

Bicycle Nova Scotia Board of Directors
lola's boardroom
Wednesday, April 15, 2015
Minutes

1 of 6

Present: Adam Barnett, Ben Buckwold, Keith Croucher, lola Doucette, Susanna Fuller, Kimberly Hoffman, Sherry Huybers, Ryan Lindh, Simon Myatt, Alan Scott, Zach Steinman

Regrets: Martin Austin, Alan Avis, Adam Berry, Adam Bowes, David Hales, Jamie Lamb, Madeline Lawler

	ITEMS	DISCUSSION POINTS	ACTIONS/DECISIONS
1.	Bring to Order/Approval of Minutes	lola called the meeting to order at 6:46 pm. Minutes of the March 25, 2015 BOD meeting discussed. A run through of action items was made with everyone providing updates regarding their action items.	<i>Motion: Approve minutes with the addition of Simon Myatt's sector report Moved by Keith, seconded by Kimberly (Motion Carried).</i>
2.	Agenda	As circulated.	
3.	Short Items: <i>Engaging Senior Women in Growing Bicycle Culture</i> <i>Women on Wheels</i> <i>Bike Coalition in Maine</i>	Susanna reported that the Project Coordinator for the Engaging Senior Women in Growing Bicycle Culture project was selected. Lynne Pascoe has been offered this position and has accepted. Susanna reported that the 2 nd Women on Wheels event taking place at the Deanery was still looking for participants and asked for BOD members to pass along the information. Adam Barnett talked to Liz Hall of the Bike Coalition in Maine and reported on the success of this coalition. This organization has 2200 household members, 7 staff people, and 20 BOD members. Strategic planning was emphasized as the main method to achieving success in growing their organization.	

	<p><i>CCC Programs</i></p> <p><i>Facebook Protocols/Incoming Communications</i></p> <p><i>Strategic Planning</i></p>	<p>lola made contact with Greg at Cycling Canada (CCC) so that CCC will have a contact for BNS. The Hop On and Ignite programs were discussed. Hop On is intended to grow competitive cycling in Canada. Ignite is for young athletes still in school. lola asked Evan McInnis for more information including an application form. This information has been forwarded to Simon.</p> <p>lola brought up the need for signatures for correspondence and Adam Barnett noted he was in the process of creating these. A discussion ensued of what to put on the BNS Facebook page. A discussion of sponsorship took place.</p> <p>A discussion took place of what emails received by the co-presidents the BOD members wanted to receive. It was decided to have correspondence included at the BOD meetings. As well co-presidents will use their best judgment and will forward all items concerning BNS to the BOD members.</p> <p>No date has been determined for the Strategic Planning session(s). Michelle Aucoin of Active Living is to respond to Susanna with funding for a facilitator.</p>	<p><i>Action: Ryan, Zach, Adam Barnett, Alan Avis, and lola to draft a sponsorship document</i></p>
4.	<p>Sector Reports</p>	<p>See Appendix A for submitted sector reports.</p> <p>Keith reported that MTB Trails has been inactive but will be holding a meeting in May.</p> <p>Zach talked about the upcoming road commissaire course being held in New Brunswick and he will find out who is interested in doing this course.</p> <p>Alan Scott reported that the free race registrations for the 4 eligible commissaires have been taken care of.</p>	

		<p>Adam Barnett will make membership and race registration links easy to find on the website. Alan is concerned about the general membership numbers. Davis Hales is helping with signing up associate clubs. Susanna asked for a box to be checked during registration for members to receive BNS newsletter. Alan Scott will look into this.</p> <p>Ryan reported that he now has the MTB Race Kit. He plans to have a committee meeting with race organizers and commissaires within the next couple of weeks. He passed around the draft race schedule posters.</p> <p>Simon discussed the online coaching course taking place. He noted that his budget was completed and submitted. He talked about the final Support4Sport funding.</p> <p>Ben reported that the REBA Committee had their first meeting. The Heartland Tour was discussed and possible BNS representation at this event. Ben reported on the HRM Community Facility Master Plan.</p> <p>Kimberly brought up the need to determine new signing authority. Susanna reported that she discussed this with Sarah. Susanna asked about not-for-profit/public service rebate. Kimberley reported that it will be done once all financials are final. Kimberley asked about folding the Tour Book account into the main BNS accounts. Susanna agreed to this. The Sport NS accounting fees were discussed. OEM moneys were brought up.</p>	<p><i>Action: Ben to send insurance applications to recreation clubs.</i></p> <p><i>Action: Alan Scott will look at adding the newsletter check box.</i></p> <p><i>Action: Ryan to finalize posters and send to BOD members.</i></p> <p><i>Action: Ben to resend the form for BOD members to fill out.</i></p> <p><i>Action: Kimberly to add lola and Susanna as signers and remove Jamie.</i></p> <p><i>Action: Kimberley to fold Tour Book account into BNS account but keep separate ledger.</i></p> <p><i>Action: Susanna to forward Kimberley the needed documents for the ach and Ryan to determine a process for OEM moneys.</i></p>
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5.	Budget Review and Sector Budgets	Susanna reported that the sectors have made their requests and that they are approved in principle. The review process is to be ongoing. Susanna noted that we need to have a clearer idea of the BNS general funds. She reported that she has assembled the sector budgets into an overall budget but needs to work on it more	<i>Action: Susanna to finish overall budget.</i>
6.	Sport Nova Scotia Staff Position	Susanna described the situation with Sarah's share position. Three options for the Sport NS Staff position representing BNS were presented to the BOD for consideration. It was agreed that the best option is to have BNS leave the partnership with the other 2 organizations and have a staff member at 20% time.	<i>Action: Susanna and lola to enquire further about a new arrangement for the Sport NS Staff Position.</i>
7.	Grant/Block Funding Opportunities	A discussion took place about possible funding opportunities that BNS may be missing out on due to inexperience in grant writing by some BOD members.	<i>Action: lola to enquire about BOD member interest in grant writing training and to look into putting on a workshop.</i>
8.	New BNS Website	Adam Barnett presented the new BNS website to the BOD members.	<i>Action: Content to be provided by BOD members.</i>
	Next meeting	The next meeting will be on Wednesday May 20, 2015 @ 6:30 p.m @ lola's boardroom.	
	Adjourn	Keith motioned the meeting adjourn at 9:34 pm	

Submitted by: Sherry Huybers

Appendix A – Sector Reports

Road Competition

Race season is officially a week and a half away.

-Events calendar is firmed up.

-new cloth numbers have been ordered and paid for (receipts in BNS drop box)

-race kit is being re-stocked (race official paperwork etc.)

-safety and rules poster to be made and provided for display at races (thanks to Kimberly's original ccc poster acquisition)

-numbers due to arrive shortly before 1st race.

-possible budget adjustment to add podium box construction & podium back drop

-possible sponsorship opportunities for BNS race series (up for possible agenda discussion)

Possible Commissaire cert course offered in NB or here if enough interest. (lola has some info on that i believe)

Zach

Events Coordinator

The calendar is for the most part finished. There is still the possibility of another road race May 24; Wentworth is tentatively scheduled for August 30 but no sanction form is in for it yet.

Ryan has finished up a printable poster that looks great which has all current BNS events on it

Online sanction forms/fee system works great but Sarah (or her replacement) needs to be added to the email contact (not a huge priority for Alan right now as almost all event sanctions are done and he has bigger things to deal with right now).

Gran Fondo event in Clare finalized with a date - would be great to push this event due to the municipal contribution.

Cheers,

Martin

Mountain Bike Competition

- With help of Martin, we've got a handle on all the race for this year and I think everyone who will be hosting an event has registered or at least picked a date. Spokebender and The Keppoch DH were the two events that took some work to sort out
- Combined road / mountain poster is pretty much ready and I will present a draft at the meeting for approval
- I meet with Randy Comeau last week to get up to speed on my new position, also picked up the MTB race kit and a stack of unclaimed year end awards
- Have started to contact the owners of above mentioned awards to arrange their pick up
- Will have my draft budget ready for the this weeks meeting. There are a few items I am unsure on and will discuss at the meeting
- I am in the process of planning a race organizers meeting and hope to have it in late April / early May

Cheers,
Ryan Lindh

Co-President lola

- ❖ Spoke with Heidi Rushton on behalf of BNS for article in the Chronicle Herald
- ❖ Sent off email to Greg Mathieu from Cycling Canada to make contact and become more involved in CCC – awaiting response.
- ❖ Connected Zach and Adrien Levesque from Velo NB regarding Road Commissaire course potential and maybe some future partnering.
- ❖ Cleaned up DB and re-organized it. (*Under Sectors, there's a file folder for everyone, and under Minutes/2015 Minutes there is a folder with Sector Reports.*)
- ❖ Getting Registry of Joint Stocks updated to have current Directors

Recreation and Touring

Recreation and touring has nothing official to report. I've been doing my best to track down as many rec clubs as possible, making sure they are aware of the new insurance option. There is no budget to table for this sector either. Not sure if this is a good thing (in that we're not spending any money) or perhaps something that will need more attention. David

Registrar

Registration continues to be steady, but the mad rush to get registered before the AMP race has not happened yet. As of April 13th, the following have registered with BNS for 2015

21 Competitive Clubs (new this year is Bank's Brigade).
One Recreational Club (Randonneurs Nova Scotia)

The following clubs have still not registered yet from 2014:

Valley Stove and Cycle
Velo Baie Sainte-Marie

I have asked David Hale to follow up and see if they were still interested in joining as a recreational club. Valley was a competitive club last year, but with the formation of Banks Brigade, there may be reluctance for them to join again for 2015

Members:

85 licensed racers and tech licences

2 supporting members

33 general members

Compared to 2014 membership totals

229 licensed racers

7 supporting members

268 general members

General membership is lagging well behind licensed racers. David Hales has been in contact with Randonneurs explaining Oasis as they are registered, but don't have any members yet. He has also tried contacting Velo Baie but don't know if he was successful contacting them

I have been in contact with both Al Mumford and Simon Roberts regarding the AMP crit and Falmouth flyer. The AMP registration page is 95% complete and once I get the final sign off from Al, I will be submitting to Zone 4 for live release (hopefully by the time we discuss this on Wednesday). Falmouth Flyer is nearly complete as well, and will be submitting that this week as well

Update: Falmouth registration is now live and ready to promote. AMP has been sent off for approval and should be live beginning tomorrow

When the new website goes live, will a redirect be put in place? I want to make sure that members don't get lost trying to find the registration page, especially with the first race less than 2 weeks away

thanks
Allan

Mountain Bike Trails

Quick update from Trails. Connected with an ATV association (SMATVA) regarding a 'piggy-back' arrangement to use roads and trails in the Five Bridges Lake Wilderness Area for recreational mountain biking. Finally got permission last night and just waiting on an official letter to move forward with The Department of the Environment.

Attended a Provincial Trails Strategy Engagement Session last night and added our voice to the discussion. Also a great networking opportunity. Made some key contacts in the trails community. First committee meeting is coming up next month.

See you tonight!

Keith

BMX

I have nothing concrete to report, but after attending an Outdoor Leadership Conference on Sunday, I made some great contacts in regards to possible and current BMX track projects. I have been helping a local bike shop design a backyard freestyle BMX park, curriculum, and Bike Week event. More on this as it develops.

Cheers,

Adam Berry

REBA

REBA Committee Minutes

April 11, 2015

1) Introductions and Intro Comments

Madeline Lawler, VP Road Education and Bikeways Advocacy, BNS

- Wants to see stronger regional representation by REBA

Erin Keenan, CAN-BIKE instructor

- Interested in learning about how the CAN-BIKE program operates in Nova Scotia and getting involved

Adam Berry, VP BMX, BNS, Making Tracks Project Officer, EAC

- Here to share information about Making Tracks

Shirley Smith, Shore Active Transportation Association (SATA)

- Wants to see more advocacy for safety

Mary Macdonald, SATA

- Looking for more engagement with CAN-BIKE on the Eastern Shore, Interested in region specific consultation from CAN-BIKE

Jim Vance, Heartland Tour/ Cardiac Cycling Society of NS - focus on physical activity and healthy eating

- See more Nova Scotian's of all ages cycling for all reasons

Andrew Hayes, Sport Nova Scotia

- Wants to see upgraded and ongoing growth of the REBA committee to better represent cyclists

Kara, Dalhousie Bike Society and Dal Bike Centre

Ben Buckwold, Director of Bikeways and Blue Route Implementation, BNS

Shannon Read – Town of Wolfville Active Living Coordinator, Competitive Cycling coach

- Want's BNS to do a better job of reaching out to recreational cycling clubs to grow the membership

Shelley Porter, Velo Cape Breton

- Wants to see REBA bringing recreational cycling clubs together –places outside of Halifax need more representation

Steve Raftery from Active Living Coordinator, Kings County

- More advocacy for safe cycling infrastructure

Susanna Fuller, Co-president, BNS

- Started NS Bikeways Coalition years ago, which was merged with BNS for provincial funding reasons
- ATV association has 20,000 members, BNS needs to increase our membership to increase our relevancy
- Wants to see more capacity to promote CAN-BIKE

Lynne Pascoe

- Wants to see BNS act as a clearing house for all things bicycle in Nova Scotia – access to information, clubs, shops, CAN-BIKE, Making Tracks, etc.

2) Committee Member Responsibilities

- Keep the committee up to date with the activities of represented organizations
- Attendance at meetings (Committee meets every two months)

3) Cycling and AT Infrastructure (Steve Raftery, added item)

- Is this BNS committee for infrastructure advocacy – yes
- Infrastructure has lagged behind in Nova Scotia
- Kings County building the Greenwich trail section of the DNR rail bed
 - Connecting Wolfville to Kentville with an AT trail this year
- Highway 1 in Greenwich has bike lane on north side, but not on the south side
- Kentville and Wolfville hosting Bike Summit this fall, October 2-5
- (Ben and Susanna) - Blue Route has been BNS's primary initiative for setting standards for Bikeways infrastructure across the province
 - BNS working with the Province to advance the Blue Route
 - Co-chairs an interdepartmental Blue Route Team with Transportation and Infrastructure Renewal (TIR) – includes Department of Health and Wellness (DHW), Natural Resources (DNR), Energy, Nova Scotia Tourism Agency (NSTA), Quality Urban Energy Systems of Tomorrow ☺ (QUEST) and the Union of Nova Scotia Municipalities (UNSM).
 - Expecting implementation of the first route segments this year
- Progress is slow in Nova Scotia compared to other jurisdictions
- Membership is key to building political support
- Velo Cape Breton has connections with TIR – been successful in their area (Shelley)
- Don't get discouraged, making change can be slow (Shelley)
- One of the traditional barriers has been the insurance issues – BNS has fixed this now

4) REBA Committee Budget (Susanna)

- BNS has new accounting services at SNS
- In a situation for financial planning now
- \$150,000 for the work of this committee, primarily allocated through grant proposal
- Haven't taken general funds from BNS
- BNS has the lowest block funding of all PSO in the province; however, funding was increased after last years application
- Cycle Nova Scotia project, NSTA contributing \$20,000
- \$6500 from the department of seniors positive aging fund to run a CAN-BIKE based ride program for senior women
- \$3000 allocated to grow membership in 2015
- Adam Barnett, part time staff working on outreach and coordination
- Susanna will send out the REBA budget

General Discussion:

- Ben responds to questions about new BNS Oasis insurance (see attached presentation from 2015 AGM)
- Oasis has indicated that CAN-BIKE is covered by the policy
- BMX clubs are also likely to have coverage (Ben has requested confirmation from Oasis)
- Explained that the new Oasis Policy is modeled after Velo Cape Breton insurance policy (Ben)
- VCB has a liability specialist, who looked closely at their policy – should be in good shape (Shelley)
- How does the new organizational membership structure affect voting...
- Move the BNS AGM around the province in the future... or host webinars

5) CAN-BIKE programs

- Erin, came to the meeting to find out how CAN-BIKE runs in the province
- CAN-BIKE is driver's ed. for cyclists, developed by the Canadian Cycling Association
- Focuses on road safety and traffic dynamics
- Range of courses from learning to ride (CAN-BIKE I) to commuting and advanced skills (CAN-BIKEII), from CBII eligible to take the instructors course,
- Doug Regular was the National Examiner in NS, but has stepped away from the program – logistics and administrative duties were too much for one volunteer to manage
- BNS has always been the home of CAN-BIKE in NS, but hasn't done a good job of institutionalizing the program – it has always been supported by motivated individuals within the organization like Doug Regular and Bob White
- BNS is working to institutionalize administrative support in 2015
- Compensation for CB NS (Described by Lynne Pascoe)
 - Adult learn to ride is \$35 per person (\$5 goes to BNS), 3hr course
 - Cost goes up course time increases
- Maintaining certification requires teaching X number of courses per year
- CAN-BIKE is a lot of work, for limited compensation in NA.
- Adult Learn to Ride courses are 3hrs for the course, plus transportation etc. (lots of effort for the instructor)
- Lynne does it because she loves to teach, not for the money, but sometimes compensation doesn't even cover her costs
- Role of BNS could be to organize courses, and provide honorariums to instructors
- Level 1 courses are 12-15hrs over the weekend – it's a big commitment
- Instructor burnout has been an issue, underpaid and poorly recognized
- BNS's role in general should be to act as a clearing house for all things bicycle in Nova Scotia – access to information, clubs, shops, CAN-BIKE, Making Tracks, etc. (Lynn)
 - BNS new website, being launched in a week or two, is being developed to do this
- REBA will host a separate planning session for CAN-BIKE. Could host an event for CAN-BIKE instructors
 - Need to learn about barriers and opportunities from NS Instructors
- Erin used to teach as an employee of the City of Toronto – adequately paid.

6) Making Tracks, Adam Berry, Expert Trainer

- Train the trainer model
- Pedestrian, skateboarding, cycling programs (even scooters)
- CAN-BIKE and making tracks have a cohesive role
- Making tracks has educated over 7000 in NS
- Mobile skate park has been an important tool in HRM
- Making Tracks costs \$10 per person for a one day program
- BNS should advertise making tracks affiliated schools
 - 5 junior high schools have bikes and can run programming in NS
- Making tracks designed to be taught in school, includes indoor skateboard programs, etc.
- Making tracks has been recognized in NS school curriculum
- Government used to do a bicycle safety program, organized through the registry of motor vehicles, delivered by safety officers (doubt it still exists)
- Shannon, town trains summer camp staff in cycling leadership in Wolfville
- Lets' ride program from Canadian Cycling NCCP is another great program – for coaching (Shannon Reed)
- Third summer of the mobile bike unit (MBU) at HRM this year – renamed 'Try a Ride'; and merged with the mobile skate park
- \$25000 this year to build the equipment and deliver the programming with 5 staff, will include Skateboard, Scooter, BMX, Bikes etc.
- Could the MBU go to the Bike Summit in Kentville in October? (Susanna)
 - Would cost money, but could happen (Adam)
- Making Tracks will be part of the education for the DHW “every child learn to ride” program
- Bike expo on Sunday the 14th
- Saferoutesns (website)
- Tandem bikes available through the MBU. Started tandem rides with visually impaired riders last year
- Dedicated inclusion person now at HRM

7) Blue Route (Ben)

- BNS is looking for more engagement with the Blue Route through the REBA Committee
- Goal to develop regional representation for feedback on route development and local advocacy for the Blue Route
- Needs to be an opportunity for more engagement rather than increased administrative process (not an approvals body)
- Suggestion to parallel the committee structure with the Health and Wellness regional levels, work closely with the DHW regional coordinators
- Challenge will be to find an approach that doesn't overburden volunteers
- Bike shops are always a good community contact

- Committee involvement could be advertised with BNS membership

8) Growing BNS Membership

- Need to be able to join as an individual online
- Need to get a membership renewal notice
- Insurance has been a barrier for organized freestyle cycling, but new Oasis policy could help
- Need to point out the advantages of membership, why should people who ride a bike care about BNS
- VCB has an annual report – good way of sharing with the membership
- Want to know more about cycling events in Nova Scotia
 - New website will have a calendar that anybody can use to post all kinds of cycling events
- Need to promote BNS in bike shops
- Shops do a lot of their own events
- Membership cards would be a good way of advertising at shops
- Let the shops know about the events calendar
- Hit other locations like farmers markets to advertise
- Giant used to give frameworks fitness in Sidney two bicycle to give away at draws
- Set up a booth at the Heartland tour in July, all expenses paid trip costs \$1500 to travel with the core team
- July 4th-12th

8) Checkout

- Adam Berry will send making tracks info for updating on BNS website
- Pictou setting up a training for Heartland tour program to bring in more casual riders
- Should set up a CAN-BIKE training sessions through Dal (Kara)
- April 19th Dalhousie Bike Society, Dal Outdoor Society and the Halifax Blue Dot movement organizing a bike ride, hike, community event for Earth Day, Kara will connect with details
- Summerfit challenge started at VCB, cycling 1 hr twice a week, building on the 52 weeks a year
- Life cycle in Kentville June 20th/21st

9) Scheduling the Next Committee Meeting

- Committee agrees to meet once every 2 months
- Madeline will follow up to set the next meeting in June.