

# Bicycle Nova Scotia Board of Directors

lola's boardroom

Wednesday, July 20 2016

## Minutes

1 of 7

**Present:** Mary-Ellen Donovan, lola doucet, Sherry Huybers, Mike Kennedy, Zach Steinman, Adam Barnett, Ben Buckwold, Jon Burgess, Ryan Lindh, Kate Venas, Allan Scott, Madeline Lawler

**Regrets:** Alan Avis, Susanna Fuller, Lisa McInnis, Chuck Sutton, Bob White, Peter Williams

	ITEMS	DISCUSSION POINTS	ACTIONS/DECISIONS
1.	<b>Bring to Order/Approval of Minutes</b>	<p>lola called the meeting to order at 6:41 pm.</p> <p>Action items from the June, 2016 minutes were discussed. Ben to still check into economic impact studies.</p>	
2.	<b>Agenda</b>	Approved as amended	
3.	<b>Incorporating Diversity</b>	Madeline led a discussion on how to see the cycling population become more diverse. Ideas were generated.	<i><b>Action:</b> Ryan to ask program Leader at his YMCA on how BNS can help support the Syrian refugee program</i>
4.	<b>Finances</b>	<p>Mike reported that the financials will be complete in the next couple of weeks. Online banking and debit card was discussed.</p> <p>Mike circulated a financial policy draft. It was agreed that a financial report be presented quarterly. Also agreed that the spending limit for the ED should only be \$5000.</p> <p>lola asked if we could do VISA debit for Zone 4</p> <p>lola discussed the honorarium for coaches.</p>	<p><i><b>Motion:</b> To get a debit card to have access to online banking for viewing only.</i></p> <p><i>Moved by Mike, seconded by Mary-Ellen, (Motion Carried)</i></p> <p><i><b>Action:</b> Mike to make these 2 changes in the policy.</i></p> <p><i><b>Action:</b> Allan to look into it.</i></p> <p><i><b>Motion:</b> To pay each coach a \$200 honorarium for coaching at MTB Nationals.</i></p> <p><i>Moved by Mary-Ellen, seconded by Ryan</i></p>

			<i>(Motion to go out by email)</i>
5.	<b>Blue Route</b>	Ben reported on the next section of the Blue Route to be opened.	
6.	<b>Medals Policy</b>	The Road Provincials Medals Policy was discussed.	<p><b><i>Motion: BNS to cover all three (Gold, Silver, Bronze) medals for provincial championships in all sectors with a reimbursement to organizers who have paid for any provincial medals provided in 2016.</i></b></p> <p><i>Moved by lola, seconded by Sherry (Motion passed)</i></p> <p><b><i>Action: Adam to medal policy on BNS website as 2.01</i></b></p> <p><b><i>Action: Sherry to apply for provincials grant</i></b></p> <p><b><i>Action: Zach and Ryan to devise policy and present to BOD</i></b></p>
7.	<b>OASIS</b>	<p>Mary-Ellen discussed her people with the insurance people. Issues she found:</p> <ol style="list-style-type: none"> <li>1. Administration is too heavy</li> <li>2. Overlap between the 2 policies</li> <li>3. Injury claims take 4 different insurers</li> <li>4. The payout is very nominal</li> </ol>	<b><i>Action: lola to send response from OASIS to Mary-Ellen when it is received.</i></b>
8.	<b>Sector Reports</b>	<p>See Appendix A for submitted sector reports.</p> <p>Marketing/Sponsorship – Adam reported that CCN system is set up. Committee meeting next week. Everything is ready for the incident reporting. Test version is being sent out.</p> <p>Membership – Velo CB has not sent a check</p>	<p><b><i>Action: BOD members to review CCN system</i></b></p> <p><b><i>Action: Kate to follow up on Velo CB check and VISA debit</i></b></p> <p><b><i>Action: lola to get in touch with ECMTB</i></b></p>

<b>9.</b>	<b>Short Items</b> Media letter writing  Meeting Dates  Branding	A discussion took place about press releases and establishing a pathway. It was suggested that we support pressure event for infrastructure.  It was decided that we would stay with the 2 <sup>nd</sup> Wednesday of the month.  Branding is ongoing. Letterhead to be used for communication.	<i>Action: Adam to find sports media folks to connect with</i>   <i>Action: lola to send out email signature</i>
	<b>Next meeting</b>		<i>Action: lola to determine the date, time, and venue for the next meeting.</i>
	Adjourn	lola motioned the meeting adjourn at 8:45 pm	

**Submitted by: Sherry Huybers**

## Appendix A – Sector Reports

### Road Competition/Cyclocross

Riverport and Granton RRs attendance a little lower than past years.

Provincials this past weekend were relatively well attended considering athletes away at MTB nationals and MEC/Joe Howe ride on same date.

Quite a few NB racers in attendance this season due to their sparse road calendar.

Some complaints/comments arose about BNS not supplying full prizing for provincial RR I.e. Gold, silver and bronze medals, also mentioned by organizer that Commissaires for Provincial events used to be paid for by BNS as well.

Perhaps these polices can be discussed and reviewed for future adaptation.

Other complaints/observations were stated but could be construed as more personal issues to the few individuals involved with discussion. Criticisms were made without any constructive suggestions.

We may want to emphasize and list the benefits of being a member of BNS, as there are a few critical and somewhat influential individuals questioning it.

Zach

### Co-President (Competition)

- i FINALLY signed the banking documents. We are all up to speed with the right signing officers.
- finalized both Vulnerable Persons and Policy policies.
- worked on getting Junior categories in order and spent a lot of time talking to race organizers/club coaches
- WE STARTED OUR PROVINCIAL TEAM!!!!!!!!!!!! Thank you to Sherry and Jon for their tireless efforts on this! WE DID IT!!!
- WE WENT TO XCO NATIONALS!!!!!!!!!!!!!!!!!!!!

**Co-President – Susanna**

Hello All,

I will be driving back from Maine tonight as I am at a work meeting, and will do my best to join by phone for at least part of the meeting.

Updates on my end:

- continuing to work with Ben, Kate and Mike on sorting out year end financials
- completed block funding report - except I need year end financials
- worked with Mike on HST rebate forms
- attended Blue Route planning meeting
- working with Madeline on elements of bicycle safety
- working with Madeline and other organizations (EAC, Walk'n'Roll, HCC) on a report card on green mobility / sustainable transportation, Department of Energy is also supportive
- met with Amy Schwartz on strategic advocacy with regards to getting the Active Transportation Policy Framework launched, as well as dedicated funding
- met with Federal transportation Minister Mark Garneau and raised need for federal transportation dollars to go towards "green" transportation infrastructure
- in communication with MLA Keith Irving regarding a bicycle ride for MLAs in August during the Liberal Caucus meeting in Wolfville
- renewed my BNS membership (FINALLY)

Susanna

### **MTB ORA**

Hi everyone,

I am sending my regrets for the board meeting (unfortunately, Wednesday nights will be difficult for me to pull off until summer's end).

Here is my sector report:

The Trails Committee is coming together with regional representatives getting put into place. I still need to fill a few spots and am in conversation with potential candidates.

Oasis has been contacted and is optimistic we can put a policy in place for the trails at Spider Lake. Lola and I have provided the land/trail information required to get the policy started and are waiting to hear back.

I attended the Outdoor Network launch in Truro on June 14th. The Outdoor Network appears to be designed as a resource to assist with Recreation Nova Scotia's Shared Strategy for Advancing Recreation:

<http://www.recreationns.ns.ca/wp-content/uploads/2012/12/Final-Shared-Strategy.pdf>

I've accepted a position to serve on the Network's Leadership Committee.

I attended the NS Trails Federation meeting on June 18th (where Ben gave an excellent presentation). I have followed up with Vanda Jackson but at this stage have no trajectory for movement with that organization.

I met with the Long Lake Provincial Park Association on June 20th. They are keen to work with us in creating a management plan for the park. I presented all of this as the beginning of a conversation around the development and management of sustainable multi-use trails. I am going to meet with their Trails Committee on July 26th to be brought up to speed on the various phases of the development currently in motion as well as explore options for multi-use trail development.

I have contacted Zach regarding the trails in the Medway Community Forest and am waiting to hear back.

Chuck

## **Registrar**

BNS membership so far

Licensed racers: 238

General memberships: 184

Clubs: 29

Compared to last year: Our membership thru Zone 4 is pretty much on par (185 General, 269 race) but our overall membership is down considerably as we don't have ECMTB or VCB on board.

Outstanding issues:

We had discussed developing a welcome letter to new clubs joining BNS for the first time: talking about what we can offer them, and providing some resources they may need in order to benefit from joining BNS. I believe Susanna offered to write this up.

We have had several requests from members to offer Visa debit as a form of payment on Zone 4 as they don't have credit cards. Paperwork needs to be submitted to Bluepay to get this going. Is there an update on this?

We had discussed a cheque that VCB had dropped off to BNS for membership and having their President join their club thru Zone 4. With the absence of a VP for rec, is there someone who would like to contact VCB and have them join BNS?

Registrar

Bicycle Nova Scotia

**Treasurer**

HI Team,

Susanna covered a good chunk of the financial updates.

- Still plugging away (painfully) on wrap up of year end financials from last year, we're down to the final couple of entries required to wrap them up and I offer my sincere apologies for the delay on this, it has been admittedly frustrating, but we're close.
- Ended up in an informal scheming session with Kelsey at Halifax Cycling Coalition about an awareness raising event for the municipal election (see attached very draft briefing) - open to any and all thoughts on this
- Developed financial policy - believe I've circulated it previously, but hoping to have it approved this evening (see attached) - thrilling reading :)

Hoping I might be able to call in this evening as well if possible, or have someone dial me in at 902.877.8340.

Thanks

Mike