

Bicycle Nova Scotia Board of Directors

lola's boardroom

Wednesday, September 14, 2016

Minutes

1 of 9

Present: Mary-Ellen Donovan, lola doucet, Sherry Huybers, Mike Kennedy, Zach Steinman, Jon Burgess, Allan Scott, Bob White, Lorenzo Caterini

Regrets: Alan Avis, Susanna Fuller, Lisa McInnis, Chuck Sutton, Peter Williams, Adam Barnett, Ben Buckwold, Ryan Lindh

	ITEMS	DISCUSSION POINTS	ACTIONS/DECISIONS
1.	Bring to Order/Approval of Minutes	<p>lola called the meeting to order at 6:41 pm.</p> <p>Action items from the June, 2016 minutes were discussed.</p> <p>Minutes amended to include Madeline as attending July meeting.</p>	<p><i>Motion: To approve July minutes as amended</i></p> <p><i>Moved by Bob, seconded by Mike, (Motion Carried)</i></p>
2.	Agenda	Approved as amended	
3.	Change in BOD members		<p><i>Motion: To accept Lorenzo as events coordinator for the rest of the term.</i></p> <p><i>Moved by Bob, seconded by Jon, (Motion Carried)</i></p> <p><i>Action: lola to contact Kyle to change BOD list and info.</i></p> <p><i>Action: lola to contact Adam to post vacancy for Madeline's Board position</i></p>
4.	Road Safety Infrastructure	<p>Press release on incident report being launched at Cyclesmith at 8:30 am.</p> <p>Discussion of how BNS can help to facilitate policy makers to work on infrastructure.</p>	<p><i>Action: Ben, Mary Ellen, and Bob to form a committee</i></p>

5.	Insurance and Facebook Club Pages	Discussion of non club rides being posted on club FB pages	<i>Action: lola and Allan to put together a disclaimer to post on Website and FB pages</i>
6.	Business Conflicts on Board	Discussion of email from BOD members that have business emails	<i>Action: lola to contact Kyle and inform BNS members about avoiding business email addresses Action: Mike to draft conflict of interest policy</i>
7.	L'espy and Sponsorship page	Jon explained issue of BNS support of elite athletes	<i>Action: Jon to bring to his committee Action: lola to work on sponsorship page by contacting Adam to update page Action: Executive to follow-up</i>
8.	Staffing needs/Results of Exec meeting	Lola reported on the staffing issue and needs	<i>Motion: To accept Madeline to a probationary period of 90 days as Administrative Coordinator Moved by Bob, seconded by Sherry, (Motion Carried)</i>
9.	Sector Reports	See Appendix A for submitted sector reports. Road/Cyclocross – Zach reported that the timing system is working well Registrar – refunds for Zone 4 fees were discussed	
10.	Short Items Helmets Policy regarding abstentions Policy around political position without BOD approval	Helmets given to BNS from Micheline to distribute as see fit Lola asked BOD members to avoid abstentions	<i>Action: lola looking into BOMA issue and help BNS decide on a position to take</i>

Comp at Bike Summit	Discussion about BNS having Competition represented at the Summit	Action: <i>have proposals with a presentation and activity by Friday Sept. 23</i>
BNS paying for conference calls	Discussion about SNS system that is 12 cents per min per person.	Motion: <i>To accept SNS conference call system on an as needed basis.</i> <i>Moved by Bob, seconded by Mary-Ellen</i> <i>(Motion Carried)</i>
Organizers meeting	Lola suggested a race organizers meeting be held. It was decided that a policy should be developed first.	Action: <i>Committee to develop a policy regarding race organization</i>
Next meeting		Action: <i>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

Road/track/Cyclocross comp sector report.

Critz of Fury on Aug 28th (which required a large commitment of time and money from the community of New Glasgow) was cancelled due to inadequate pre registration numbers.

Cyclocross racing started this past weekend Sept 10-11 with a well attended (73 Saturday, 66 Sunday) double header. The new Zone 4 chip timing system is being tested out and has already had positive results. Can definitely see such a system helping to streamline the results and registration processes.

The last road race of the season is this coming weekend Sept 18 Time Trial Fiesta. Organizer of this event has said that he will be going ahead with event regardless of pre registration numbers. (this race has significantly less cost associated with it)

Cyclocross will be back in full swing with next race on Oct 2.

See you on Wednesday.

Zach

Co-President (Competition)

Co-President – Susanna

Hello All,

I promise that this is the last board meeting I will miss for several months. As long as I am actually in the country, I can make them.

Over the past month or so I have been doing the following:

- dealing with administrative staffing issues
- updating financial tracking / depositing cheques
- semi-regular meetings with Ben on various issues related to the RBA sector

lola, Sherry and I met and held our first executive meeting, and I think we will try and do that on a monthly basis.

Because of the various complications / issues with our administrative staffing issues, we made a plan over the next three months to do the following:

- complete an exit interview with Kate (ideally with the other RAP organizations but separately if necessary)
- consider reconfiguration of shared office, to see if we can fit another desk in there (need to discuss with other organizations)
- review current administrative position, consider outsourcing all financials including those currently with SNS and having a separate bookkeeper
- move towards hiring a Technical Director for the competitive sector, will require grant writing and some external fundraising

I've got a few things I am a bit behind in and those include:

- updating our strategic planning document
- WOW admin / tracking / reporting
- checking all invoices to see if they have been paid (see above for financial work that needs to be taken care of)

Sorry to miss you all this evening, but Iceland is pretty amazing. MUCH better cycling infrastructure than Nova Scotia. They definitely plan much better for all road users and do not give cars the automatic precedent. There are protected bike lanes in many places in Reykavik.

See you all in October,

Susanna

MTB ORA

Here is my sector report:

As I haven't yet heard back from Oasis regarding securing liability insurance for the Spider Lake trails, I reached out to them last week to get an update. Again, I have yet to hear back.

Following my last meeting with the Long Lake Provincial Park Association's trail committee, they requested a map of single track trails in the area surrounding Witherod Lake. I have provided them with a map and upon completion of principles being drafted by their trails committee, I plan to meet with them again to plan a presentation to the Association.

I have recently been contacted by Tristan Cleveland (formerly of the Ecology Action Centre) who is involved as a concerned citizen with the Five Bridges Wilderness Heritage Trust to secure mountain bike access to parts of the wilderness area. According to Tristan, last summer, for just one day, permission was given to mountain bikers to ride the Old Saint Margaret's Bay Road through the Wilderness Area. On August 8, Environment Minister Margaret Millier signed a document that allows mountain bikers to use this area full time (I'm not familiar with this area but am making arrangements to get down to check it out).

Although the trail opening has not yet been formally announced, Tristan has proposed an inaugural ride at the announcement which has been supported by the Minister's executive assistant (Kevin Musgrave), the person in charge of the file with the province (Heather Olivella), and a representative of the Trust (Harry Ward). He has invited me to attend the ride as a representative of BNS. At last word, he is going to connect me with Kevin Musgrave.

Chuck

Registrar

Hello All,
Below is the registrar's report for September

Membership totals:
39 Cyclocross
241 UCI race licenses
208 General memberships
Total: 488

Compared to 2015
17 Supporting memberships
185 General memberships
46 Cyclocross
269 UCI race licenses
Total: 517.

Membership totals down by 29 members. However, this doesn't include totals from Associated clubs, of which we don't have that data until the end of the calendar year.. However, we are missing the below Associated Clubs this year: Just as a point of reference: associated clubs accounted for 855 members in last year's numbers; of which VCB was approximately half that number.

Velo Cape Breton
Velo Halifax

Red flags from my sector:

I have mentioned prior that I would be willing to sit down with Madeleine to show her the navigation of Zone4. It would go a long way to help her ease into the transition to her new role.

The organizer for Close To Home has not received their monies from us on their cancelled event. Can someone with cheque writing authority look after this issue? Those with that ability would have gotten a separate email from me a few minutes ago.

We need to iron out what we are going to do with Club membership fees. We currently charge \$110 for an Affiliated or Associated Fee club, and that membership expires at the end of the calendar year. A club has requested a prorated fee as they hadn't registered their club until the end of August. We accommodated their request as we wanted them to be part of the BNS umbrella but that puts preferential treatment on those clubs who register late compared to the majority of clubs who register in the Spring. All clubs should be treated equally and not have different costs charged to them. I feel that this hurts our integrity as an organization. Our current membership system Zone4 doesn't offer a 365 day membership fee. It starts and ends on specific days.

Our new partner for business sponsorship, CCN bikes, does offer this type of club membership option. However, we are tied into Zone4 with our race camera/timing system and possibly with the new Chip timing system currently undergoing trial with the NSSP cyclocross series.

Thanks

Allan

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

VP Education

Please accept this as my interim sector report: I apologize for all of the meetings missed, mostly due to car sharing.

As VP Education, my main activity centers around promoting and administering CAN-BIKE. I am now the only active CB National Examiner east of Ontario, Jacques Cote was the other; however retired a couple of months ago. Only a National Examiner can deliver / certify courses for new instructors I use CB as a springboard to promote the safe everyday use of the bicycle. In the early spring, I wrote some 21 CB Instructors to determine interest / courses planned for 2016 and only 4 responded.

CB Courses: (In Nova Scotia)

- I have conducted 7 courses since spring for a total of 71 attendees. The most recent one was an instructors workshop the last weekend of August

.HRM Smart Cycle

- I have delivered 9 HRM lunch and learn sessions this year, with another one scheduled for Sept 14th. I serve as the CB go to for HRM.

- Bike Week

- 3 events

Blue Route

- Met with Ben at Masstown for section opening

General promotion

- Continue to serve as historian / founder of the NS Ramblers, leading day and multiday tours locally, Antigonish, PEI, Parrsboro and Florida, membership at 185 is active.

- Group Rides (I offered my services as BNS VP Education / CB NE and attended / planning to attend:- life cycle in Kentville, Michelin in Waterville and Grande Fondo in Clair

- I continue to be an active NS Trails Trail Warden and cruise the trails and offer assistance.

- I get lots of touring / education requests through my website and attend to them / funnel them as appropriate.

It has always been a challenge to deliver CAN-BIKE courses for a host of reasons, 50% of all new instructors have yet to deliver her / his first course. Most of the others are now inactive as have not delivered a course during the past 18 months. For the past 2 years we have been unable to get any supplies from CC nationally - they administer the program as the manuals are being updated and no printers have been secured. There is no money for any aspect of the program which is of little priority; they inherited CB by default for the city of Toronto.

I offered to (again) serve BNS as VP Ed on a temporary basis to provide time for a younger CB Instructor to get groomed for take over; at this point I do not have a champion, but two potentials are on the horizon (Jenna Molnaar or Shelley Porter.) I'll be 70 years old next year and for the good of the program, we need younger leadership.

On another point, I was wondering if we could have Skype or conference calls for our monthly meetings?

Cheers

Bob White,

VP Education / CB NE

Athlete Development

Heres my report ;

To date: I have spent roughly \$7287 of the \$15,00 support for sport funding on athletes and projects. I still need to include some of the expenses from the early part of the season for the coaching certification/courses. But we are well under budget. The goal is to be about \$3000 under budget at the end of the season. The reason for this is Canada Games is expensive and will need extra funding to make it happen (the cycling clothes alone will cost \$5000). So some carry over will ensure we get everything we need.

BNS and the NSSP cyclocross series have partnered to run a project to cyclocross national championships on Nov 5th. This includes many of the CG athletes from the road and mtb sector. This is the first of its kind, and exciting opportunity for our athletes.

I'm in the early mental planning stage of planning a winter training camp for interested athletes. Once we are further into fall, I will firm up some details and cost, then see if we have enough interest to pursue.

I have had a request from Andrew L'Esperance for assistance funding. Andrew is Nova Scotia's top mountain bike athlete and has come up through our system. This year he has had a significant break through with his results since moving to Victoria for the winter to focus on racing. Andrew is a potential Tokyo 2020 Olympic athlete but has struggled at some of the World cups this year because he doesn't have enough UCI points to get a good starting position. His request is for \$1000 to help with expenses of going to Europe for 2 fall races to earn more UCI for next year. As he is no longer a CG athlete, this funding would need to come out of our general fund.

I would like to make a motion to vote on this tonight.

thats it for me .

Jon