BOARD MEETING MINUTES
2026 Compiled
Jan 1, 2026 - Dec 31, 2026

Minutes

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
1	**Call to order** **-Welcome**	
2	**Approve Agenda**	
3	**Review and Approve Previous Minutes** ● Items arising from the minutes	Eileen moves to approve Daniel Seconds Motion carries
4	**President's Update** ● 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** ● 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** ● 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** ● Cape Breton Nordic ● Baddeck Nordic ● Scotia XC Ski ● North Highlands Nordic	● John ● Eileen ● Lorenzo ● Paula

	○ Provincials ○ Loppet ○ Jackrabbit Invitational ● Margree	● Jennifer: Margaree launched their first Try It event! Daniel and Aidan will look into information about sanctioning XC Provincials and other events (Bunny/Jackrabbit Races)
10	**High-performance program Update** ● Competitive Team ● Officiating ● Canada Games	● We have racers going to Easterns! Thank you for 18 years of great work Daniel!
11	**PSO Coordinator's Update** ● Sports NS update ● CCNS Ski Ambassador's Program	● Aidan Ski ambassador hours will not be lost from ambassadors stepping down, they will be transferred to other ambassadors.
12	**Communication's Update** ● Google Workspace ● Features overview: share drive, project tracker, groups	● Cathy
13	**Other Business** a. Burning questions for next meeting	
14	**Date and Time of Next Meeting**	February 24th, 2026
15	A**djournment**	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

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)	

Item	SUBJECT	Actions, notes
1	**Call to order** **-Welcome**	
2	**Approve Agenda**	
3	**Review and Approve Previous Minutes** ● Items arising from the minutes	Taylor moves to approve minutes Paula seconds No business arising from the minutes
4	**President's Update** ○ Nordiq Canada Liability Insurance	- 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. - 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** ● Strategic Plan Implementation ● Revised By-laws (in January)	- Bylaws are currently being reviewed and updated with steady progress - SPI: Initiatives- Safe Sport, *Committees (Aiden will follow up with folks who have previously been a part of this committee to establish)*, Program Administration, Human Resources Policy
6	**Treasurers Update** ● Financial Report	- 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** ●	
8	**CCNS Director of Coaching and Athlete Development** ●	- 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 learning facilitators to build capacity for in province coaching. Waiting to hear about funding to support this.
9	**Club Updates** ● Cape Breton Nordic ● Baddeck Nordic ● Scotia XC Ski ● North Highlands Nordic ● Margaree	● John: o Groomers have been trained and recruited! o Family day had ~40 folks show up! ● Eileen o Great snow! Consistent conditions o 3 back up groomers have been added o 123 members ● Dave o Consistent conditions! Brunello is main place for lessons o Multiple groomed areas have been active ● Paula o 50 cm+ base o School groups have been coming for programs o Provincials were a success! o Loving all the snow, it's been keeping us busy! ● Jennifer o Still figuring out grooming/volunteer networks within the community o Working on getting signage lined up with the help of received provincial grant o Moonlight Ski coming up first week of March
10	**High-performance program Update** ● Competitive Team ● Officiating ● Canada Games	● Romey won her category ● Cohen and Suzanne at Easterns o Suzanne qualified 13th, finished 12th in semi finals o 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** ● Sports NS update ● CCNS Ski Ambassador's Program Funding Request	● 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

	● Rec NS Insurance Summary - https://docs.google.com/document/d/16lfcJ0FuSjgVya8w6kk7i6PEsQwxixLG0ET3cfG5d68/edit?usp=sharing ● Participation Data	○ working overtime (requesting more hours to finish out work for the rest of the season - $3970 of pay) ▪ 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** ● Google Workspace ● Features overview: share drive, project tracker, groups	● 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** ○ 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

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** ● Items arising from the minutes	Eileen moves to approve minutes Marcy seconds No business arising from the minutes
4	**President's Update** ○ Nordiq Canada Liability Insurance ○ CSO Award Winner ○ Ski Ambassador's program ○ Round Table on the Future of X-C skiing ○ Board Retreat	● 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** ● Strategic Plan Implementation ● Revised By-laws	● 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** ● Financial Report	● 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** ●	● N/A
8	**CCNS Director of Coaching and Athlete Development** ● NHN Camp	● 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** ● Cape Breton Nordic ● Baddeck Nordic ● Scotia XC Ski ● North Highlands Nordic(Not in attendance) ● Margaree	● John: o One of the best years in recent memory. Increases membership through social media and municipality promotion ● Eileen ○ Great snow this year. The year was a big success. Open over 60 days this year. ● Lorenzo ○ The season has wrapped up. 6 weeks of consistent snow, best year in a while ● Jennifer ○ 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** ● Competitive Team ● Officiating ● Canada Games	● N/A
11	**PSO Coordinator's Update** ● Sports NS update ● Membership Overview	● Just wrapping up the end of the fiscal and the government requirements that come with that. ● A membership overview document
12	**Communication's Update** ● Google Workspace ● Features overview: share drive, project tracker, groups	● 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** ○ Burning questions for next meeting	● AGM date set for May 26th, 2026
14	**Date and Time of Next Meeting**	April 28th, 2026
15	A**djournment**	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).

Minutes

Committee:	Cross Country Nova Scotia Board of Directors	
Meeting Date:	June 19th, 2026	Meeting Time: 7 pm
Meeting Location:	Video call link: https://meet.google.com/qtf-qxuc-fev	
Membership:	John Graham (President), Aidan Devine (PSO Coordinator), Daniel Murray (Director), and David Hubley (Director), Jennifer Watts (Director)	
Regrets	Lorenzo Caterini (Director), Marcy Madamombe (Treasurer),Eileen Woodford (Vice-President)	

Item	SUBJECT	Actions, notes
1	**Call to order** **-Welcome**	
2	**Approve Agenda**	
3	**Review and Approve Previous Minutes** ● Items arising from the minutes	● Minutes not available at time of meeting
4	**President's Update** ○ CCNS Club Grants ○ Board Retreat ○ Communications Officer	● Proposed spring club grant to take advantage of the provincial government grants available in the spring and to help with training and trail maintenance. ● Motion create a spring club grant to help clubs with trail maintenances and other spring activities with a maximum budget for $5000 (For spring 2027) ● Moved by: John Graham ● Seconded by: Jennifer Watts ○ Motion passed ● Motion to increase fall club grant up to a maximum allocation of $10,000 for one time only this fall (2026) ● Moved by: John Graham ● Second by: Jennifer Watts ○ Motion passed ● Proposed board retreat to start the strategic planning process for 2027 and onward, ○ Aidan will follow up with Andrew on the possibility of doing it in person/hybrid and the process ● Communications officer job description draft is complete, will be circuited to board members for feedback, then posted

5	**Vice President's Update** ● Strategic Plan Implementation ● Revised By-laws	● N/A
6	**Treasurers Update** ● Financial Report	● N/A
7	● **Secretary's Update**	● N/A
8	**CCNS Director of Coaching and Athlete Development** ● Learn to Train Course	● Would like to do a learn to training course September 19 to 21st for dryland training and then the snow portion sometime in January
9	**Club Updates** ● Cape Breton Nordic ● Baddeck Nordic ● Scotia XC Ski ● North Highlands Nordic ● Margree	● Scotia XC - Had the AGM last week, everything is continuing has normal ● Margree - Had the AGM last week, 15 people in attendance. Elected 2 new board members ● Baddeck Nordic- Trails have been very thoroughly developed and looking great.
10	**High-performance program Update** ● Competitive Team ● Canada Games	● No Updates
11	**PSO Coordinator's Update** ● Sports NS update ● Safe Sport Update ● Bryan Scallion Award	● New CEO at Sport NS ● Policies and documents have been sent to the lawyers ● Bryan Scallion award plaque has been updated, I feel it has outgrown its current home and would like to look for a new one. Daniel will reach out to Bryan's daughter to get her insight.
12	**Communication's Update** ●	● N/A
13	**Other Business** ● Burning questions for next meeting	● N/A
14	**Date and Time of Next Meeting**	● Not meeting in July, will come back in August.
15	A**djournment**	7:51

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:	September 29th, 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),Daniel Murray (Director), Lorenzo Caterini (Director) , Jennifer Watts (Director), David Hubley (Director), Aidan Devine (PSO Coordinator)	
Regrets		

Item	SUBJECT	Actions, notes
1	**Call to order** **-Welcome**	Called to order at 7:04
2	**Approve Agenda**	
3	**Review and Approve Previous Minutes** ● Items arising from the minutes	● Minutes for August 2026 ● Approve minutes from August 2026 ○ Motioned by Daniel Murray ○ Seconded by Eileen Woodford ○ Motion passed
	President's Update ● Ski Ambassadors ● Strategic Planning ● Communications officer advertisement and compensation package - Posting for Co…	● John has been speaking with the ski ambassadors. Michelle would like to return, Claire and Kat have limited availability but are interested and Raven is also interested. Going to look at reviewing the ski ambassador Halifax region operations. ● Strategic planning will be postponed till after October 15th when the Sport Development Tool 3.0 comes out. ● Communications officer contract has a few edits left than will be posted sometime early next week
	Vice President's Update ●	● N/A
	Treasurers Update ● Financial Report	● Marcy went through the monthly financial statements provided by Sport Nova Scotia. Highlighting that our ski equipment has been depreciated fully and needs to be revalued.

		• When representing revenue Sport Nova Scotia uses and accrual system to represent it monthly so that's why it doesn't align with the full amount until the end of the year
	Secretary's Update	• N/A
	CCNS Director of Coaching and Athlete Development • Upcoming Camps and Events	• 2 weeks ago held a learn to train workshop where there 5 coaches that attended, Hosted by Stephen at Nordiq Canada • Looking to offer a community coaching course in Cape Breton and Halifax this year • There's a master facilitators cap for this upcoming year either in Ottawa or New Brunswick • Annual North Highlands Camp and and all women's camp are in the works for this year • If any clubs in Cape Breton are interested in running a Jackrabbit program, John and Michelle can facilitate a coaching course for that this year
	Club Updates • Cape Breton Nordic • Baddeck Nordic • Scotia XC Ski • North Highlands Nordic • Ski Margree	• Cape Breton Nordic - N/A • Baddeck - Open early bird registration is September, up to 39 members to date. Project to add 4.5 kms completed in June, working on signage and trail maintenance now • Scotia XC - Kids running program has started. Adult dryland training camp in the works registration is open. Coaches meeting is currently in the process of being scheduled • North Highlands Nordic - N/A • Ski Margaree - One work party already to get trail maintenance started. A small expansion of about half a kilometer of trail is scheduled. Registration has for the year is open
	High-performance program Update • Competitive Team • Canada Games	• Communication has started with the families around Canada Games • Canada games roster doesn't have to be set till early February
	PSO Coordinator's Update • Policy Review - Policy Review - … • Plooto Information - Plooto One Pag…	• Discussed the policy review that Andy at Sport Nova Scotia did for us. Aidan will start a policy manual that will include all policies we

		currently have and that we'll need to adopt so everything is in one place. ● Discussed using plooto to better track our financials, general consensus is it's a good idea and we will revisit once our financial policy has be finalized.
	Communication's Update ●	● N/A
	Other Business ● Burning questions for next meeting	● N/A
	Date and Time of Next Meeting	● October 27th, 2026 at 7 pm
	A**djournment**	Adjourned - 8:11 pm

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

Date Minutes Approved:

SIgnature: