

Bicycle Nova Scotia Board of Directors
Sport Nova Scotia
Wednesday, March 25, 2015
Minutes

1 of 6

Present: Martin Austin, Alan Avis, Adam Barnett, Adam Berry, lola Doucette, Susanna Fuller, Kimberly Hoffman, Sherry Huybers, Madeline Lawler, Ryan Lindh, Alan Scott, Zach Steinman

Regrets: Adam Bowes, Keith Croucher, David Hales, Jamie Lamb, Simon Myatt

	ITEMS	DISCUSSION POINTS	ACTIONS/DECISIONS
1.	Welcome/Introductions	<p>Susanna called the meeting to order at 6:50 pm. She welcomed everyone to this first meeting of the new BOD for 2015.</p> <p>Everyone introduced themselves and provided a short snippet of where they would like to see BNS a year from now. Results of this discussion:</p> <ul style="list-style-type: none"> ○ Improved efficiency with the racing scene (X 2) ○ Being awesome ○ Everyone who wants to have a chance to learn to ride to be able to ride ○ BNS become more inclusive and supportive of recreational riding ○ Blue Route signs in the ground, BNS website is major hub for all things cycling in NS ○ Calendar (competition side) runs smoothly and efficiently ○ We improved, but we are going to improve even more ○ Not many people – cyclists – don't know what BNS does ... need to improve on this! BNS sells itself better! More of a soul...what does BNS do? (tag line!) 	

		<ul style="list-style-type: none"> ○ More exposure as to what BNS is / esp outside HRM / most members are from HRM – see more exposure from other parts of NS ○ AGM has a lot of people! ○ Change, growth, transparency, equity ○ Include recreation more, awards for rec people, who are not racers, (trail dog, trail elf, bike parents of the year) (open up to others so that people want to go to the AGM...) ○ Value proposition for BNS, known in NS, people want to be members of BNS <p>Veteran BOD members gave a brief description of the functions of BNS to help new members understand the role of the BOD.</p>	
2.	Agenda	As circulated.	
3.	Short Items: <i>Race Events Calendar</i>	<p>Martin reported calendar is up and announced in social media. There is a link to the left on the current BNS website but calendar is in an interim state while waiting for new website launch. Currently 7 road, 5 mountain, 4 gravity, and a few sanctioned non-point series events. There are some gaps in the calendar that will be filled in soon. Gore won't be happening this year. Suggestion by lola to ensure there are no conflicts this year. Adam Barnett reported that the calendar on the new website will have more features and will include all types of bicycling events submitted (e.g. club rides, recreational events, bike week events). Suggestion for posters to be printed for post up.</p>	<p>Action: Martin to contact organizers to fill in the gaps on the race calendar.</p> <p>Action: Ryan to design posters for mountain and road sector events.</p>
	<i>Cycling Canada Rep</i>	<p>lola reported that Cycling Canada (CCC) is looking for BNS to name a contact person and have representatives at their AGM to be held in October 31-Nov 1 in Newfoundland. Two representatives can go for BNS at</p>	<p>Action: lola to contact CCC for more information and introduce herself as the contact person.</p>

		<p>the CCC's expense. Discussion on who should go and why it's important for BNS to have reps at the CCC AGM. It was strongly suggested that one of the reps be the president. Reasons for going included: funding decisions, competition point of view, Canada cup in Keppoch, CCCs future plans, talk with others in the maritimes, strategic voting on certain issues that may impact our region. Further discussion once lola receives more information.</p>	
	<i>Strategic Planning</i>	<p>Susanna suggested a strategic planning session for BNS for board development / longer term vision/ actions for staff / etc. It was agreed that this should take place soon. Discussion over a one day visioning session or to take place over 2 evenings. All agreed that there should be full representation from all sectors. A pre session planning session questionnaire was suggested to help achieve full representation.</p>	<p>Action: Susanna to contact health and Wellness for facilitator funding.</p> <p>Action: <i>Susanna to design and distribute Doodle meeting scheduler</i></p>
	<i>Sport NS Staff</i>	<p>Susanna reported that Sarah Wood will be leaving the BNS Administrator position therefore we will have a new administrator in June.</p>	
	<i>2014 AGM Minutes</i>	<p>Susanna was looking for Board approval to post the draft 2014 AGM Minutes on the website. BOD members suggested some editing first. lola suggested a current full list of BOD members for 2015 be added to the document. The BOD agreed to remove the line, "Next VP Competition could put this into budget for 2015" that is written under MTB Report section.</p>	<p>Action: <i>The draft 2014 AGM Minutes to be edited by Susanna and posted to the BNS website. Approval of these minutes will be voted on at the next AGM.</i></p>
	<i>New Website</i>	<p>Adam Barnett reported a soft launch within the next couple of weeks. He needs content now. What do each sector want to have seen on home page. What carry-over content is there. Need to get regular updates and regular new information which the content management system will allow BOD members to control. lola suggested training session.</p>	<p>Action: <i>All sector heads to contact Adam with content.</i></p> <p>Action: <i>Adam to arrange BNS website training for BOD members.</i></p>

	<p><i>Senior Women Cycling Leader</i></p> <p><i>Rikoh Sport Awards</i></p>	<p>Susanna reported that BNS has this position available and would like Board members to suggest it to anyone who would fit the position. Job description is in the BNS newsletter.</p> <p>lola reported that she was asked about these awards. Discussion of why BNS should be involved in these awards.</p>	<p>Action: <i>Sherry to look into and report criteria to BOD.</i></p>
4.	Sector Updates	<p>Susanna suggested each sector email a report prior to all BOD meetings to be included in the minutes. The report should include updates and sector meeting schedules. These reports will still be discussed at each BOD meeting, however, not having to give the report verbally should reduce the time spent on sector issues. See Appendix A for submitted sector reports.</p> <p>lola asked for sectors to bring up any pressing items. Adam Berry asked about contacts for a BMX track. Ryan offered to help Adam create a BMX committee. Others suggested people to contact.</p> <p>Susanna gave a brief report on REBA submitting a \$75,000 proposal to Health and Wellness. lola suggested that all Board members receive a copy of the proposal.</p>	<p>Action: <i>All sector leaders to send reports prior to the next BOD meeting.</i></p> <p>Motion: <i>All final proposals go to the BNS BOD for penultimate approval. Moved by lola, seconded by Madeline (Motion Carried).</i></p> <p>Action: <i>Susanna to send REBA proposal to all Board members.</i></p>
5.	Budget Review and Sector Budgets	<p>Susanna reported that she drafted an Excel spreadsheet for sectors to fill in their proposed budgets. They are to submit their budgets back to Kimberly for her to make overall budget. The BOD will approve each sector budget and the overall budget.</p> <p>Discussion of budget distribution and purchasing decisions took place. It was decided that processes for each sector needs to be in place.</p>	<p>Action: <i>Susanna to send Excel spreadsheet to sectors. Sector leaders to fill in, return to Kimberly before discussion at next BOD meeting.</i></p> <p>Action: <i>Budget distribution and purchasing procedures to be developed at the Strategic Planning session.</i></p>

6.	Registrar Transition and Membership Goals	<p>Alan Scott reported that the transition has been good, steep learning curve. Club memberships – last year 26 and currently we have 18 clubs, sent out two emails – still undecided and haven’t heard back from SMB, Java Blend, Velo Bay, Break Away.</p> <p>Membership registration is up and running so need to promote it. Adam Barnett reported it will be on the front page of the website. Question about which commissaries get free memberships.</p> <p>Adam Barnett reporting looking into other organizations and their incentives for people to join. Alan Avis suggested that need to know the success of membership incentives.</p>	<p><i>Action: Alan Scott to follow up on clubs not yet signed up.</i></p> <p><i>Action: Susanna to follow-up on Randonneurs</i></p> <p><i>Action: Ryan will tie up the remaining questions for free licenses to commissaries at the next BOD meeting.</i></p> <p><i>Action: Adam Barnett will send out some possible incentive options to BOD.</i></p>
7.	Marketing Director / Projects Brainstorm	<p>Susanna began by asking Alan Avis what he thinks he can do in this newly revamped position. Alan A. suggested that we need to make BNS sexy. Need to instill the warm and fuzzies into people to get them to want to join. Suggestion by Ryan to include a BNS general membership with bike sales at \$5 for a supporting BNS membership. lola suggested official signatures for Board members to use in correspondence</p>	<p><i>Action: Adam Barnett to design signatures for Board members.</i></p>
	Next meeting	The next meeting will be on Wednesday April 15, 2015 @ 6:30 p.m @ lola’s boardroom.	
	Adjourn	Susanna motioned the meeting adjourn at 9:00 pm	

Submitted by: Sherry Huybers

Appendix A – Sector Reports

Athlete and Coaching Development

Here are the recent activities I can report on from the Athlete Dev sector:

1. Attended the Atlantic Cycling Center Special Meeting. Attended by NS and NB PSO's, Jacques Landry (High Performance Director - Head Coach, Cycling Canada), Ken Bagnell (Canadian Sport Center Atlantic). There will be a formal press release of the outcome from this meeting, but the notes are that the funding source for the Cycling Center's head coach (Luc Arseneau) has switched from a combination of sources (CSAC, City of Dieppe, sponsors) to Cycling Canada being the sole funding source. This means Luc will report directly to Cycling Canada as the Road Development Coach instead of to the Canadian Sport Center Atlantic as the regional lead of the Atlantic Cycling Center.

The form/look/purpose of the Cycling Center in Dieppe is now up for a re-organization; this will need some time to develop, as this news hot off the presses. The immediate impact to BNS members is still uncertain because the CSAC is still committed to assist athletes to get to the national level, and the new form of the Cycling Center is unknown at this point.

2. Attended the SNS/CSAC Sport funding meeting for Canada Games. There is a re-alignment of the funding review process for all the sports. The funders want a better look at the Pathways to Performance for each sport and will be hiring a subject matter expert to hold a series of workshops with each of the sports to establish these pathways. I have dates/timelines that I will publish shortly.

3. Completed and submitted the new Sport Participation funding application (february). Just received news that we have been granted 5k for each of the next 3 years. The basis of the application was to upgrade our timing/commish situation for a variety of reasons:

1. The road racing growth needs this
2. The MTB side needs this to support the Canada Cup effort from the Keppoch group.

I will provide further details to Zach and Ryan. (I believe the funds start rolling in May, I will confirm that).

4. Received informal verbal confirmation that we will be continue with our CG funding from CASC/SNS/S4S. (formal email confirmation to follow). This is the continual funding process that I report on each autumn.

next tasks:

- check in with clubs/athletes on their 2015 planned projects.
- work with Zach/Ryan on our new funding stream. (this was a process I started in early 2014)
- continue work with CSAC/SNS to develop Pathways to Performance
- plan some coaching development

All for now

cheers

-Simon