



BICYCLE NOVA SCOTIA
Board of Directors Meeting Minutes
March 9, 2005

Present: Jim Trussler, Cathy Dunbar, Suzanne Lamb, Peter Mushkat, Kevin Besner, Matt Rockwell, Gerard Walsh, John Smith, Mark Foster.

Regrets: Rory Gonsalves, Ike Whitehead, Ryan Boudreau, Scott Walton

1. Approval of Minutes – February 16, 2005 Meeting

The minutes are amended as follows:

- Item 3, the financial report that was distributed was to January 31, 2005. (and not to February 15, 2005 as originally stated)
- Item 6(b), a Road Commissaires course is not being offered.

2. Business arising from the February 16, 2005 minutes

a) GIC Investment - Cathy

A \$20,000 one year redeemable GIC will be purchased. It will be structured so that two authorized signatures will be required to redeem it.

ACTION: Cathy Dunbar

b) BMX Submission – Mark

Mark advised the BNS Board to appoint a Vice President for BMX. Mark will work with Andrew Feenstra to identify possible candidates for this position.

ACTION: Mark Foster

c) BNS Stationery - John

John will discuss this topic under Communications.

d) Athlete Development – 2005 Projects & Funding - Mark

Revisions have been made to the 2005 Athlete Development Document. Jim will contact Rory to ensure that Rory can present the Document at the next Board meeting.

ACTION: Jim Trussler

3. Discussion with the Chief Commissaires – Scott Walton, Ryan Boudreau

Ryan emailed his report as he was unable to attend the Board meeting. Jim read the email to the Board members and a discussion was held. Expenditure of \$800.00 was proposed for purchase of up to 20 vests for both Road and MTB commissaires, and expenditure of \$1000.00 was proposed for the purchase of a laptop computer for MTB race timing and results.

Scott Walton was also not in attendance. Scott had requested two-way radios for Road Commissaires and flashing yellow lights for vehicles.

A motion to approve all of the requested purchases/expenditures was made by Matt and seconded by Peter. Motion passed.

4. Financial Report - Cathy

Cathy distributed comprehensive financial statements as well as a memo from the CCA concerning payment schedules for the 2005 insurance premiums. Mark suggested increasing the 1-day general license fee to offset the increased insurance fees. Following discussion, the Board agreed that a review of the financial loss (or gain) from issuing 1-day licenses in previous years should be done prior to setting the 1-day license fee for 2005. Jim will carry out this review.

ACTION: Jim Trussler

A motion to accept the financial report was made by Peter and seconded by Kevin. Motion passed.

5. Fund Accounting Presentation – Jim

Jim recommends that the Board consider setting up budgets for each sector at the beginning of the BNS year. Priorities will be set and budgets allocated accordingly.

The Board will vote on this issue at the next meeting.

6. Communications Issues – John

a) Business Cards

Sport Nova Scotia will get a price quote for business cards. The Board recommends that our business cards be purchased through Sport N.S.

ACTION: John Smith (obtain price for business cards from Sport NS)

b) Information Brochure

John distributed a sample brochure to the Board members. Sport NS can prepare the brochure. However, John requested approval for funding to have the brochures professionally printed on quality paper, in colour, with good pictures. The Board agreed that a professional looking brochure will increase BNS's profile, and attract new members to our organization.

John will obtain price quotations for both options: having Sport Nova Scotia print the brochures, or having them done by a professional printer, for next meeting.

ACTION: John Smith

c) Members Handbook

The Members Handbook is available on the BNS website, therefore the Board has agreed to dispense with the printed Handbook. Mark will change the webpage to make the 2005 Handbook easier to find.

ACTION: Mark Foster

d) Mailouts

The mailout to members will consist of the license/membership, race number, President's message, request for volunteers, and a cover checklist.

7. Decision Items

a) Auto Mileage Rate

A motion was made by Jim to approve a mileage rate of 34 cents per km (provincial government rate). Motion seconded by Peter. Motion passed.

This rate will be retroactive to January 1, 2005 and will be for people travelling greater than 50 km (round trip) for BNS, such as people on official business for BNS (Board members, commissaires, coaches etc.).

b) Sprockids

John reported on Sprockids. He has made contact with Wayne Jay, a recreation director for the Chocolate Lake Rec. Centre. Wayne is very interested in having qualified instructors for cycling camps, possibly held throughout the HRM recreation centres and has emailed the other recreation centres to gain interest. John made a motion that BNS fund the \$175.00 course fee for up to 10 BNS members to take the Sprockids instructors course. Seconded by Suzanne. Motion passed. Luc Arseneau will teach the course this spring. Information will be posted on the website to see what interest there is.

ACTION: Mark Foster (post Sprockids course information on the BNS website)

c) Sport Week

The deadline for the Dalplex Sport Fair application is Friday, March 11, 2005. The Board feels it is good publicity for BNS and agreed to participate in the Sport Fair. The dates are May 4-6, 2005. Two trainers, two bikes, brochures, and other handouts will be needed. A 10 by 10 ft. tent will be used. John will look after payment of the \$75.00 registration fee (to be reimbursed by BNS). Insurance coverage for the Sport Fair will need to be reviewed. The Board agreed to pay an honorarium to someone to organize the event. Peter will find someone to run it and Suzanne will help. Cathy and Matt will look into getting prices for stickers of the BNS logo.

ACTION: John Smith (pay fee & look into insurance),
Peter Mushkat (find organizer for the BNS booth)
Suzanne Lamb (assist organizer with Sport Fair),
Cathy Dunbar, Matt Rockwell (prices on stickers)

d) Bike Week

Bike Week will be the first week in June. After discussion, the board concluded that BNS does not need to be involved.

8. Round Table – Update by Committee Chairs

a) Mountain Biking – Matt

Matt reported that the Greenwood race has been cancelled. Matt will talk with the Greenwood Club to see if there's anything BNS can do to get the race back on.

ACTION: Matt Rockwell

b) Road and Track - Kevin

Kevin reported that two more road races are in the planning stages.

A discussion was held on the deadline for the race calendar. Mark and Jim will talk with Pierre Nie, the Events Coordinator, about it.

ACTION: Mark Foster, Jim Trussler (establish deadline for the race calendar)

Next meeting: April 20, 2005.

Submitted by:
Suzanne Lamb