



## **BICYCLE NOVA SCOTIA Board of Directors Meeting Minutes Monday, December 13, 2004**

Present: Jim Trussler, Mark Foster, Suzanne Lamb, Cathy Dunbar, Peter Mushkat, Kevin Besner, Pierre Nie, Matt Rockwell, Rory Gonsalves, Gerard Walsh, John Smith, Ike Whitehead, Marc Trussler.

Regrets: Joan LaPierre.

### **1. President's Opening Remarks**

Jim welcomed the new board and explained that the meeting would focus primarily on BNS orientation related topics.

### **2. Board Members' Introductions**

The returning Board members introduced themselves to the new members. Jim outlined his vision for BNS; beginning with learning the structure of the organization, safety issues, encouraging new membership, producing champions, and ultimately increasing physical activity among youth in Nova Scotia.

### **3. Orientation**

#### **a) Review of Orientation Documents**

The board members were provided with a set of orientation documents.

Ike reviewed his 5 years of involvement with BNS. He explained the present funding allotment from Sport Nova Scotia: \$13,000 is available to BNS; \$8,500 is allocated for Ike's time and the remainder is available for the Organization. The various partners within the BNS structure were reviewed and BNS's current goals were discussed. Ike remarked that the organization is on track and will have a number of projects to present when funding levels (Block Funding) are assessed. He noted that the Office of Health Promotion (Sport & Recreation) needs to be recognized publicly when BNS athletes are being interviewed. BNS is further ahead in certain areas (ie. athlete development) in comparison to some other provincial sport organizations. Our Quadrennial Plan, developed by past president Kevin MacCuish, is an excellent document outlining long range plans for BNS and should be reviewed and updated each year. It can be used as a guide for the Board in making decisions on a day-to-day basis and will be an excellent source of material for the next submission for Block Funding (2005). Other guides and forms such as the Race Organizer's Guide, Race Sanction Form, BNS Membership Form and Mountain and Road Organizer's Guides need to be revised and/or updated each year to reflect changes in policies, fees, membership race categories, etc. The Sport Nova Scotia contact person for funding, Ted Scrutton, will help BNS prepare for

the next cycle of funding allotment. BNS should begin the process by summarising the year-end reports.

b) Review of Memorandum of Association and By-Laws.

John noted the Memorandum document handed out as part of the orientation package has the page numbers corrected. He briefly reviewed the Board of Directors' positions and Committee positions and that it is used as a reference to get new Board members familiar with BNS. Mark explained that one of the new committee positions, Events Coordinator, has not been added to the document as of yet. Kevin requested that Mark put the Committee positions on the BNS website so people will become familiar with them. Jim noted that a lawyer should go over the document because items such as insurance policies with Clubs are missing.

c) Other Important Documents: Quadrennial Plan, Board of Directors Guide, and 2004 Annual Reports.

A discussion was held on the importance of these documents and that communication between BNS and the public is essential to maintaining a successful organization.

#### **4. Communications**

a) Overall Strategy

John reported that a draft communications strategy had been prepared by Andrea Moritz in the fall, with John's input. The draft document will be presented at the January BOD meeting. John remarked that the new BNS website has greatly advanced the BNS communications. Items such as brochures, posters, and a new reader-friendly membership application form will also improve communications to the public. Another helpful idea for recruitment purposes would be to have a section on the membership application form where people could submit information on their job/skills.

Ike noted that he will organize media coverage. Race results need to be sent to him for submission to newspapers on the Monday after a race. Information on athletes should also be sent to Ike.

b) Web-site and E-mail

Mark gave a through step-by-step presentation on how to use the BNS forum and website email addresses. A discussion concerning forum administration (moderators) was held, resulting in a general consensus that Mark may block inappropriate remarks, using his best judgement. It is very important that the forum be used for communication. The Board will commit to using the website and Mark or Peter will assist us technically, if needed.

#### **5. Insurance and Membership Issues**

Gerard discussed the insurance coverage issue. The provincial clubs need to be advised with respect to the CCA insurance coverage, particularly that all members of a club must be BNS members in order for the club to have coverage. Gerard is

developing a draft guideline for NS recreation and touring clubs with the most significant change being that every club member has to be a BNS member. It is also a requirement for each club to have a coach and a commissaire. The BNS member registration process will be streamlined as membership will balloon. BNS will need to ensure that the clubs will follow the new directives.

Peter mentioned that Velo Halifax and the Canada Games athletes require early registration and will require the 2005 membership application form soon. Jim will confirm if CCA insurance fees will be the same for 2005. A Membership sub-committee consisting of Peter, Gerard, John and Jim has been formed and will be responsible for updating the membership application form and having it ready one week before the scheduled January 2005 BNS Board meeting. The form may be filled out on-line for the 2005 season.

**6. President's Closing Remarks and Priorities**

Among the priorities for 2005 are to ensure that the Road and Mountain Bike sectors have a successful season in 2005. Jim emphasized that BNS has adequate financial resources to help support these priorities.

The next Board meeting will be held on January 11, 2005 from 7 pm - 9 pm, at the Sport NS building, 2nd floor.

Respectively submitted,  
Suzanne Lamb,  
BNS Secretary