

BOARD MEETING MINUTES


January 2025 - December, 2025

CCNS Board Meeting Minutes
Date: January 21st, 2025 at 7 pm

Present: Eileen, Melanie, Lois,

Regrets: Paula, John, Kris, Lorenzo, Daniel, Dave,

Non-Voting Members: Aidan, Cathy

Agenda	Discussion	Time
Call to Order		Meeting Called to order at 7:15 pm.
Approve Agenda	Motion: To approve the current agenda (Attachment #1) Moved: N/A No quorum Seconded: Motion Passed	
Approve Minutes	Motion: To approve December Meeting Minutes (Attachment #2) Moved: N/A Seconded: Motion Passed	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none"> ● Ski Ambassadors are up and running ● Participation data is due at the end of February any questions please reach out ● SNS eligibility is due at the end of March, may reach out the odd thing here or there. ● Charlo Camp refunds will be done later this week. 	
Communications Update - Cathy	<ul style="list-style-type: none"> ● Cathy discussed the importance of event promotion on social media and used some stats from their most recent event promotion and how it directly impacted the event. ● Communications report is attached <div style="text-align: center;">  Communications Notes.pdf </div> <ul style="list-style-type: none"> ● 	
Finance Report – Kris	<ul style="list-style-type: none"> ● N/A 	
Coach Development – Melanie/Dave	<ul style="list-style-type: none"> ● Dave and Kat put on a CC which got 5 more coaches trained 	
Nordic Canada Insurance issue – Melanie	<ul style="list-style-type: none"> ● Got email confirmation for snowshoeing and Nordic walking but looking for something in more formal writing 	
Cancelled Charlo Camp – Melanie/Dave	<ul style="list-style-type: none"> ● Nordiq Canada coaches were off on leave so sadly camp had to be cancelled. 	

Ski Ambassadors Update - Melanie	<ul style="list-style-type: none"> ● Stacey sadly has had to resign but the other ski ambassadors are going to fill the void for this year. 	
Updates from Clubs and Ski Team	<ul style="list-style-type: none"> ● <u>Baddeck Nordic:</u> <ul style="list-style-type: none"> ● Up to 86 members, ended last year with 56 ● Both grooming machines are up and turn and outfitted properly ● 5 events have already taken place thanks to Michelle which goes along with our focus on programming this year ● Closed right now hoping for snow this week! ● <u>North Highlands Nordic:</u> <ul style="list-style-type: none"> ● Good turnout with Jackrabbit and bunnies ● New coaches this year have been a huge success ● NHN has turned into quite a social place on Saturday with the weekly breakfast. ● <u>Scotia XC:</u> <ul style="list-style-type: none"> ● Snowmaking guys are up and hoping to just the first lesson this week. ● Membership holding steady at around 350 ● Switched over to Nordic pulse for grooming updates ● <u>Cape Breton Nordic:</u> <ul style="list-style-type: none"> ● N/A ● <u>Ski Team</u> <ul style="list-style-type: none"> ● N/A 	
Any other things to note	<ul style="list-style-type: none"> ● Unused grant money is going to be looking to be used for a pop-up grant, more details to come. 	
Adjournment	<p>Motion to adjournment Moved: N/A Seconded: Motion Passed</p>	7:53pm

The next meeting will be on February, 18th, 2025 at 7 pm.

CCNS Board Meeting Minutes
Date: February 25th, 2025 at 7 pm

Present: Eileen, Melanie, Lois, John, Dave
Regrets: Paula, Lorenzo, Kris
Non-Voting Members: Aidan, Cathy, Daniel

Agenda	Discussion	Time
Call to Order		Meeting Called to order at 7:04 pm.
Approve Agenda	Motion: To approve the current agenda (Attachment #1) Moved: Melanie Seconded: John Motion Passed	
Approve Minutes	Motion: To approve January Meeting Minutes (Attachment #2) Moved: Melanie Seconded: Dave Motion Passed	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none"> ● Outcomes are 90% completed ● Participation data will be finished later this week thank you to those who submitted data ● I will be off from April 12th to 30th, if you foresee anything you need from me before during those dates, please let me know. 	
Communications Update - Cathy	<ul style="list-style-type: none"> ● Ambassador events have been the main focus this month. ● Goal to make sure that everyone who registers has to go through the CCNS website so they can see the bigger picture. ● Double checking that our partners are also promoting our events on their resources as well so more people can see them. ● Less focus on the individual ski ambassadors and more on the events and locations. 	
Finance Report – Kris	<ul style="list-style-type: none"> ● N/A 	
Coach Development – Melanie/Dave	<ul style="list-style-type: none"> ● NHN camp went well, with 22 participants on Saturday. The post-event questionnaire has received some positive feedback. Looking to make it an annual event. ● Hoping to have the NC instructor back next year. 	
Ski Ambassadors Update - Melanie	<ul style="list-style-type: none"> ● Been a successful year almost 500 kids reached the school ski program. ● A total of over 700 engagements were reached. ● Full report attached. 	

	<ul style="list-style-type: none"> ● https://docs.google.com/spreadsheets/d/12xh1OEBY-gj-i1clTqP6PaowFxxvqR1j7a-bZEDbm_Q4/edit?usp=sharing 	
Updates from Clubs and Ski Team	<ul style="list-style-type: none"> ● <u>Baddeck Nordic:</u> ● <u>At 95 members for the season, about 120 people have purchased day passes. We have a skier to help with track setting and grooming. Have applied for a small grant and got letters of support including from our local MLA.</u> ● <u>North Highlands Nordic:</u> ● <u>Jackrabbit had 17 kids and 10 in bunnies.</u> ● <u>Weekly ski socials are really taking off with breakfast and lunch offered.</u> ● <u>Trails are in really good shape this year.</u> ● <u>Scotia XC:</u> ● <u>Programming has happened week after week which hasn't happened in years.</u> ● <u>Most programs were filled this year.</u> ● <u>Switched to Nordic pulse for grooming this year which makes a big difference in trail condition posts</u> ● <u>At 380 total members.</u> ● <u>Cape Breton Nordic:</u> ● <u>38 members registered, one event at Seaview and one at Ben Eoin and 2 scheduled for Ben Eoin this coming week</u> ● <u>Ski Team:</u> ● <u>Been a tough winter due to too much or too little snow, sad to cancel provincials.</u> ● <u>Did make it to Eastern in Montreal, had 2 people to make the heats.</u> ● <u>Have 4 kids slotted for nationals.</u> 	
Any other things to note	<ul style="list-style-type: none"> ● <u>Talking about Annual outcomes:</u> ● <u>Melanie took the board through our proposed outcomes for the upcoming year, it is all stuff from our strategic plan so nothing too surprising.</u> 	
Adjournment	<p>Motion to adjournment at 8:20 Moved: Melanie Seconded: Eileen Motion Passed</p>	

The next meeting will be on March 18th, 2025 at 7 pm.

CCNS Board Meeting Minutes
Date: March 18th, 2025 at 7 pm

Present: Eileen, Melanie, Lois, John, Dave

Regrets: Paula, Lorenzo, Kris, Daniel

Non-Voting Members: Aidan, Cathy

Agenda	Discussion	Time
Call to Order		Meeting Called to order at 7:03 pm.
Approve Agenda	Motion: To approve the current agenda (Attachment #1) Moved: No quorum Seconded: Motion Passed	
Approve Minutes	Motion: To approve February Meeting Minutes (Attachment #2) Moved: No quorum Seconded: Motion Passed	
PSO Coordinator Update - Aidan	<ul style="list-style-type: none"> ● Outcomes and eligibility are done for the year ● Reminder I will be off from April 12th to the 30th 	
Communications Update - Cathy	<ul style="list-style-type: none"> ● Just worked on promoting club events ● Trying to promote clubs and events through well-done graphics ● Looking to bring back the newsletter when there's more time. ● Will tally up final numbers of the year for the AGM in May 	
Finance Report – Kris	<ul style="list-style-type: none"> ● N/A 	
Coach Development – Melanie/Dave	<ul style="list-style-type: none"> ● Learned some budgeting items this year that we can take moving forward around budgeting for travel. 	
Ski Ambassadors Update - Melanie	<ul style="list-style-type: none"> ● The ski ambassador program is considered a huge success again this year. ● Will put together a final report ahead of the AGM 	
Updates from Clubs and Ski Team	<ul style="list-style-type: none"> ● <u>Baddeck Nordic:</u> ● <u>Trails are still open but looking like that won't last very long, it was a good winter</u> ● <u>North Highlands Nordic:</u> ● <u>Busy March break week, filled with events every day, the weather was perfect all week and the trails were busy.</u> ● Loppet turnout was really good. 	

	<ul style="list-style-type: none"> ● Confirmed provincials will be back in North Highlands Nordic next year. ● The Jackrabbit and Bunny program was very popular this year and looking to continue that success next year. ● <u>Scotia XC:</u> ● Not too much to report from Scotia XC ● Programming was fairly successful this year for 5 or 6 weeks ● Looking to have roller ski camp this spring based on demand. ● Looking to get youth racing back next year. ● Nordic Pulse for groom reporting was a huge success this year. ● <u>Cape Breton Nordic:</u> ● Not the best season in Sydney, a lot of effort went into making everything top notch but we just didn't have the weather to back it up. ● <u>Ski Team:</u> ● U18 and U16 have started racing the last 2 days and the U20s start tomorrow 	
Any other things to note	<ul style="list-style-type: none"> ● AGM tentatively for May 6th ● Motion to pay \$300 to a lady in the north end for her storing our skis ● Seconded: Paula ● Motion Passed 	
Adjournment	<p>Motion to adjournment at 7:44 pm Moved: No quorum Seconded: Motion Passed</p>	

The next meeting will be at the AGM on May 6th, 2025 at 7 pm.

Meeting Minutes

Committee:	Cross Country Nova Scotia Board of Directors	
Meeting Date:	September 23rd, 2025	Meeting Time: 7:00
Meeting Location:	Zoom	
Present	John Graham (President), Eileen Woodford (Vice-President), Marcy Madamombe (Treasurer), Taylor Buchanan (Secretary), Lorenzo Caterini (Director), Daniel Murry (Director), David Hubley (Director), Paula Michaelis (Director), Aidan Devine (PSO Coordinator), and Cathy Caouette (Communications Coordinator)	
Absent	Lorenzo Caterini,	

Item	SUBJECT / DISCUSSION	ACTION / RESPONSIBILITY/Motions/Votes
1	Call to order -Welcome	
2	Approve Agenda	
3	Review and Approve Previous Minutes <ul style="list-style-type: none"> Items arising from the minutes 	Moved: Paula Seconded: Cathay Motion carries No business arising from the minutes
4	President's Update <ul style="list-style-type: none"> Board Bios and photo Board On Boarding 	John and Aidan will work on corporate sponsorship and bring forth a recommendation to the next meeting.
5	Vice President's Update <ul style="list-style-type: none"> Strategic Plans Grants 	Aidan will send a bylaw template. Review Committee to: (Confirm the amount of funds available for this year's grants. Confirm that the grant application is still good for this season.) Agree on new date for submitting grant applications: October 21st, 2025 Moved: John Graham Seconded: Daniel Murray Motion carries
6	Treasurers Update <ul style="list-style-type: none"> Financial Report Grants 	
7	Secretary's Update <ul style="list-style-type: none"> Renew registration with NS Registry of Joint Stocks and Companies 	
8	Club Updates <ul style="list-style-type: none"> Cape Breton Nordic Baddeck Nordic Scotia XC Ski North Highlands Nordic 	•

9	Competitive Ski Team Update	<ul style="list-style-type: none"> • Daniel will take a lead on organizing officiating courses where folks can gather to complete the training
10	PSO Coordinator's Update <ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • Aidan will take a lead on the Ski Ambassadors Program, including job descriptions. • He will get us a budget for Sports for All grant • Send out Annual Report to board members •
11	Communication's Update <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Clubs to report on events they plan on hosting to input onto the website
12	Other Business <ul style="list-style-type: none"> • Ski Ambassadors Program • Coach Development • Masters • Groomer Development 	<ul style="list-style-type: none"> • • • •
13	Date and Time of Next Meeting	October 28th, 2025 at 7pm
14	Adjournment	8:42 pm

Minutes

Committee:	Cross Country Nova Scotia Board of Directors	
Meeting Date:	October 28, 2025	Meeting Time: 7 pm
Meeting Location:	Google Meet	
Membership:	John Graham (President), Eileen Woodford (Vice-President, Marcy Madamombe (Treasurer), Taylor Buchanan (Secretary), Lorenzo Caterini (Director), Daniel Murry (Director), David Hubley (Director), Paula Michaelis (Director), Aidan Devine (PSO Coordinator), and Cathy Caouette (Communications Coordinator)	
Regrets	Paula Michaelis,	

Item	SUBJECT	Action/Responsibility/Motions/Votes
1	Call to order -Welcome	
2	Approve Agenda	
3	Review and Approve Previous Minutes 1. Items arising from the minutes	
4	President's Update <ul style="list-style-type: none"> ● Board Bios and photo ● Board Member Recruitment, Transition and Succession Strategy. ● Corporate Sponsorship 	Getting reviewed an organization to receive funding requires us to ensure strategic plan is up to date. Seaview Golf Club: to recognize them in the form of a plaque as a corporate sponsor as opportunity to promote Cross Country Skiing
5	Vice President's Update <ul style="list-style-type: none"> ● Strategic Plan Implementation ● Revised By-laws 	Eileen planning to finish first draft of By-laws by January
6	Treasurers Update <ul style="list-style-type: none"> ● Financial Report ● DRAFT 2025-26 Budget 	Surplus suggestions: Dave will look into securing a learning facilitator for a Learn to Train session. John will approach one of the Ambassadors about Ambassadors/Volunteer vests
7	Secretary's Update <ul style="list-style-type: none"> ● 	
8	Club Updates <ul style="list-style-type: none"> ● Cape Breton Nordic ● Baddeck Nordic ● Scotia XC Ski ● North Highlands Nordic 	CBN: BN: SXC: NHN: NEW CLUB: Ski Margaree Trail Society John moves to accept Ski Margaree Trail Society as a member of CCNS Eileen seconds.

		Motion carries
9	High-performance program Update <ul style="list-style-type: none"> ● Competitive Team ● Officiating 	
8	PSO Coordinator's Update <ul style="list-style-type: none"> ● Sports NS update ● CCNS Ski Ambassador's Program <ul style="list-style-type: none"> ○ Ski Ambassador Program ● Zone 4 ● Nordiq Canada Insurance ● Community Grant 	Ambassadors: Michelle, Linden, Kat Kitching Aidan will follow up with Devan Snow, Claire Milner, Stacy Payne, and John Graham (maybes). Also approach Pierre Roi (Dave), Jenny Roi, Ike Whitehead Aidan will follow up on Community Grant with the selections committee.
9	Communication's Update <ul style="list-style-type: none"> ● Google Workspace ● Features overview: share drive, project tracker, groups ● Google Ad grants approved 	CCNS received a Grant for free Google search text ads. Cathay is researching more about this and its potential for club use.
10	Other Business <ul style="list-style-type: none"> ○ Coach Development: Adult Instructor course, Community Coach, L2T, & roller ski ○ Para ○ Burning questions for next meeting 	
11	Date and Time of Next Meeting	November 25th, 2025
12	Adjournment	8:45pm

Note: The PSO coordinator and Communications coordinator are invited to meetings by virtue of their positions with CCNS (ex-officio/non-voting attendees).

Minutes

Committee:	Cross Country Nova Scotia Board of Directors	
Meeting Date:	November 25, 2025	Meeting Time: 7 pm
Meeting Location:	Google Meet	
Membership:	Eileen Woodford (Vice-President, Marcy Madamombe (Treasurer), Paula Michaelis , Lorenzo Caterini (Director),David Hubley (Director), Paula Michaelis (Director),Jennifer Watts (New Club), Aidan Devine (PSO Coordinator), and Cathy Caouette (Communications Coordinator)	
Regrets	John Graham (President),Taylor Buchanan (Secretary), Daniel Murry (Director),	

Item	SUBJECT	Action/Responsibility/Motions/Votes
1	Call to order -Welcome	Called to order at 7:04 Welcome to Jennifer Watts for Margaree ski club
2	Approve Agenda	Motion to approve agenda Motion: Paula Seconded: Eileen All in favor
3	Review and Approve Previous Minutes 2. Items arising from the minutes	Motion to approve minutes: Motion: Lorenzo Second: Paula
4	President's Update •	N/A
5	Vice President's Update • Strategic Plan Implementation • Revised By-laws	<ul style="list-style-type: none"> • Eileen asked that people look at the draft of the bylaws and make notes and suggestions on any of the highlighted areas • Eileen went over updates on the strategic plan and where we are at with all the goals
6	Treasurers Update • Financial Report	<ul style="list-style-type: none"> • Motion to accept treasurer report • Motion by Dave • Seconded by Lorenzo
7	Secretary's Update •	N/A
8	CCNS Director of Coaching and Athlete Development • Coaching Clinics • Masters X-country Ski Camp Jan 23-25 • NHN Ski Camp Jan 31-Feb 01, 2026	<ul style="list-style-type: none"> • Dave discussed all the upcoming coaching events <ul style="list-style-type: none"> ○ 9 registered for the camp in December ○ 25 registered so far for Adult camp in January at NHN

9	Club Updates <ul style="list-style-type: none"> ● Cape Breton Nordic ● Baddeck Nordic ● Scotia XC Ski ● North Highlands Nordic ● Margaree Ski Society 	CBN: N/A BN: Waiting for the contractor to come out to do some work on the trails. SXC: Holding partner till end of December NHN: Getting everyone out on the trails with some nordic walking and tea Margaree: Having their opening event on January 24th, all are welcome to attend. Had volunteers out helping with trail and phase 1 of their plan is almost complete.
10	High-performance program Update <ul style="list-style-type: none"> ● Competitive Team ● Officiating ● Canada Games 	N/A
11	PSO Coordinator's Update <ul style="list-style-type: none"> ● Sports NS update ● CCNS Ski Ambassador's Program ● Zone 4 <ul style="list-style-type: none"> ○ Auto Email ● Nordiq Canada Insurance <ul style="list-style-type: none"> ○ COI request form 	<ul style="list-style-type: none"> ● Went over the upcoming SDT ● Discussed the upcoming year for all the ski ambassadors hired and some of their plans for the coming year. ● Discussed some possible recruitment strategies for Cape Breton to get more ambassadors with Michelle ● If landholders are requiring a COI please send their requests to me
12	Communication's Update <ul style="list-style-type: none"> ● Google Workspace ● Features overview: share drive, project tracker, groups 	<ul style="list-style-type: none"> ● Talk about background work she is doing to get ready for the season and the promotion she is doing around upcoming coaches events.
13	Other Business <ul style="list-style-type: none"> ● Burning questions for next meeting 	<ul style="list-style-type: none"> ● N/A
14	Date and Time of Next Meeting	December 16th, 2025
15	Adjournment	8:33 pm Motion to adjourn Motion: Eileen Second: Dave

Note: The PSO coordinator and Communications coordinator are invited to meetings by virtue of their positions with CCNS (ex-officio/non-voting attendees).

Minutes

Committee:	Cross Country Nova Scotia Board of Directors	
Meeting Date:	Dec 16, 2025	Meeting Time: 7 pm
Meeting Location:	Google Meet	
Membership:	Eileen Woodford (Vice-President, Marcy Madamombe (Treasurer), Paula Michaelis , Lorenzo Caterini (Director),David Hubley (Director), Paula Michaelis (Director),Jennifer Watts (New Club), Aidan Devine (PSO Coordinator), and Cathy Caouette (Communications Coordinator)John Graham (President)	
Regrets	Taylor Buchanan (Secretary), Daniel Murry (Director)	

Item	SUBJECT	Action/Responsibility/Motions/Votes
1	Call to order -Welcome	Called to order at 7:07
2	Approve Agenda	Motion to approve agenda Motion: John Seconded: Eileen Motion passed
3	Review and Approve Previous Minutes <ul style="list-style-type: none"> Items arising from the minutes 	Motion to approve minutes: Motion: John Second: Eileen Motion passed
4	President's Update <ul style="list-style-type: none"> Nordiq Canada Liability Insurance 	<ul style="list-style-type: none"> John has sent an email to Nordiq Canada to request some updates to the insurance manual to include more recreation based language
5	Vice President's Update <ul style="list-style-type: none"> Strategic Plan Implementation Revised By-laws (in January) 	<ul style="list-style-type: none"> John and Eileen, met last week to work and clean up the bylaws and will have a final version for January
6	Treasurers Update 3. Financial Report	<ul style="list-style-type: none"> Motion to hire ski ambassadors as employee and to increase ski ambassador program budget from \$18,000 to \$23,352 Motioned by Eileen Motion passed Seconded by David Motion passed Motion to accept treasurer report Motion by John Seconded by Paula Motion Passed
7	Secretary's Update	N/A
8	CCNS Director of Coaching and Athlete Development <ul style="list-style-type: none"> Community Coaching Clinic Dec 6-7 	<ul style="list-style-type: none"> Community coaching course ran Dec 6 and 7 3 or 4 will be ski ambassadors Learning facilitator workshop March 21st - 22nd

	<ul style="list-style-type: none"> • Masters X-country Ski Camp Jan 23-25 • NHN Ski Camp Jan 31-Feb 01, 2026 	
9	Club Updates <ol style="list-style-type: none"> 4. Cape Breton Nordic 5. Baddeck Nordic 6. Scotia XC Ski 7. North Highlands Nordic 8. Margaree Ski Society 	CBN: New President BN: 10 km of trail, not open for the season yet but hoping to this weekend. SXC: 12 days of skiing in the kentville area, Scotia xc interested in hosting provincials but it is Scheduled at North Highlands Nordic NHN: North Highlands Nordic will host provinces. Haven't been able to groom yet but should be done by the weekend. A lot of snow down. Margaree: Event January 24th. Trying to stay very community focused this year.
10	High-performance program Update <ul style="list-style-type: none"> • Competitive Team • Officiating • Canada Games 	<ul style="list-style-type: none"> • Possibly level 2 officiating course going to look at it more closely and report back in the new year
11	PSO Coordinator's Update <ul style="list-style-type: none"> • Sports NS update • CCNS Ski Ambassador's Program • Updated Google drive 	<ul style="list-style-type: none"> • Safe Sport is still in the process • Contracts have been sent out for all Ski Ambassadors • Google drive has been updated and a table of contexts is on the front page
12	Communication's Update <ul style="list-style-type: none"> • Google Workspace • Features overview: share drive, project tracker, groups 	<ul style="list-style-type: none"> • Promoting • Reaching out to clubs and municipality to make sure our contact info is up to date • Starting an e-news later
13	Other Business <ul style="list-style-type: none"> • Burning questions for next meeting 	<ul style="list-style-type: none"> • N/A
14	Date and Time of Next Meeting	January 27th, 2025
15	Adjournment	8:28pm Motion to adjourn Motion: John Second: Eileen Motion Passed

Note: The PSO coordinator and Communications coordinator are invited to meetings by virtue of their positions with CCNS (ex-officio/non-voting attendees).

