

**Bicycle Nova Scotia Board of Directors**  
**lola's boardroom**  
**Wednesday, October 14, 2015**  
**Minutes**

1 of 6

**Present:** Alan Avis, Russ Deveau, lola doucet, Susanna Fuller, Sherry Huybers, Madeline Lawler, Ryan Lindh, Simon Myatt, Zach Steinman

**Regrets:** Martin Austin, Adam Barnett, Adam Berry, Adam Bowes, Ben Buckwold, David Hales, Kimberly Hoffman, Jamie Lamb, Alan Scott

	ITEMS	DISCUSSION POINTS	ACTIONS/DECISIONS
1.	<b>Bring to Order/Approval of Minutes</b>	Susanna called the meeting to order at 6:40 pm.  Quorum was not met for September's meeting thus only notes were taken and no need to approve them.  July meeting minutes still need to be approved.	<i>Action: Sherry to resend July meeting minutes to attendees of that meeting for email approval.</i>
2.	<b>Agenda</b>	As circulated.	
3.	<b>VP ORA</b>	lola introduced Russ Deveau, explained his qualifications, and his interest in taking on the VP ORA position that has been open since Keith's resignation.	<i>Motion: To appoint Russ Deveau as VP ORA for the rest of what would have been Keith's term. Moved by lola., seconded by Ryan (Motion Carried).  Action: Adam Barnett to set Russ up with a BNS email account.</i>
4.	<b>New Staff Person</b>	Susanna and lola along with representatives from Canoe/Kayak, and Cross Country Skiing interviewed 4 candidates for the shared staff position. Kate Venas has been offered the position and has accepted. She will work for BNS for approximately 4 hrs/week. She will start by Nov.1, 2015.	

5.	<b>Grants and Fundraising</b>	<p>Alan A. asked about a corporate membership and how businesses can support BNS as a way to generate revenue outside of government funding. lola explained the discussions that took place at the Cycling Summit regarding a Bicycle Business Association. Susanna would like to see BNS help get this started. Susanna suggested a membership committee should be developed to work on these issues. Alan A. made suggestions for a business sponsorship model. Susanna noted that a by-law change was needed at the next AGM to create a new membership category (e.g. Business Membership) or an amendment to the supporting membership category (e.g. sponsorship policy). There is already possible funding from 3 businesses.</p> <p>Susanna reported that Adam Barnett's contract is finishing however funding for his position has been included in the MEC grant as well as from Health and Wellness.</p> <p>Susanna reported that she was still working on the ask for funding from TIR (\$10,000 -\$15,000) for infrastructure.</p>	<p><i><b>Motion: To move forward on the BNS membership and sponsorship plan proposed by Adam Barnett and for BNS to allocate \$2000 from the general funds to support operationalizing this plan. Moved by Susanna, seconded by lola (Motion Carried).</b></i></p>
6.	<b>Sector Reports</b>	<p>See Appendix A for submitted sector reports.</p> <p>Athlete Development – Simon reported that planning has been started for the 2016 season.</p>	

		<p>Rec and Touring – Susanna reported that there are now a total of 9 Cycle NS maps.</p> <p>Mountain Bike Competition – Ryan reported that the season has wrapped up and results are being tallied. He asked about what is to be done with the OEM forms. lola noted that the forms are to go to the registrar and money collected from OEMs should be submitted to members of the BOD with bank signing authority. lola suggested that a better method to ensure race results get submitted and reported. Suggestions were made by BOD members.</p> <p>CCC Congress – lola brought up the issue on deciding on how to determine a 2<sup>nd</sup> BOD member attending future CCC Congresses. She suggested that a strategic member should go. Susanna suggested that the discussion around who the 2<sup>nd</sup> strategic member to go to the CCC Congress should be done at the May or June BNS meeting. Ryan also asked if the BOD had any issues they wanted brought up at this year’s Congress. Zach suggested finding about other provinces OEMs. Susanna suggested finding out about other PSOs staffing systems as well as provincial teams.</p> <p>REBA – Susanna reported that that TIR gave a report to the Liberal Caucus on the Blue Route. Liberal reps are very positive about the Blue Route. She also reported that Ben presented to the Association of Municipal Administrators (AMA).</p> <p>ORA – Russ is in ramp-up mode with his 1<sup>st</sup> step to connect with Adam Barnett about the MEC grant.</p>	<p><b><i>Action: Ryan to change OEM forms to include email address of the one day member plus make all forms consistent across race types.</i></b></p> <p><b><i>Action: Allan Scott to provide possible options for one flat OEM rate.</i></b></p>
7.	<p><b>Short Items:</b> <i>Provincial Team</i></p>	<p>Susanna wants to move towards having BNS</p>	

	<p><i>Bill 93</i></p> <p><i>ORA-NSE prison grounds</i></p> <p><i>Timing System</i></p> <p><i>Insurability of Non-Point race series</i></p> <p><i>Venue and Awards for</i></p>	<p>represented through the creation of provincial team(s). Benefits of a provincial team structure were discussed by BOD members. It was noted by Simon, Sherry, and lola that there has been work towards building the infrastructure to support provincial team(s) particularly with increasing the number of provincial/national level coaches.</p> <p>lola reported that BNS was trying to meet with RSAC about the Purcell's Cove issue. She also reported that the Halifax Cycling Coalition is willing to work with BNS about a memorial ride for the recent death of a cyclist.</p> <p>lola suggests doing an infographic campaign to educate people on cycling safety.</p> <p>Susanna reported that some TIR funding being allocated to this type of stuff.</p> <p>lola talked about this area of Halifax being overlooked as a potential area that could be developed. Maybe an area that the ORA rep could look into.</p> <p>Simon reported that there is currently \$5000 in the timing system budget. Zach reported that Lorenzo has \$2500 from the CX series to put towards a timing system. He also described some of the types of systems that could be purchased and he suggested a committee be formed to decide on a system. There was discussion about renting the system out as an income generator.</p> <p>lola reported that she was approached by some people about putting on some grass roots events. Simon suggested that clubs can do this and as long as everyone belongs to the club, there is insurance. He also noted that BNS promotes insured events.</p> <p>lola reported that she inquired about the Old Port Pub</p>	<p><b><i>Action: lola to contact family of cyclist and work with HCC to have a memorial ride.</i></b></p> <p><b><i>Action: Zach to do more research on timing systems.</i></b></p> <p><b><i>Action: lola to pass on information to those who inquired.</i></b></p>
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<i>Banquet</i>	as a venue. A discussion took place among the BOD members on the location and date of the banquet. Simon suggested an awards committee be formed to determine award categories and winners of awards.	<i>Action: lola, Zach, and Ryan to continue with the planning of the banquet and awards.</i>
<i>Strategic Planning</i>	Susanna reported that lola and she met with Blaise Landry and Michelle Aucoin about having a strategic planning meeting. They proposed that the regular November BOD meeting be the strategic planning meeting which would be Nov. 18, from 5:30 to 8:30 pm. It was agreed that this date and time would be the strategic planning meeting at a yet to be determined venue. The goal is to have a draft for the AGM. It was noted that the BOD needs to reach out to the membership for input in to this plan.	
<b>Next meeting</b>	<b>November 18, 2015 at 5:30 pm to 8:30 pm</b>	<i>Action: lola to determine the venue for the next meeting.</i>
Adjourn	lola motioned the meeting adjourn at 9:00 pm	

**Submitted by: Sherry Huybers**

## Appendix A – Sector Reports

### Road Competition/Cyclocross

Final road points have been posted on BNS Facebook page. Points were taken from best 3 result from 6 races.

-Process to fine and arrange awards banquet has started. (any help in this area would be appreciated.)

Cyclocross is going great! Lots of different venues. Attendance Numbers have been great!

-some difficulty getting results as there are so many participants doing multiple laps (incorrect number placement, orientation etc.)

-Lorenzo has informed me that the NSSP (Nova Scotia Super Prestige) series and organizers have raised \$2500 to donate toward an RFID (radio frequency identification) system (chip timing) (more coming about this)

-OEMs and \$ collected from first 3 venues

-some of the road cloth numbers have been used for the cross series which may mean a small restock for next season

-we may want to consider a VP Cyclocross position on the board as I have been doing the same if not more work for this ( i do love cyclocross;)

### Events Coordinator

Here is the events coordinator report:

Things are rolling along smoothly for the most part - lots of cyclocross events coming in as part of the NSSP series. For the most part getting insurance certificate certificates directly from Peter has gone smoothly (although he did "never get" an email and responded to one rather rudely and in an unhelpful manner). When the new staff member is hired and up to speed I would suggest keeping the event coordinator taking direct responsibility for getting the insurance certificates from the Holman Group. I think that it is easier to keep track of things with just one person responsible for the process, especially given the time constraints admin staffer.

Cheers,

Martin

**Co-President Iola**

The last month I...

attended meeting with Mark Richard (CKNS) and Joanne (CCNS) about RAP employee and finalized some employee related stuff with Susanna;

attended RBC and switched over signing authorities for our bank accounts. We still have to move the other account and close it.

went to Moab, Utah and found out more about the NICA program. Talked with a local teacher here, and there is a lot of interest in doing something like this, especially since the Outdoor component to their training increases their salary. She's on a waitlist to get into Aaron Neaves program. I sent out a FB message to Aaron to get more info.

went to the Grand Fondo and met the organizers as Co-President of BNS. They were so grateful and thankful. We got a shout out at the Opening Ceremonies and lots of great words. It was a wonderful event.

attended via conference call the AGM for Cycling Canada. The Annual Congress is scheduled for October 30-31. Ryan Lindh will also be attending.

sat on a panel with Susanna and presented at the Bike Summit to a packed room on "BNS - where it is now and where is it going". There was a ton of interest and a lot of positive energy.

began the conversation about the Awards Ceremony with Ryan and Zach. I also contacted Tony Milheron, fellow cyclist who owns Old Port. They seat 175 people.

meeting with Michelle, Blaise and Susanna tomorrow at 330 pm at Dept Health Wellness to discuss strategic planning meeting. More on this tomorrow.

**Co-President Susanna**

Participated in hiring process with CCNS an CKNS and we have offered the admin position to Kate Venas

attended RBC and switched over signing authorities for our bank accounts. We still have to move the other account and close it.

attended Blue Route Team meeting, put in place a plan for implementation over the next 2-3 years (mostly Ben's work)

Submitted proposal to Health and Wellness to continue WoW work and Blue Route programming outreach

Met with Management without Borders students, we have a team of 6 students (Madeline is one of them!) who are working on a report on best practices around bicycle infrastructure evaluation

Met with Journeyman films on the production of a Blue Route 'teaser" video

Met with TIR and Ben on presentation on Bleu Route to Liberal Caucus (Oct 14th)

Started to think about AGM, BNS rebranding and strategic planning process.

Susanna

### **Recreation and Touring**

No major news from Rec & Touring. There were many touring inquiries this season from visitors, with several people following up with kind remarks about their experiences cycling in NS. Inquiries are coming in for 2016 too, including requests for more resources for independent touring cyclists (most recently someone has requested a composite map of all the Cycle Nova Scotia Routes).

David

### **Registrar**

The registrar's report has little change from last month. CX licenses are still coming in but have slowed down from the initial rush. A total of 42 racers for this fall.

I sent out reminder emails to board members (albeit late, as in just now) that they have not yet registered to BNS for the year and that membership is required to be on the board.

thanks

Allan Scott

### **BMX**

On the 20 inch side of life:

I have been in touch with Jason Leil about finding an indoor space to house the “Uncontainable” ramps from this video <https://www.youtube.com/watch?v=cyA4vRbwLq0> (obviously we would rebuild them because they are too big for any rational human to use, I tried on Saturday) Anyone with leads on potential warehouses, arenas, domes etc. should let me know!

I am emceeing a Halloween BMX jam at Sportwheels on October 30th <https://www.facebook.com/events/1263212530371117/>

I am NOT emceeing a Halloween jam at the commons skatepark October 31st, but it should still be a good time. <https://www.facebook.com/events/914371471974309/>

If possible, it would be great to have a short brainstorm at tomorrow night’s meeting in regards to indoor cycling venues.

Adam