

Bicycle Nova Scotia Board of Directors

lola's boardroom

Wednesday, October 12, 2016

Minutes

1 of 10

Present: Mary-Ellen Donovan, lola doucet, Sherry Huybers, Mike Kennedy, Zach Steinman, Jon Burgess, Lorenzo Caterini, Susanna Fuller, Chuck Sutton, Adam Barnett, Ben Buckwold, Ryan Lindh, Madelaine Lawler

Regrets: Allan Scott, Bob White, Alan Avis, Peter Williams

| | ITEMS | DISCUSSION POINTS | ACTIONS/DECISIONS |
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| 1. | Bring to Order/Approval of Minutes | <p>lola called the meeting to order at 6:45 pm.</p> <p>Action items from the September, 2016 minutes were discussed.</p> <p>Minutes amended</p> | <p><i>Motion: To approve September minutes as amended</i></p> <p><i>Moved by Sherry, seconded by Mary-Ellen</i></p> <p><i>(Motion Carried)</i></p> |
| 2. | Agenda | Approved as amended | |
| 3. | Block Funding and 2016/2017 outcomes | Susanna discussed the recreational block funding received from government. She noted that we should fill in some of the outcomes for the next round of funding. | <p><i>Action: Everyone to look at file sent by Susanna and add any outcomes to any section that are missing.</i></p> |
| 4. | Financial Statement | Mary-Ellen asked about the loss and Mike explained why it shows as this. | <p><i>Motion: To accept the financial statement as distributed by Mike</i></p> <p><i>Moved by Mary-ellen, seconded by lola</i></p> <p><i>(Motion Carried)</i></p> |
| 5. | Cycling Canada Congress | Discussion of policy 2.01 regarding who attends Cycling Canada Congress. | <p><i>Motion: To accept policy #2.01 as presented by lola</i></p> <p><i>Moved by Mary-Ellen, seconded by Zach</i></p> <p><i>(Motion Carried)</i></p> <p><i>Motion: To approve Ryan's attendance at the Congress</i></p> <p><i>Moved by lola, seconded by Mike</i></p> |

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| | | Susanna discussed the national organization Canada Bikes. | <p><i>(Motion Carried)</i></p> <p>Motion: For BNS to join Canada Bikes <i>Moved by Susanna, seconded by Mike</i> <i>(Motion Carried)</i></p> <p>Action: lola to ask at Congress what CCC's support of Canada Bikes is Action: Sherry to ask Sarah Kirk about her role in Canada Bikes</p> |
| 6. | Sanction Forms | Ryan noted a few things to change in order to streamline and function better. | Action: Ryan and Madeline to update sanction and OEM forms |
| 7. | Awards Night | Discussion of awards night taking place in the eve after the last cyclocross race on Nov. 27. Race organizers meeting to take place prior at 5:30 pm. | Action: lola and Adam to do Survey Monkey for awards to be voted on |
| 8. | Sponsorship Page | Adam reported on the GoFundMe page. Discussion took place on what to ask/how often/admin fees/how to distribute funding. | <p>Action: Adam to develop some guidelines on how to run this service</p> <p>Action: lola to provide Adam with information on admin. Fees</p> <p>Action: Adam to make it go live</p> |
| 9. | Sector Reports | <p>See Appendix A for submitted sector reports.</p> <p>Events – Lorenzo noted that a corporate sponsor wants to support BNS</p> | Action: Lorenzo to reconnect with corporate sponsor to discuss more details |
| 10. | <p>Short Items</p> <p>MacDonald Park</p> <p>Timing System</p> | <p>lola was approached about building bike specific trails in the Park with BNS being the fiscal agent for the project</p> <p>Lorenzo gave an update on the timing system – it's working well but need continuity of the operator for familiarity of the system</p> | |

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| Incident Reporting System | Adam reported that the system was launched and that people were using it with good data being collected | |
| Public Accounts Committee | Mary Ellen reported that sustainable transportation was coming up as an item. Blue Route is part of this item. | <i>Action: Mary Ellen to let the BOD know when this item comes up</i> |
| Insurance | Mary Ellen noted that 6 main points were identified regarding the issues with the insurance policies. There are 3 possible options: <ol style="list-style-type: none"> 1. Shop for a new policy 2. Engage with the CCC to see if it can improve the Aviva product 3. Discuss with Oasis about offering a competitive and recreational policy | <i>Action: Mary Ellen to instruct Marshe to shop around</i> <i>Action: lola and Ryan to raise the issue with CCC at the Congress</i> |
| Project Funding | Madeline met with Mark Smith who suggested that BNS not apply for the Coach Employment program but look into PSO project funding. | <i>Action: Sherry to reconnect with Mark Smith</i> |
| Bike Summit | Sherry and lola are scheduled to present at the NS Bike Summit on Oct. 22 | |
| Next meeting | Nov. 16, 2016 at 6:30 | <i>Action: lola to determine the 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

As far as Road/cyclocross comp is concerned the road season has wrapped up with the final TT Fiesta which was shortened to one stage due to weather concerns. Organizer did a great job and plans on doing at least 2 road events next season.

Cyclocross is rolling along with NSSP (Nova Scotia Super Prestige) races 1,2,3,4 and 5 in the books with another double header this coming weekend in Bridgewater. Timing system is working great. Lorenzo and Co. (NSSP) have the organization and coordination down to a pretty good science for these cyclocross races.

All the best.

Zach

Co-President (Competition)

Co-President – Susanna

Hello All,

A brief co-president's report from me and you won't believe it - but I will be unable to be there in person tomorrow as I am in Ottawa tomorrow and Thursday. I know it is getting inexcusable but I'm trying to do my work on the board regardless of my work travel. I will join by phone and help lola as best I can from afar.

1. Block funding - our block funding report has gone in and the first 50% (7,000.00) has been received. The second installment is dependent on our outcomes for 2016/2017 being submitted and I wanted to have board input on this. Please have a look at the 2015/2016 document attached, and we can discuss tomorrow what we want to keep, add, remove for this coming year. Please note that this focuses on our recreation work for the most part but we can add in competitive sector items as well. Ideally, this should align with our 1-2 year goals in our strategic plan. I will add those in - but wanted to put it out there to all of you for any additions. Next year, there will be a review of the block funding and we will apply for the following three years. We have gone from \$8,000.00 / year to \$14,000.00 / year as a result of our high scoring in the last three year assessment. Note however, that we are still one of the lowest funded sport / rec organizations in the province as others have funding for a full time ED position through PASR funding.

2. ACOA: I've been working with Ben (who has been doing a fantastic job engaging with all the various partners, trails groups, governments) on getting the first bit of ACOA \$ out the door. Ben and I met with Shannon Chambers at ACOA last week, and will continue to work with her over the coming weeks to get the appropriate commitments from our other funders / supporters.
3. Provincial outreach Ben and I met with Paul Lafleche (Deputy Minister of Transportation and Infrastructure Renewal) last week as part of our work on ramping up commitment to the Blue Route. We are having a follow up meeting on November 18th. What was clear from the meeting is that we need to ramp up our political outreach on cycling - and engage more with MLAs and upper level decision makers. We also need cycling businesses to do the same. We proposed that TIR take more of a leadership role on the blue route, hire a full time staff person who is tasked with making it happen within TIR, and work with the other departments to allocate funding so that we don't have to spend so much time getting that funding.
4. Bike Summit is coming up - Pictou, October 22,23 (see newsletter and Ben can update on details)
5. Continued support for improved financial tracking for BNS.
6. Presented to the Recreation Nova Scotia Annual Conference in Pictou on WOW and importance of engaging more women in cycling. Learned a lot from other programs in the province that are focusing primarily on girls and physical activity.
7. Noting the excellent bicycle facilities in ICELAND of all places, made me realize that we need to expect more from our government on bicycle infrastructure. Have had discussion with Department of Energy on how to make active transportation more of a priority in the Maritimes, esp, with federal infrastructure funding.

Hear you all tomorrow.

Susanna

MTB ORA

Hello all,

Here is my sector report:

Five Bridges Wilderness Area:

On October 7th, with Ben Buckwold, I attended the ribbon cutting and inaugural Old Coach Road MTB ride in the Five Bridges Wilderness area. I am arranging to meet with Tristan Cleveland (who helped secure bicycle access to this area) to discuss the land use agreement in place and steps involved in its formation.

Macintosh Run Watershed Association:

I have attended a number of build days with MRWA in the past few weeks while they push to complete the beginner trail off Norawarren Drive. This project is moving forward with many engaged and committed volunteers.

Spider Lake:

I continue to struggle to reach Oasis representatives regarding securing liability insurance for the Spider Lakes Trails.

Long Lake Provincial Park Association:

I have met with LLPPA a number of times to discuss the development of a plan to approve mountain bike trails in Long Lake Provincial Park. At current, I am waiting for a set of principles to be drafted by their trails committee to be presented to the association for approval.

Thanks and see you this evening.

Charles

Registrar



Hello Everyone

I have to send regrets for tonight

Not much to report from my position. Here are our registration numbers

Membership totals:

44 Cyclocross

241 UCI race licenses

212 General memberships

Total: 497

Compared to 2015

17 Supporting memberships

185 General memberships

46 Cyclocross

269 UCI race licenses

Total: 517.

Please note that VCB has not joined BNS for 2016. They represented around 400 members last year.

Allan Scott

Treasurer

On my end:

- Onboarding Madeline on financial side of BNS
- Co-Developed a revised chart of accounts & segment reporting framework so our financial reporting will be more useful, and provide better info at a sector level - will share update at the meeting on this
- Met w/ bank to discuss investment options with some of our idle funds (we've transitioned them to higher interest rate option, as they were previously earning very little)
- Transition of signing authorities
- BNS now registered for HST, working with Nick at SNS on filing previous year returns

Mike

VP Education

Athlete Development

Sector report:

Cyclocross National Championship project planning is complete. We've had 5 races now and selection will be complete after this weekends double header in Lunenburg. Race date is Nov5th. I will also be completing my performance coaching certification then. Bicycle Nova Scotia is running this project in conjunction with Nova Scotia Cyclocross Series Organizers. BNS is providing the funding for the accommodations, and the NSSP is funding all travel, registration and food costs. We believe 5 male and 1 female athletes will be attending.

Funding Wise:

Performance funding was giving to Ed walsh for his international racing this summer: \$2500

Also BNS has awarded Andrew L'Esperance \$1000 for his Fall world cup races, as well as we fund raised \$900 at the last cross race to add to BNS's contribution.

Me \$150 to complete my final Multi sport modules this weekend.

Sherry, Myself and lola have a meeting with regards to our Performance pathways grants/old Canada Games funding on Oct 25th. This is a strategic planning meeting .

Ian Huges from the national MTB program is coming to put on an mtb skill course on Oct 25 & 26 in truro. After this course I will be certified to give this course to other eager mtb coaches. Funding from the government was secured for this by Sherry (thank you, mad props).

I'm looking to form a Canada Games selection committee, so we can create the selection criteria, and publish this before christmas/our winter/Fall GC camp so everyone is well aware. If you'd like to sit on my committee please identify yourself.

Thats it for now

Jon

Director At Large

BNS INSURANCE POLICIES ISSUES

EXISTING POLICIES

Two polices – **Aviva** (Competitive) and **Lloyd's**(Recreation)

Aviva agent is **Holman's**. Holman's not big enough to secure Aviva Sports policy so done through a Management General Agency (MGA) – GameDay. **Holman's → GameDay → Aviva**

Lloyd's agent is **OASIS** – Outdoor Adventure & Sport Insurance Solutions. **OASIS → Lloyd's**

ISSUES

Paul Croft, Senior Vice-President AON Risk solutions, a major International insurance broker provided the following comments on the two policies:

1. I understand that the reason for the Oasis CGL policy is that it provides coverage for cycling clubs that are members of Bicycle Nova Scotia but do not fit the definition of membership outlined by Cycling Canada. I would point out that the policy provided by Aviva(GameDay/Holman Insurance) does not specify in the policy wording or declaration entities that would not be afforded coverage by the policy.
2. The Oasis policy lists Bicycle Nova Scotia as the named insured. There is a schedule of Insured Member Clubs but only Bicycle Nova Scotia is listed. It is very unclear of the intent of the policy from the Oasis declarations. Given the "Other Insurance Exclusion" under the Aviva policy this could result in an issue if Aviva became aware of the policy and there is misunderstanding around the intent.
3. The Oasis policy excludes any Directors and Officers coverage. The Aviva policy provides cover however if the intent is not to pick up recreational clubs or those not in good standing with Cycling Canada there will be confusion with the extent of coverage. Again the policy declarations do not seem to restrict coverage. Also if the BOD of Bicycle Nova Scotia is providing guidance and advice outside of the scope of the national organization there may be a coverage gap.

4. I would specifically point out the addition of two exclusions on the Oasis policy – Injury to Participants Exclusion and Racing/Time Related Event Exclusion. Please review both of these carefully as they may impact your operation/activities.
5. As respects the Aviva policy I note a warranty as respects Head Gear and an exclusion as regards Aerial activities, stunts, freestyle and track construction. Again these should be reviewed in respect to your operation.
6. I note the Accident Insurance Policy and Excess travel/medical coverage provided by Aviva. As with the D&O since there is no similar policy provided by Oasis this may create a gap in coverage. It is important that this is properly understood and communicated within your membership.

ADDITIONAL ISSUES

- AVIVA - \$25,000 aggregate for legal expenses when this is likely the biggest exposure.
- Because the Fracture Indemnity maximum is limited to \$1,000 for a serious head injury down to a limit of \$80 for a broken foot bone, the Fracture Indemnity feature of the Aviva policy should either be eliminated altogether or the limits be increased dramatically which may be unaffordable.
 - \$5million aggregate cap on Directors and Liability Insurance is Canada wide and therefore may not be available in whole or in part to BNS in the event that the aggregate limit is absorbed with a claim in another jurisdiction. One option is to limit coverage to \$2million (or some other amount) with a corresponding change from an aggregate limit to an occurrence based limit.
 - Confusion over what constitutes a sanctioned event
 - The need for a broader based coverage than a formally sanctioned event.
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- LLOYD's - Extensions for US and firefighting should be removed as constituting an unnecessary expense.

OPTIONS

- ➔ Apply immediately to several companies for insurance for the next renewal period so as to compare product and pricing.
- ➔ Immediately engage in discussions with Cycling Canada regarding product improvements to better support cycling in Canada. As part of the discussions with Cycling Canada, consider engaging an insurance broker such as AON to identify and price a more suitable insurance product. It should be noted that Aviva is not a standard

supplier of sporting insurance whereas there are at least 5 or 6 other international companies that do supply this type of insurance product as a matter of course.

- Discuss with OASIS the possibility of a single cycling product that would cover both competitive and recreational activities together with event based activities.

DRAFT