

BOARD MEETING MINUTES

January 2026 - December, 2026

Minutes

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| Committee: | Cross Country Nova Scotia Board of Directors | |
| Meeting Date: | January 27, 2026 | Meeting Time: 7 pm |
| Meeting Location: | Google Meet | |
| Membership: | John Graham (President), Eileen Woodford (Vice-President), Taylor Buchanan (Secretary), Lorenzo Caterini (Director), Daniel Murry (Director), David Hubley (Director), Paula Michaelis (Director), Aidan Devine (PSO Coordinator), and Cathy Caouette (Communications Coordinator), Jennifer Watts (non-voting) | |
| Regrets | | |

| Item | SUBJECT | Action items |
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| 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 | Eileen moves to approve Daniel Seconds Motion carries |
| 4 | President's Update <ul style="list-style-type: none"> Nordiq Canada Liability Insurance | John has been in contact to clarify coverage about skiers that not supervised by a coach, snowshoes, hikers/nordic walking. Still waiting for this response. Aidan will follow up to see what coverage is with NS Rec. |
| 5 | Vice President's Update <ul style="list-style-type: none"> Strategic Plan Implementation Revised By-laws (in January) | By-law revisions had been circulated prior to this meeting. Edit suggestions have been discussed and updated. Eileen will meet with organizational effective group to answer lasting questions. |
| 6 | Treasurers Update | |
| 7 | Secretary's Update | Looking into Tier 3 event sanctioning |
| 8 | CCNS Director of Coaching and Athlete Development <ul style="list-style-type: none"> Community Coaching Clinic Dec 6-7 Masters X-country Ski Camp Jan 23-25 NHN Ski Camp Jan 31-Feb 01, 2026 | |
| 9 | Club Updates <ul style="list-style-type: none"> Cape Breton Nordic Baddeck Nordic Scotia XC Ski North Highlands Nordic <ul style="list-style-type: none"> Provincials | <ul style="list-style-type: none"> John Eileen Lorenzo Paula Jennifer: Margaree launched their first Try It event! |

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| | <ul style="list-style-type: none"> ○ Loppet ○ Jackrabbit Invitational ● Margree | Daniel and Aidan will look into information about sanctioning XC Provincials and other events (Bunny/Jackrabbit Races) |
| 10 | High-performance program Update <ul style="list-style-type: none"> ● Competitive Team ● Officiating ● Canada Games | <ul style="list-style-type: none"> ● We have racers going to Easterns! Thank you for 18 years of great work Daniel! |
| 11 | PSO Coordinator's Update <ul style="list-style-type: none"> ● Sports NS update ● CCNS Ski Ambassador's Program | <ul style="list-style-type: none"> ● Aidan Ski ambassador hours will not be lost from ambassadors stepping down, they will be transferred to other ambassadors. |
| 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"> ● Cathy |
| 13 | Other Business <ul style="list-style-type: none"> a. Burning questions for next meeting | |
| 14 | Date and Time of Next Meeting | February 24th, 2026 |
| 15 | Adjournment | 8:55 pm |

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

Minutes

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|--------------------------|--|--------------------|
| Committee: | Cross Country Nova Scotia Board of Directors | |
| Meeting Date: | February 24th, 2026 | Meeting Time: 7 pm |
| Meeting Location: | Video call link: https://meet.google.com/deh-jytx-uks | |
| 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 | Lorenzo Caterini (Director) | |

| Ite m | SUBJECT | Actions, notes |
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| 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 | Taylor moves to approve minutes Paula seconds No business arising from the minutes |
| 4 | President's Update <ul style="list-style-type: none"> Nordiq Canada Liability Insurance | <ul style="list-style-type: none"> Budget reduced from \$22000 to \$17600 for next year. Kentville Pride event was cancelled by the town due to safety concerns in relation to the pride event. No rescheduled event is planned for this season. <ul style="list-style-type: none"> A letter will be drafted by John to show our support to recreation departments and Valley Pride to demonstrate our ongoing support for future collaborative events despite threats. Devan Snow has resigned as Ski Ambassador |
| 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"> Bylaws are currently being reviewed and updated with steady progress SPI: Initiatives- Safe Sport, <i>Committees (Aiden will follow up with folks who have previously been a part of this committee to establish)</i>, Program Administration, Human Resources Policy |
| 6 | Treasurers Update <ul style="list-style-type: none"> Financial Report | <ul style="list-style-type: none"> Questions regarding board account and investment carryover from the fiscal year will be deferred to the next meeting so answers can be clarified. Aiden will follow up on the financial report from Kate. |
| 7 | Secretary's Update <ul style="list-style-type: none"> | |
| 8 | CCNS Director of Coaching and Athlete Development <ul style="list-style-type: none"> | <ul style="list-style-type: none"> March 20-22nd Stephen Novosad coming from Montreal coming to give Ski Ambassadors training to become learning facilitators to develop more instructors. David will become Master Coach Developer to eliminate outsourcing for creating new |

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| | | learning facilitators to build capacity for in province coaching. Waiting to hear about funding to support this. |
| 9 | Club Updates <ul style="list-style-type: none"> ● Cape Breton Nordic ● Baddeck Nordic ● Scotia XC Ski ● North Highlands Nordic ● Margaree | <ul style="list-style-type: none"> ● John: <ul style="list-style-type: none"> ○ Groomers have been trained and recruited! ○ Family day had ~40 folks show up! ● Eileen <ul style="list-style-type: none"> ○ Great snow! Consistent conditions ○ 3 back up groomers have been added ○ 123 members ● Dave <ul style="list-style-type: none"> ○ Consistent conditions! Brunello is main place for lessons ○ Multiple groomed areas have been active ● Paula <ul style="list-style-type: none"> ○ 50 cm+ base ○ School groups have been coming for programs ○ Provincials were a success! ○ Loving all the snow, it's been keeping us busy! ● Jennifer <ul style="list-style-type: none"> ○ Still figuring out grooming/volunteer networks within the community ○ Working on getting signage lined up with the help of received provincial grant ○ Moonlight Ski coming up first week of March |
| 10 | High-performance program Update <ul style="list-style-type: none"> ● Competitive Team ● Officiating ● Canada Games | <ul style="list-style-type: none"> ● Romey won her category ● Cohen and Suzanne at Easterns <ul style="list-style-type: none"> ○ Suzanne qualified 13th, finished 12th in semi finals ○ Cohen qualified 14th; last weekend placed 9th at Ontario Champs ● Milo and Cohen finished 4th in the relay at OUA ● Next up is national championships ● Emma is in Europe now for the Para-olympics competing in 2 weeks |
| 11 | PSO Coordinator's Update <ul style="list-style-type: none"> ● Sports NS update ● CCNS Ski Ambassador's Program Funding Request ● Rec NS Insurance Summary - | <ul style="list-style-type: none"> ● Aidan will work with Taylor and Daniel to create a package for hosting future provincial competitions. ● Looking for a list of athletes and officials from each club ● 1000+ people reached by ski ambassador programming <ul style="list-style-type: none"> ○ working overtime (requesting more hours to finish out work for the rest of the season - \$3970 of pay) |

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| | https://docs.google.com/document/d/16lfcj0FuSigVya8w6kk7i6PEsQwxixLGOET3cfG5d68/edit?usp=sharing <ul style="list-style-type: none"> ● Participation Data | <ul style="list-style-type: none"> ▪ Motion to approve additional hours for ski ambassadors of a reallocation of approximately \$4000 to finish the season by Taylor ▪ Seconded by Paula ▪ Motion carries ● Recreation NS Insurance found would cover property damage and injury where nordiq canada does not. Link is included in agenda item |
| 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"> ● If you want anything highlighted, send Cathy an email ● Lots of footage from events has been captured! ● Volunteer award nominations are open! |
| 13 | Other Business <ul style="list-style-type: none"> ○ Burning questions for next meeting | |
| 14 | Date and Time of Next Meeting | March 24th, 7pm |
| 15 | Adjournment | 8:34 pm |

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

Minutes

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|--------------------------|--|--------------------|
| Committee: | Cross Country Nova Scotia Board of Directors | |
| Meeting Date: | March 31st, 2026 | Meeting Time: 7 pm |
| Meeting Location: | Video call link: https://meet.google.com/deh-jytx-uks | |
| Membership: | John Graham (President), Eileen Woodford (Vice-President), Marcy Madamombe (Treasurer), Lorenzo Caterini (Director), Aidan Devine (PSO Coordinator), and Cathy Caouette (Communications Coordinator) | |
| Regrets | Daniel Murry (Director) Paula Michaelis (Director) Taylor Buchanan (Secretary) David Hubley (Director) | |

| Item | SUBJECT | Actions, notes |
|------|---|---|
| 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 | Eileen moves to approve minutes Marcy seconds No business arising from the minutes |
| 4 | President's Update <ul style="list-style-type: none"> Nordiq Canada Liability Insurance CSO Award Winner Ski Ambassador's program Round Table on the Future of X-C skiing Board Retreat | <ul style="list-style-type: none"> John reviewed the Nordiq Canada DEDC around the liability insurance and the specifics of what is covered and what the clubs need to do to sanction certain events. John has nominated Cape Breton Nordic for Community SPort Organization of the year, it will rotate every year Ski Ambassadors year finished up really strong. They ran a queer ski night in HRM with no issues. During the coaching camp at NHN members from all the clubs met along with Stephen from Nordiq Canada they discussed the future of Cross Country Ski in Nova Scotia and what the future holds. Roundtables will take place in Cape Breton and HRM in the coming months Put the feelers out for a board retreat in the future to look at the future of Cross Country Ski in our province |
| 5 | Vice President's Update <ul style="list-style-type: none"> Strategic Plan Implementation Revised By-laws | <ul style="list-style-type: none"> Reviewed the strategic plan to see what is completed and what is coming up for the future. Bylaws are in the final stages just going over the final reviews, close to completed |
| 6 | Treasurers Update <ul style="list-style-type: none"> Financial Report | <ul style="list-style-type: none"> Marcy presented a financial update with the actuals up to February 2026 from Sport NS. Marcy discussed the investment account and the process if we wanted to withdraw money |
| 7 | Secretary's Update | <ul style="list-style-type: none"> N/A |

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| 8 | CCNS Director of Coaching and Athlete Development <ul style="list-style-type: none"> NHN Camp | <ul style="list-style-type: none"> The learning facilitators camp was a success. 3 new LFs. Now 3 in HRM and 2 in Cape Breton. Goal to use this to increase people eligible for the ski ambassador program as well as increase clubs coaching capacity. Dave is now eligible to train LFs |
| 9 | Club Updates <ul style="list-style-type: none"> Cape Breton Nordic Baddeck Nordic Scotia XC Ski North Highlands Nordic(Not in attendance) Margaree | <ul style="list-style-type: none"> John: <ul style="list-style-type: none"> One of the best years in recent memory. Increases membership through social media and municipality promotion Eileen <ul style="list-style-type: none"> Great snow this year. The year was a big success. Open over 60 days this year. Lorenzo <ul style="list-style-type: none"> The season has wrapped up. 6 weeks of consistent snow, best year in a while Jennifer <ul style="list-style-type: none"> Closed a few weeks ago, a great learning year. Got a small grant from the provincial government to help improve signage. Looking at processes around partnering with outside groups. |
| 10 | High-performance program Update <ul style="list-style-type: none"> Competitive Team Officiating Canada Games | <ul style="list-style-type: none"> N/A |
| 11 | PSO Coordinator's Update <ul style="list-style-type: none"> Sports NS update Membership Overview | <ul style="list-style-type: none"> Just wrapping up the end of the fiscal and the government requirements that come with that. A membership overview document |
| 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"> If you want anything highlighted, send Cathy an email Did a lot of work around Emma Archibald and her experience and footage at the para olympic games Created a larger para page on the website to highlight all the para opportunities available in Nova Scotia Lots of footage from events has been captured! |
| 13 | Other Business <ul style="list-style-type: none"> Burning questions for next meeting | <ul style="list-style-type: none"> AGM date set for May 26th, 2026 |
| 14 | Date and Time of Next Meeting | April 28th, 2026 |
| 15 | Adjournment | 8: 30pm |

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