

Minutes

XCCM Board Meeting

November 10th, 2025 6:00 - 8:30

79 Kamloops Ave., Ottawa

Invited: Allan Butler (AB), Francois Dubrous (FD), Jeff Hammell (JH), Martin Loken (ML), Philippa Gross (PG), Peter Mallory (PM)

Absent: Morag Cowell

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 (FD/ML) 2) Approval of Oct 14/2025 Minutes (ML/PG)
2	PM	Action Items	Review & Update (any in-depth discussion will be carried out under New Business) - Reviewed Action Items from the Oct 14, 2025, meeting
3	PM	President	Presidents Update - Insurance Update - We have \$5 million coverage with Nordiq Canada. With Zone 4, we are members of NC and XCSO, with fees automatically paid and registration completed Discussion about XCSO grace period of 30 days allowing for batched registration, and re-confirming requirements from NC - The search for a new Director for the Comm's position - discussed prospects and leads Laurel Loudon has expressed interest and Peter will follow up. - Possible Board Retreat - Looked into having a half day retreat to discuss our vision (mission, vision, goals) - Alignment of programs and registration with vision. - Possibly at Relais Plein Air. Idea of a facilitator. AI: (PM) 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? Insurance coverage for members and non-members during social events
4	MC	Finances	Update on financials - Winter program rates - - 10% fee increase for winter program. Small incremental raises in fees. To avoid sudden significant fee hikes after a number of constant rate years, because revenues have not kept up with spending. - discussed increase in pay for coaches - 2026 Winter's Saturday/Wednesday - \$242 + tax. Tuesday \$170 + tax - CRA rules for investing in GICs - Can do, understanding that it could trigger an audit - DECISION: not worth the hassle.

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			AI: (MC) Create a policy on using reserved funds/investing
5	AB	Registration	Registration Update - Winter program shop open date: Tier 0 - Testing format to Board members and family. Tier 1 - Dec. 1 - Were in last year's winter program. Can register for the same day. Tier 2 - Dec. 5 - Returning member from any other program plus this Fall program. Tier 3 - Dec. 11 - Open to all. - Process for registration - It will go out to the members in an email, on Facebook and in a newsletter AI: (FD) Create blurb for a "Registration Update" (i.e. Winter registration process) to be emailed to members by PM.
6	FD	Athletic	Update on Athletics - Winter Camp Update - 3 coaches and 22 (max 24) members - coaches paid set #hours for coaching/prep/support. Not for travel or accommodation. - Winter Program: Saturday/Tuesday/Wednesday - 15 weeks starting January 3rd Clinics:(new) 3 skate ski clinics - Sunday, January 11th,18th, 25th classic - Sunday, February 1st downhill - Sunday, February 8th waxing tips - January date TBD AI: Finalize Winter Products description, based on BoD decisions including costs, and send to AB (AB) to post Winter products on website Contact Nicole to have her convert it to MailChimp.
7	JH	Social	Update on Social Activities: - Debrief -Tailgates Tues, Oct. 21st and Sat, Oct. 25th - Both went well. Fewer members on Tuesday. - Upcoming events - November social: either the 16th or 23rd, hike or ski - weather dependent - Christmas Party: December 14th at Julie Dagenais's. Address will be sent out by email closer to event. AI: Send out Newsletter on December 1st.
8	PM/All	Comms	Update on upcoming activities & discussion of interim plan without a Comms. Director. - Interim plan: Jeff will do the newsletter For reference: 2023-24 Communication Plan and 2024-2025 Communication Plan and  2025-2026 Calendar December 1st. All items to him by November 21st.
9	ML	Director at Large	Update on sponsorship, clothing & club discounts - FAE sponsorship update. \$2000 Goods-in-Kind only - no cash Give them a choice - 3 years non-exclusive or one year exclusive. New term should start October 1st. - Jakroo clothing - store open dates (Nov 8th - 29th) linked on club website/emails and Facebook.

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			Option to have clothing sent to the individual or bulk delivery to Martin. (saves \$15 shipping fee)
10	PM	New Business & Round-table	Additional key information/highlights of which the Board needs to be aware - Coaches need to wear XCCM clothing while coaching. At minimum the jacket. - Contingency plan needed when Allan is unavailable for short or extended periods of time.
11	PM	Next meeting & Adjournment	Meeting Close Out 1. Next meeting: Monday, December 15th, 2025, at Francois' 2. Adjournment 8:45pm