe a shelter BYO lunch - weather dependent</li> <li>- Winter/start of season house party at Nicole's.</li> <li>- Ottawa ski trail – Mill Street night (mid-late Jan)</li> <li>- Social Challenge and Athletic Challenge – Will edit the previous list and add suggestions from Board members</li> </ul> <p><b>AI</b> - Create FB post re: opening up 5 more spots for the skate clinics - if okayed by Jamie.</p> <p>Create a shared document for ideas for the Social and Athletic Challenges from Board members.</p> <p>Speak with Morag re: reduce social budget – summer activities are about \$100 a month, if this helps balance things</p> |
| 8 | LL   | Comms             | <ul style="list-style-type: none"> <li>- Will continue with MailChimp -</li> <li>- Will deal with the calendar</li> </ul> <p>For reference: <a href="#">2024-2025 Communication Plan</a> and <a href="#">2025-2026 Calendar</a></p> <p><b>AI</b> - Draft an email to members re: opening up 5 more spots for the skate clinics - if okayed by Jamie.</p> <p>Send out an email 'hyped' that there are still spaces in Tuesday evening and Wednesday morning practices.</p> <p>Newsletter to go out January 16th.</p>                                                                                                                                                                                                                                                                                                                                                                |
| 9 | ML   | Director at Large | <p>Update on sponsorship, clothing &amp; club discounts</p> <ul style="list-style-type: none"> <li>- FAE sponsorship update - No cash but Goods-in-Kind</li> <li>- Jakroo clothing order update - Successful. 38 items ordered. Bulk order already delivered to Martin and ready to disperse.</li> </ul> <p><b>AI</b> - Check out other ski stores for possible sponsorship donations to support the Club.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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| 10 | PM   | New Business & Round-table | Additional key information/highlights of which the Board needs to be aware<br>-                                  |
| 11 | PM   | Next meeting & Adjournment | Meeting Close Out<br>1. Next meeting - Monday, January 5th at Morag's. 306 Duncairn Ave<br>2. Adjournment (8:40) |