

Bicycle Nova Scotia Board of Directors
lola's boardroom
Wednesday, June 17, 2015
Notes

1 of 12

Present: lola Doucet, Susanna Fuller, David Hales, Sherry Huybers, Madeline Lawler, Zach Steinman

Regrets: Martin Austin, Alan Avis, Adam Barnett, Adam Berry, Adam Bowes, Ben Buckwold, Keith Croucher, Kimberly Hoffman, Jamie Lamb, Ryan Lindh, Simon Myatt, Alan Scott,

	ITEMS	DISCUSSION POINTS	ACTIONS/DECISIONS
1.	Bring to Order/Approval of Minutes	<p>Susanna called the meeting to order at 6:54 pm.</p> <p>Quorum not met.</p> <p>Minutes of the May 20, 2015 BOD meeting discussed. A run through of action items was made with everyone providing updates regarding their action items.</p>	<p><i>Motion: Approve minutes with spelling corrections</i> <i>Moved by Susanna, seconded by David (Motion to be voted on by email)</i></p> <p><i>Outstanding/Ongoing Action Items from previous meetings:</i></p> <p><i>Ben B., Adam B., Alan S., and David S. to meet and discuss Zone 4, types of memberships, and Oasis.</i></p> <p><i>Presentation on Blue Route to be added to next month's agenda. (Susanna to do be email)</i></p> <p><i>Kimberly, lola, and Susanna to change signing authority from Jamie and Simon to Suzanna and lola</i></p> <p><i>Touring bank account to be rolled into BNS Rec Sector account</i></p>

2.	Agenda	As circulated.	
3.	Budget Review and Sector Budgets	<p>Susanna explained each item of the budget. See Appendix A for budget. We determined which sectors and which parts of the budget that need a motion, vote and approval.</p> <p>Susanna discussed the need for some strategic planning of the BNS moneys.</p> <p>Susanna talked about other upcoming funding requests for the Blue Route.</p>	<p><i>Action: Susanna to send email to Board for email vote and approval.</i></p> <p>.</p> <p><i>Action: Susanna sending ACOA update to the BOD</i></p>
4.	Staff Position	<p>Sarah will be leaving at the end of August. We discussed possible options of how to obtain/keep an administrative position with enough hours (at least 30 hrs/week).</p>	<p><i>Action: Susanna and lola to enquire further with XC skiing Board members.</i></p> <p><i>Action: Susanna or lola to talk with Mark Richard of Canoe/Kayak</i></p>
5.	Sector Reports	<p>See Appendix B for submitted sector reports.</p> <p>Madeline reported on the Upcoming Hearland Tour. Jim Vance is promoting this tour.</p> <p>Zach reported that the Ardoise race was cancelled during the race. The race organizer manuals were also discussed.</p> <p>Alan Avis sent questions to lola. Can business members use our logo for a fee? How committed is BNS to the current logo? Does it represent us well? What do people think of a BNS tagline – Why Do You Ride?</p> <p>Susanna reported on the Blue Route. BNS needs to find \$800,000 in matching funds for the BR. She feels that it will not be a problem. The BR launch is the 3rd week</p>	<p><i>Action: Zach to make sure the commissaire fee is paid</i></p> <p><i>Action: lola to ask Adam Barnett to put boh the road and mountain bike race organizers manuals back on the website</i></p>

		of July with a route from Pictou to Truro being the first part of the route. Susanna also reported that there will be a press release for Senior Women on Wheels.	
6.	Short Items: <i>Insurance</i>	Because of the issue of having race insurance on time, lola wants to know how to best make sure BNS has access to the information. Susanna suggests a letter from BNS be sent to the Cycling Canada.	Action: lola to draft a letter to Cycling Canada
	<i>Gender Equity Fund</i>	lola received information on the H & W Gender Equity Fund	Action: lola to provide this information to the Athlete and Coach Development Committee for ideas on what projects to submit for this funding.
	<i>Strategic Planning</i>	Blaise Landry (H & W) wants to meet with lola and Susanna and a couple of others for an initial meeting.	Action: Susanna to send an email to BOD members looking for interest to be a part of this initial meeting.
	<i>Press Releases</i>	lola wanted to know how best for BNS to respond to press releases that concern cycling (e.g. Wendy MacDonald wanted BNS to contact the press in response to a media report on trails).	Action: Susanna to put together a media list for Board members to contact when needed. Action: Ben B. to filter press releases and forward to correct BOD rep for response
	<i>VP ORA</i>	With Keith's resignation BNs needs to fill this position.	Action: lola to post position description and call for VP ORA
	Next meeting	The next meeting will be on Wednesday July 15, 2015 @ 6:30 p.m @ lola's boardroom.	
	Adjourn	lola motioned the meeting adjourn at 8:40 pm	

Submitted by: Sherry Huybers

Appendix A – 2015 BNS Budget

Overall

All					
2015					
Estimated	Actuals	Est. - Act.	Sector	Details	Decisions
\$12,000.00		\$12,000.00	BNS General Revenue	6K pays for admin person	
\$20,000.00		\$20,000.00		General membership was 30,000 in 2014	
\$2,000.00		\$2,000.00		3,300 in 2014	
\$1,500.00		\$1,500.00		1200 in 2014	
\$3,000.00		\$3,000.00		2700 in 2014	
\$68,800.00		\$68,800.00	REBA	Health and Wellness (REBA)	
\$25,000.00		\$25,000.00	REBA	QUEST (REBA)	
\$10,000.00		\$10,000.00	REBA	TIR (not confirmed) (REBA)	
\$20,000.00		\$20,000.00	Touring and Rec	for Cycle NS Maps	
\$6,500.00		\$6,500.00	REBA	Department of Seniors (REBA)	
\$15,000.00		\$15,000.00	Athlete Development	granted t BNS through \$\$\$	
\$5,000.00		\$5,000.00	Athlete Development	requested from general BNS funds	
\$9,000.00		\$9,000.00	Touring and Rec	raised through map sponsorship	

				needs to be moved to general bank account (we lose 2.00 / month) in 2014 financial statements	
\$16,020.01		\$16,020.01			
\$22,602.86		\$22,602.86			
\$103,975.13					
\$340,398.00	0	\$236,422.87			
\$6,000.00		\$6,000.00	General BNS	Sarah Wood's position (12% FTE)	PASR
\$1,500.00		\$1,500.00	General BNS	approved	General revenue
\$1,500.00		\$1,500.00	General BNS	design? And printing? purchase of product, added competition podium banner to this budget	General revenue
\$2,000.00		\$2,000.00	General BNS	Adam's time	General revenue
\$1,500.00		\$1,500.00	General BNS		General revenue
\$53,000.00		\$53,000.00	REBA	Ben's salary and benefits / MERC	H&W
\$20,000.00		\$20,000.00	REBA	Adams position provincial consultations	H&W + general revenue
\$10,000.00		\$5,000.00	REBA	/ conferences office, internet, software	H & W
\$2,000.00		\$2,000.00	REBA		H&W
\$25,000.00		\$25,000.00	REBA		Quest

\$6,500.00	\$6,500.00	REBA		Dept. of Seniors
\$5,000.00	\$5,000.00	REBA	requested from BNS	BNS general membership / PASR
\$20,000.00	\$20,000.00	Rec and Touring	NSTA grant raised as matching funds	NST Map sponsorship by municipalities
\$9,000.00	\$9,000.00	Rec and Touring		
\$1,397.25	\$1,397.25	MTB Trails	Macintosh run, willing to partner, and cover 1/2 the costs of that (april / may)	deferred until new VP ORA
\$120.00	\$120.00	MTB Trails	requested from BNS	deferred until new VP ORA
\$500.00	\$500.00	MTB Trails	requested from BNS	deferred until new VP ORA
\$500.00	\$500.00	BMX	requested from BNS	general BNS revenue
\$600.00	\$600.00	Athl dev	S4S grant	S4S grant
\$2,000.00	\$2,000.00	Athl dev	S4S grant	S4S grant
	\$0.00	Athl dev	S4S grant	S4S grant
	\$0.00	Athl dev	S4S grant	S4S grant
\$300.00	\$300.00	Athl dev	S4S grant	S4S grant
\$500.00	\$500.00	Athl dev	S4S grant	S4S grant
\$300.00	\$300.00	Athl dev	S4S grant	S4S grant
\$500.00	\$500.00	Athl dev	S4S grant	S4S grant
\$500.00	\$500.00	Athl dev	S4S grant	S4S grant
			S4S grant	S4S grant

\$380.00	\$380.00	Athl dev	S4S grant	S4S grant
\$570.00	\$570.00	Athl dev	S4S grant	S4S grant
\$570.00	\$570.00	Athl dev	S4S grant	S4S grant
\$570.00	\$570.00	Athl dev	S4S grant	S4S grant
\$570.00	\$570.00	Athl dev	S4S grant	S4S grant
\$300.00	\$300.00	Athl dev	S4S grant	S4S grant
\$300.00	\$300.00	Athl dev	S4S grant	S4S grant
\$1,000.00	\$1,000.00	Athl dev	S4S grant	S4S grant
\$1,500.00	\$1,500.00	Athl dev	S4S grant	S4S grant
\$1,500.00	\$1,500.00	Athl dev	S4S grant	S4S grant
\$2,500.00	\$2,500.00	Athl dev	S4S grant	S4S grant
\$1,800.00	\$1,800.00	Athl dev	S4S grant	S4S grant
\$1,455.00	\$1,455.00	Athl dev	requested from BNS (8000.00)	Competitive membership revenue
\$885.00	\$885.00	Athl dev	requested from BNS (8000.00)	Competitive membership revenue
\$1,870.00	\$1,870.00	Athl dev	requested from BNS (8000.00)	Competitive membership revenue
\$1,780.00	\$1,780.00	Athl dev	requested from BNS (8000.00)	Competitive membership revenue
\$700.00	\$700.00	Road Comp	requested from BNS	Competition membership revenue
\$1,100.00	\$1,100.00	Road Comp	requested from BNS	Competition membership revenue
\$400.00	\$400.00	Road Comp	requested from BNS	Competition membership revenue
\$800.00	\$800.00	Road Comp	requested from BNS	Competition membership revenue
\$800.00	\$800.00		requested from BNS	MB Comp. revenue

						8
		0				
179067.25	0	\$174,067.25	500	\$500.00		\$500.00
\$18,732.75	0					

Appendix B – Sector Reports

Road Competition

Ardoise road race on May 31 was met with extreme weather conditions shortly after the race began. It was the decision of the commissaires that the race be ended after less than 2 laps of the 21 km course. Rain was so heavy that it caused both difficulty seeing and braking in the wet conditions this combined with a significant drop in temperature lead to many people dropping out of race even before the official decision to stop came.

Race organizer was not initially pleased with officials decision to stop race but most people have voiced their approval of the decision.

Another race on the Ardoise course is in development and may be added to the calendar in July. Details will be posted as they are made available.

The provincial ITT was held in Bridgewater this Past Sunday. Registration was made a lot easier with the Zone 4 on line registration. Start times were posted and everything ran on time. Results were posted shortly after the last racer had finished. Full results have been posted and forwarded to BNS.

Had a short discussion with Allen Avis about the design of a Podium backdrop/banner to be used at future events (possible sponsorship ideas)

Also have a lead on a portable awards podium at no cost to BNS (just have to provide storage)

Treasurer

really apologize, im still at work everyone.

nothing pressing from the Treasurers position needing to be addressed.

looks like a light agenda and an adequate quorum for approving the budget if required.

sorry for the short notice.

Kim

Co-President lola

The last month I..

began discussion with Andre Brison at Velo Max in Cheticamp about how we can help clubs/shops outside of HRM

Met with Michelle Boudreau from Health and Wellness with Susanna to discuss how they can help us and to give her a better idea of what we do. Some preliminary discussion about Strategic Planning. This is primarily Blaise's focus, so Michelle was going to touch base with him to get us started. Looking at doing something in the Fall.

went to Castle Frederick with Tom Kavanagh to check out a potential race course. The farm wants to hold events on their property, but they don't want to be the ones to build and/or maintain them. The current trails would not be suitable for a race worthy course, but there may be something there for ORA, if a local group of riders/trail elves wanted to take it on. It backs on to DNR land that historically has been offered to the NSMTA for use (Tom). It also might be an area where an IMBA course could be held because it could identify the problems with building trails without the proper techniques (wetlands, directional flow, etc.).

First Athlete Development Committee Meeting with Simon and Sherry. Zach sent his regrets.

Spent a lot of time posting "you should add this event to the BNS calendar" and copying the link onto any and every ride announcement I saw on FB.

Completed 4 out of 6 Competition Development courses through the NCCP.

Held a Liv Women's only rides - 10 participants.

Held a family ride - 17 people showed up

First Sponsorship meeting with Alan Avis

Co-President Susanna

Hi All,

I've been:

- sorting out the next steps with our shared position and convincing Sarah to stay on until September
- harassing SNS for our financial statements

- completing budget (we will look at that tonight and hopefully approve)
- meeting w/ ACOA with Ben and drafting proposal overview (we got approved today to submit a full proposal 750K-800K for Blue Route implementation)
- talking to NST with Ben on second proposal for Competitive Edge funding
- meeting with lola and Michelle Aucoin on strategic planning and gender equity funding
- coordinating the WOW program with Lynne Pascoe (BNS attended the 50+ event last weekend at the Exhibition grounds)

Susanna

Athlete and Coaching Development

The only activity worthy of a sector report is that I've initiated the creation of the Athlete Dev Committee.

cheers

-Simon

Registrar

Hello everyone,

Unfortunately I will be unable to make it as I have a commitment that evening I can't get out of. However, here is my update:

BNS membership summary

Race membership has slowed up dramatically compared to April and May, while general memberships are at the same rate. Note that numbers are still down compared to last year and these numbers do not include any from associated clubs, whom we will not get a member count until the end of the year.

	2015	2014	difference
supporting	9	7	2
general	162	248	-86
race	212	229	-17
women	28	37	-9
total members	383	484	-101

Club memberships: Velo Halifax and Velo Cape Breton are both signed up as associated clubs

Race registrations: We now have both O'Reagan's Subaru / Bike Barn races as well as the Granton Road Race thru Zone4 rather than Race Roster. Although not a race, the registration for Nova Scotia's first Gran Fondo is also live thru Zone4.

I inquired with Zone4 with the possibility of creating multiple membership forms, one for each type of BNS membership to help streamline registration. Unfortunately, there is no way to link reports so at this time, the form will have to stay the way it is, which we all know is a bit clunky.

I was speaking to Adam Barrett regarding giving me access to the BNS website to allow editing of events. In order to promote the BNS and the new website, I have been promoting events on Facebook thru the BNS webpage rather than a direct link to Zone4. In order to save Adam and Kyle some time posting up my links (mostly online registration links) I could do that myself. It would also prevent me from forgetting to change an event detail when the organizer asked. I still need to follow up with Adam to see if this would be possible.

Thanks

Allan Scott
Registrar, Bicycle Nova Scotia
www.bicycle.ns.ca

BMX

Hello all, nothing new to report from the BMX side of things. Bike week was all consuming, and I'm extremely busy until public school is over for the semester.