

**Bicycle Nova Scotia Board of Directors**  
**MEETING LOCATION**  
**June 17<sup>th</sup>, 2020**  
*Minutes*

**Present:** Susanna Fuller, Jeff Houser, Darryl Osborne, Andree Crepeau, Ryan Lindh, Robert Carter, Jeremy Leblanc, lola doucet, John Trites, Janel Hayward, Mary-Ellen Donovan

**Regrets:** Lorenzo Caterini, Shawn Marshall, Nat Bowlby, Dwight McLean, Gaynor Ferguson.

**Staff:** Steve Bedard, Neill Spencer and Alison Carlyle (Staff)

	ITEMS	DISCUSSION POINTS	ACTIONS/DECISIONS
	Intro to new staff	Everyone introduced themselves	
1.	<b>Bring to Order/Approval of Minutes (6:54)</b>		
2.	<b>Action Items from May Board Meeting</b>	<p>Action letter to HRM re: BMBCL was sent out.</p> <p>Advertising on social – Steve is doing this</p> <p>Write email on Email Chimp – Has been done through social</p> <p>Steve to create survey to bike shop on COVID impacts – done</p> <p>Jeremy needs to be added to bank account</p> <p>CCH proposal has been submitted, should know by end of month if we get it</p> <p>Steve and Susanna to meet with Energy and Mines on Friday. Alison to attend as well.</p> <p>Susanna sent email ACOA on funding for an economic study (sent this morning)</p>	<p><i>lola and Jeremy - Call Almon Street RBC and go in and sign docs to transfer signing authorities.</i></p>

2.	<b>Standing Items</b>	<p>Steve is our new Director of Operations. Steve asked that if anyone has some ideas of what we think he should work on, drop him an email</p> <p>Hiring committee – Alison has been hired.</p> <p>Student Staff – four have applied. Steve will review and make some final decisions.</p> <p>Jon’s contract has been sent in to SNS.</p> <p>May 27 met with Andy Filmore, to get province online</p> <p>Tuesday – Wolfville Town Council just announced agreed to make main street one way with cycling and pedestrian access.</p> <p>Brunello Grant – should know by end of month.</p> <p><b>Policy Manual – needs to be approved</b></p> <p>Membership 250 members. 300 less than last year. A lot of competitive members have not signed up yet, but we expect them to sign up for CX.</p>	<p><i>Everyone needs to review Policy Manual and weigh in.</i></p>
	<b>Steve’s Report</b>	<p>— I’ve been able to track down the <b>rack cards</b> Ben and I designed last summer and am getting quite to get 400-500 printed and send batches of 40-50 out <b>to Bike Shops that have shown interest in distributing them with bike sales.</b> I imagine we’ll have these sent off next week after I get some quotes on printing. <b>This will really raise awareness of BNS in different parts of the province.</b> We agreed on spending \$500 on printing for this item in May’s board meeting.</p>	<p><i>lola to see if there is a para-rep for the CSC that Darryl can talk with about storing bikes.</i></p>

— We have a **Facebook and Instagram advertising push** on the go for membership. This is a \$1,000 expense (approved in May's meeting) to bolster our General and WoW Membership and **will be lasting from May 20 to July 20**. So far, we're picking up 1-3 members/day from this. We're still not seeing comp members and WoW members returning to the fold in 2020. As such, **membership is down by nearly 400 individuals so far this year**.

— Have been working with Susanna quite a bit towards advocating for funding shovel-ready projects as part of municipal AT plans.

— Our Hiring committee for the Director of Blue Route and Cycling Advocacy has disbanded after landing our new employee, Alison Carlyle. Alyson will be starting on June 10 (remotely from Ontario) and is planning to arrive to Halifax by June 30th.

— **I've been posting for our Canada Summer Jobs position (Community Engagement Coordinator)** on NSCC, Dal and SMU as well as advertising it on our BNS Social Media Accounts. Not a lot of applicants to date —I think we're competing with the CERB payouts from the feds. The closing date for applications is on June 10. I will share applications with some of the

hiring committee folks who expressed interest in reviewing them. Main projects for these folks are:

- helping with sales of the book, socks and memberships
- help on the weekends to set-up our tent at trailheads and popular cycling routes (may also lead to book and sock sales)
- helping to plan and staff up to three rec rides this summer,
- create a recreational program focusing on bike maintenance, rules of the road and trail riding with some on-road riding,
- updating our social media strategy and helping with social media management,
- updating some of our supplier records in Quickbooks
- any other side projects that might pop up.

— I was able to put together a Return to Play/Sport plan for the Comp folks. I can make any needed edits or revisions.

— Darryl and I have had to find storage for the para-bikes as the Canada Games Centre needed to take back the space they've been lending us. Soccer NS has offered to store 2 of the bikes for a couple months. **If anyone has any leads on a longer-term solution, please let Darryl or I know.** *Looking for storage for 3 para-cycles for longer term. Right now they are at Soccer NS. Is there something that CSC can do? Do they have a para rep that we can connect Darryl with?*

		<p>— <b>Sock Sales:</b> We've sold 62 pairs of socks and given away another 7 pairs. We have 93 pairs left. Right now, revenue from sales is at \$1,329.00 (cost to order was \$1,602.61, so not quite profitable yet). Future plan is to have a weeklong sales promotion at the end of the month where we knock \$5 off the cost. I believe we'll have burned through our inventory by October or November.</p> <p>— <b>Book Sales:</b> We have 277 confirmed books sales from our initial 1,000 copy inventory. An additional 35 have been given away. This leaves our inventory at 688 (including the copies that are in circulation with bike shops).</p>	
3.	<b>COVID update on cycling activities</b>	<p>Racing - we should set up a Strava race and/or Time Trial</p> <p>Club rides – do we have permission to have club rides? Where did the green light come from? SNS need Return to Sport plan to allow our training. RECNS says we can do it, but is that the case?</p> <p>Return to Play – should be done this weekend.</p> <p>Hop On – when can we start looking at that?</p>	<p><b>Steve</b> will contact CCH (Michelle AuCoin and/or Ben for permissions. On the Comp side, Steve will finish the R2P.</p> <p><b>Ryan</b> is going to contact RecNS.</p>
4	<b>Sector updates</b>	<p>ORA – a meeting is being planned w/ HRWC.</p> <p>Ryan – (off top of his head) AVMBAs gets their trail insurance through IMBA. Costs is split between users.</p>	<p><b>Susanna</b> will call Vanda at NS trail federation about trail insurance. (will introduce Alison at same time).</p>

		Under \$1000. Need a MOU with landowner. Covers multi-use. Not sport specific. Not trail site specific. Just outline what trails we manage, how much trail, who are the landowners and address.	<b>Ryan</b> will gather info on IMBA/AVMBA trail insurance and get back to us.
<b>5.</b>	<b>Open</b>	<p>Susanna - Boosting work on inclusion. Need to push the East Preston A/T plan. How are they expecting PROs to do this better? Is there funding?</p> <p>ME – Blue Route – Susanna will be talking with Lisl. Will have to do work to explain to cyclists what the Blue Route is. Will have a meeting with the Blue Route Committee soon?</p> <p>Greenfield Road is being paved. It's part of Wolfville AT plan, and this would be good time to get paved shoulders. Letter of support should be sent to Regional director of TIR, local mayor, local MLA, Minister, Paul Lafleche.</p> <p>Ben's Farwell – Susanna will get him a gc for Cyclesmith</p> <p>Andree going to join Blue Route committee as CB rep.</p>	<p><b>Susanna</b> - Draft a letter of support for paved shoulders on Greenfield Road. Will loop Ryan in to get some support from local riders and John T as well.</p> <p><b>Everyone</b> – send Susanna our farewell and good wishes notes for Ben and she will add to the card.</p>
	<b>Next meeting</b>	<b>July 8<sup>th</sup>, 6:30</b>	
	Adjourn	8:17 pm	

Submitted by: Susanna Fuller