

Bicycle Nova Scotia Board of Directors

lola's boardroom

Wednesday, March 23, 2016

Minutes

1 of 6

Present: Alan Avis, Adam Barnett, Adam Berry, Jon Burgess, Mary-Ellen Donovan, lola doucet, Susanna Fuller, Sherry Huybers, Madeline Lawler, Ryan Lindh, Lisa McInnis, Allan Scott, Zach Steinman, Kate Venas

Regrets: Ben Buckwold, Bob White, Mike Kennedy

	ITEMS	DISCUSSION POINTS	ACTIONS/DECISIONS
1.	Bring to Order/Approval of Minutes	<p>Susanna called the meeting to order at 6:35 pm.</p> <p>Action items from the January, 2016 minutes were discussed</p> <p>Notes and action items from February's meeting were discussed. No minutes to be approved.</p>	<p>Motion: To approve January, 2016 minutes. <i>Moved by Susanna, seconded by Zach (Motion Carried).</i></p> <p>Motion: To approve July, 2015 minutes. <i>Moved by Sherry, seconded by lola (Motion Carried).</i></p>
2.	Agenda	<p>As circulated.</p>	<p>Motion: To approve the circulated agenda with additions. <i>Moved by lola, seconded by Adam Berry (Motion Carried).</i></p>
3.	New Board Members	<p>VP ORA – The application from Charles Sutton was presented to the Board.</p> <p>Discussion about subcommittee members needing to be members of BNS.</p>	<p>Motion: To accept Charles Sutton as VP ORA <i>Moved by Lisa, seconded by Allan Scott (Motion Carried).</i></p> <p>Action: lola or Susanna to inform Charles</p> <p>Action: Allan to send a notice to VPs in charge of subcommittees as well as put a reminder out through social media about being a BNS member.</p>

		VP Rec and Touring – Susanna provided information about Peter Williams for this position.	<i>Motion: To accept Peter Williams as VP Rec and Touring</i> <i>Moved by Susanna, seconded by lola (Motion Carried).</i>
4.	Marketing	<p>Adam Barnett gave us a description of sponsorship ideas the membership committee developed.</p> <p>Discussion took place about a Bike Friendly Business network across the province and how to integrate it with sponsorship.</p> <p>A database of contacts is being put together by Kate. A presentation is also being put together. Projects and swag are being decided on. Adam asked for ideas for projects.</p> <p>A discussion about CCN for businesses to be able to sponsor took place.</p> <p>Susanna asked about a budget for this committee.</p>	<p><i>Action: All Board members can submit ideas for projects for sponsors to fund.</i></p> <p><i>Action: Membership Committee to develop a budget.</i></p> <p><i>Action: Adam Barnett to put the sponsorship plan on Google Doc for everyone to edit.</i></p> <p><i>Motion: To have the membership committee to enact the sponsorship plan.</i> <i>Moved by lola, seconded by Ryan (Motion Carried).</i></p>
5.	Board Orientation Booklet	<p>Madeline and Kate reported that much of this booklet has been completed.</p> <p>Suggestions were made as to how they can organize the Drop Box files.</p> <p>Allan Scott brought up access to the membership folder</p>	<p><i>Action: Kate to send what has been done on the booklet.</i></p> <p><i>Action: lola and membership committee</i></p>

		on Drop Box and a discussion took place as to who should/could have access to it.	<i>to develop statement regarding opt in to share member information for Allan to put on Zone 4.</i>
6.	Sector Reports	<p>See Appendix A for submitted sector reports.</p> <p>Registrar: Allan discussed membership on Zone 4 and end dates.</p> <p>BMX: Adam suggested that BNS should work to get Sportwheels and other BMX groups as members. He also reported on the BMX season gearing up as well as an indoor skate park being developed. He asked for suggestions on who would want to be a part of a BMX committee. Allan sent him a file with members who noted their interest in BMX.</p> <p>Road et al.: Zach discussed chauffeur licensing as possibly being mandatory/necessary. He asked about technical licenses being a courtesy for those who volunteer.</p> <p>Susanna: Discussed the funding for Ben Buckwold which ends on March 31. She noted that the grant funding would cover an increase in salary.</p> <p>Events Coordinator: Lisa asked about organizers waiving one event licenses and how the insurance would work. Ryan gave suggestions as to what organizers could do. Mary-Ellen reported on the meeting that she and lola had with Paul Croft and that he now has all Oasis and Cycling Canada policies to review. Mary-Ellen reported that she could find out answers to insurance questions from Paul.</p>	<p><i>Action: Susanna to follow-up with Sportwheels.</i></p> <p><i>Motion: To give Ben a raise of 2% per year over 3 years.</i> <i>Moved by Susanna, seconded by Alan Avis</i> <i>(Motion Carried).</i></p> <p><i>Action: Kate to update)EM forms with an email address on them.</i></p> <p><i>Action: All Board members to send specific questions about insurance to Mary-Ellen with “insurance” in the subject line.</i></p>

7.	<p>Short Items</p> <p>Head Coach Positions</p> <p>Canada Cup and Mountain Bike Provincials</p> <p>RICOH Awards</p> <p>Incident Report</p> <p>MRWA Funds</p> <p>ACOA</p> <p>AGM minutes</p>	<p>Jon reported that the coaching job descriptions were posted.</p> <p>Ryan asked about which race to make the mountain bike provincials. It was decided that Fitz would be the best as it is before Nationals Ryan also discussed the proposal he put together for a Canada Cup race in 2017. A decision should be made by Cycling Canada by end of April/early May.</p> <p>Lola discussed the RICOH Awards and asked for a committee to determine a points system.</p> <p>The motorist/bicycle incident reporting project was discussed.</p> <p>Discussion took place regarding the trail builder leaders course and a request for BNS to cost share.</p> <p>Susanna reported that the ACOA grant was approved and that there would be an announcement in May. She noted that the funding would be moving forward and that Ben has been consulting with trail groups as to where to put this initial funding.</p>	<p><i>Action: lola to contact committee members for awardee suggestion</i></p> <p><i>Motion: To allocate \$200 for mapping feature of the incident reporting project. Moved by lola, seconded by Madeline (Motion Carried).</i></p> <p><i>Motion: To contribute \$1012 to MRWA for a trail building leaders course provided MRWA become an associate club member and they encourage their members to become BNS members and provided that they include the BNS logo on all advertising of the event. Moved by lola, seconded by Lisa. (Motion Carried).</i></p> <p><i>Action: Sherry to get the AGM minutes to Susanna</i></p>
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	Budgeting/Finance Meeting with SNS		<i>Action: All sectors to send in budgets to Susanna</i>
	Milk Fair	Adam talked about this event and that he would do something for it. Susanna suggested that he use the BMX budget to do this.	
	Next meeting	April	<i>Action: lola to determine the date, time, and venue for the next meeting.</i>
	Adjourn	lola motioned the meeting adjourn at 9:10 pm	

Submitted by: Sherry Huybers

Appendix A – Sector Reports

Road Competition/Cyclocross

BNS Race numbers have been ordered.

Awards podium is in design phase.

Waiting for price quotes and proofs from sign designers for banners and podium backdrop.

Confirmed availability of active road commissaires.

First race is on April 24th

Looking like a great race calendar coming together with new and already established events.

Thanks to Lisa for coordinating with organizers and putting together race calendar.

Zach

Events Coordinator

Official Calendar has been published

Working with Organizers to get Insurance certificates as needed

** Outstanding question about hybrid insurance coverage for the

Keppoch XC race

BMX

Hey folks, a quick update on what I've been up to.

-Spoke with a representative from HRM about BMX track projects for 2016.

-Helping Cool Moves BMX from Middleton determine if BNS Associate Club insurance is right for them.

-Planning for Sportwheels BMX Club season, and season opener event.

-Working on list of places to ride BMX in Nova Scotia for BNS website (there's a lot!)

Unfortunately I have had a lot less time at my desk at EAC lately, and a lot of my time is spent on the Welcoming Wheels project and planning for a crazy spring and summer.

See you tonight,

Adam Berry

Co-President lola

March - Last month i....

February 29/16 - attended the Halifax Cycling Roundtable with Ben, Madeline, Bob and Mike and met with HCC, SATA, The Deanery and misc others to discuss a Cycling Charter.

prepped RJSC documents

received a grant from Department of Health and Wellness for the 2016 Female Coach Mentorship Program

was voted to be one of two Inter-Provincial reps on the CCC Women's Task Force and attended initial meeting (Monday night)

Currently working on:

putting together the nominees for the RICOH awards. I really want to get a system in place where each racer collects points, if anyone is interested in working with me on that.

Co-President Susanna

Hi All,

I've been doing the following since our last meeting:

- getting everything in order for ACOA, signed contract and delivered
- meeting with Ben re: our Health and Wellness grant reporting
- thinking / working with Adam on the prescribe a bike program
- thinking / working with Lynne on WOW, which is off to a great start this year already!
- reconciling budgets / hope to have something to present tonight.

Susanna

MTB

Few things I've been up to include..

- Attended Canada Cup XC at Bear Mountain, to gather intel hosting on hosting an event in NS. Can go over in detail at the meeting if people want to know more. Lots of interesting stuff that could be applied locally.
- Helped Lisa a bit with race poster and calendar stuff

- Organizing the race kit and getting it ready for spring (work in progress)
- Researching race categories and if our current system is the best for us (work in progress)
- Researching how race points are calculated in other areas. (work in progress, thou have a idea of what I'd like to see done to simplify our lives here)

See ya all tonight,
Ryan

Treasurer

HI Team,

Sending my regrets for tonight - regrets that I won't be able to attend the meeting, and regrets that I won't be able to congratulate you all in person for the ton of great work that has gone on in the past month.

I've been:

- wrapping my head around budget/ finance (I've drafted a financial procedures guide I'll circulate by the board once I've run it by the staff team to see if I'm on track)
- we're meeting with Sport NS to talk budgeting/ opportunities for collaboration and more next week
- been scheming with Adam on a number of fronts (sponsorship, video content) and will be meeting up with him next week to scheme some more
- will be full steam ahead on regular financial reporting for next month

You'll hear from me in the coming weeks re: budget and a financial plan for the year.

Make it a great day,

Mike

Registrar

As of March 21st our membership totals stand as such:

Memberships

38 General Memberships

57 Race/tech licences

0 supporting members (this option is not yet open)

Clubs

17 Affiliated Clubs

1 Associated Club (Randoneeurs)

Notable changes from this year to last:

Lunenburg Bike Barn has disbanded

King's Edge Cycling has not joined for this year, nor have I gotten a reply back from anyone (Zach had indicated to me that they probably won't be reforming)

O'Regans Subaru and SweetRide still have yet to join (their clubs have for now been hidden on the BNS membership registration page. Both clubs however have indicated that they would join

Pressing issues:

- The supporting membership page is still not complete, as I am awaiting word what the Board wants to do with Business memberships. What is our plan for this year as I would like to have this page completed and posted to the BNS website
- Associated Club members paying dues to BNS.

With the post of VP Rec open, I will address this to the board:

If someone joins an Associated Club, and then wants to join an Affiliated club, they need to sign up for a General membership. This option is available for Associated Clubs to do this. My question is how do we track the monies and the membership details and how does this get back to BNS? I am in the dark with this procedure. Does such a procedure even exist? This issue has already come for this year and caused some confusion.

Thanks

Allan Scott

Registrar, Bicycle Nova Scotia

Athlete Development

Hi all,

Here is my Sector report.

I've been busy trying to get a handle on the athlete development sector since taking over last month, heres whats been going on so far

- 1) Met with Evan McGinnis from Sport NS to speak about funding, use of funding and change in type of funding that will happen in throughout the next 2 years.
- 2) Created a draft budget for the sector, to help our canada games athletes gain the most experience possible with the funding we have.
- 3) Drafted a Provincial Team document to outline individuals selection to the team, and funding received. Basic draft includes perform standards needed to be achieved to obtain maximum funding.
- 3) Spoke with several of our "performance " athletes to get an idea of what funding they have received in previous years.
- 4) Drafted a canada games poster, but still attempting to obtain more photos from the previous games to add to the appeal.
- 5) Spoke with Holsman Insurance and stared the grassroots short track insurance procedures (inquires have started)
- 6) Canada Games Head coach for Road and Mountain positions where drafted and posted. Application deadline and pasted for both positions. Considering extending road position as there was no application for that position.
- 7) Coaching:
 - lola, Jon, and Sherry put together and submitted an application for the Women in Coaching Mentorship Canada Games program. This application was not successful but was put forward by Mike Hudson to the 2016 Female Coach Mentorship Program. lola was successful in receiving this grant.
 - An Evaluator training course for Competition Introduction course was held by BNS in January. One Nova Scotian certified coach completed the course and can now evaluate coaches in the Intro to Competition coaching stream.
 - A Competition Development Cycling specific course was held by BNS in January. Six Nova Scotian coaches and 3 coaches from other provinces completed this course.
 - Sherry applied for and received approval for a Coach Developer grant from Dept. of Health and Wellness to cover the costs of the Evaluator training course.

I have yet to hold a meeting with the development committee. Hope to happen soon.

Jon