



## **Board of Directors Meeting**

**February 15<sup>th</sup>, 2012**

**Dalhousie University, Halifax**

### **Present:**

- Lawrence Plug (VP REBA), Jeff Townley (VP RT), Kaarin Tae (Registrar), Jon Burgess (VP MTBC), Stacey Taylor (Treasurer), and Simon Myatt (Athlete and Coach Dev)
- Chair: Jamie Lamb (President, acting Secretary)

### **Regrets:**

- Darren Scott (Secretary), Geoff Hoare (VP BMX), Simon Roberts (VP RC), Ryan Lindh, and Al Heubach (Directors at Large)

### **Agenda:**

1. Discussion of the purpose and scope of Board meetings + budgeting
2. Planning of the next 3 meetings
3. Privacy concerns re: Zone 4 (online registration system)
4. Tamara's contract renewal and back-pay
5. Honorarium for Kyle
6. Staffing responsibilities
7. Sector updates

**Called to order at 7:02; agenda unanimously accepted as proposed**

## **1. Discussion of the purpose and scope of Board meetings and budgeting**

- Board meetings should be focused on larger issues that span the organization.
- Stacey discussed changing our fiscal year to reflect desired budgeting realities and reporting obligations.
- Stacey wants to keep grants at a distance when examining our finances to ensure a baseline of sustainability; i.e. grants should be considered “reserved funds”.
- Stacey is going to overhaul the general ledger.
- Wants a separate reserve fund for Canada games.
- Sector budgets will be emailed to Stacey by the next meeting; she’ll tabulate them, and we’ll approve or request amendments.

## **2. Scheduling of future meetings**

- March 7, April 4, May 2, all at 6:30 in the Mona Campbell building at Dalhousie.

## **3. Registrar’s discussion of privacy re: the Zone 4 member database, and Pedal magazine**

- Canada Games camp registration requires that athletes be current members for insurance purposes. Should Darrin Belliveau, the CG Team Manager, have access to the Zone 4 database to verify the kids are members?
- Lawrence motions for Kaarin to send Darren info on the athlete registration status as needed, rather than allow him access to the database. Seconded by Jon Burgess, unanimously carried.
- Regarding the credit card fee charged on the camp registration transactions (3% of \$25.00), Kaarin motions that it be absorbed into the general account, the \$25.00 registration fee effectively unaffected. Seconded by Stacey, unanimously carried.
- Pedal magazine will be made available at a reduced cost for 2012 members (previously approved in 2011).

## **4. Tamara’s contract renewal and back-pay**

- 12% (our share of her time) of \$1970.91 approved. Continuation of her employment for another year is approved. Motioned by Lawrence, seconded by Jon, unanimously carried.

## **5. Staffing responsibilities in 2012 (non exhaustive)**

Tamara:

- Assistant to the Registrar (Kaarin with explain Zone 4)
- Insurance and race sanctions, coordinating with the Events-Coordinator and sector VPs
- General inquiries (redirection)
- Financial administration
- Ensure race sanction requirements are in place one month before events (DOT approval, insurance certificates, etc.)

New Staff:

- Marketing and membership recruitment across sectors (ie. creation of a poster for the competition sectors and general/supporting membership recruitment).
- Develop membership handbook.
- Develop and coordinate a BNS communications plan that includes all aspects of the organization (racing, mountain bike trails, recreation, advocacy, bikeways).
- Assist in developing a long-term fundraising plan for the organization so that it may grow from a largely volunteer organization to a staffed organization.
- Provide support for other bicycle clubs and organizations so that they are able to carry out regional programming, advocacy and bicycle related activities (i.e. communications support, insurance, logistics).
- Communicate BNS events on social media outlets, and update BNS website as required.
- Assist in coordinating a one-day strategic planning event for BNS.
- Assist with and participate in the Nova Scotia Bicycle Summit.
- Assist BNS board in day-to-day activities.

## **6. Honorarium for Webmaster (Kyle Hebb)**

- \$200 motioned by Stacey, seconded by Jeff, unanimously carried.

## **7. Sector Updates**

### **Mountain Bike Competition (Jon Burgess)**

- Randy Gray is returning as Media and Results Coordinator.
- Kevin McQuish is tentatively scheduled to teach a commissaire course on April 15<sup>th</sup>.
- Jon motions for \$1000 in funding for this course; the Board is very enthusiastic about this, and advised him to include that in his upcoming sector budget. Lawrence moves to approve this as a pre-budget approval, seconded by Kaarin, unanimously carried.
- The course will be offered at no charge to participants, and those who commissaire a race in the 2012 season will receive a mountain bike race license free of charge in 2013; this will be transferable only from parents to kids.

### **Athlete and Coaching Development Coordinator (Simon Myatt)**

- Camp happening this weekend.
- 12 athletes currently on the Core Team.
- Recent \$15,000 Support for Sport funding award. This money needs to be spent wisely, which requires substantial commitment from the athletes.
- None of this recent grant money will be spent on the B-team, but other sector funds will be set aside for them. (Budget submission upcoming.)
- This new funding will free up funding for grass-roots athlete development.

### **Recreation and Touring (Jeff Townley)**

- Canoe-Kayak has recently published a book; Jeff is in contact with them regarding the publishing of the NS by Bicycle Book.
- Jeff will communicate with the recreational clubs on behalf of BNS.
- Planning the Bike-Fest street party for HRM's Bike Week (after the Halifax Criterium) for MEC. The possibility of jointly representing BNS will be explored.
- Jeff will discuss with Kyle about making the PDF version of the NB by Bicycle Book available for download by current members.

### **REBA (Lawrence Plug)**

- The hiring process for the new staff person is underway (see above).

**Motion to adjourn** by Jon Burgess. Seconded by Stacey; unanimously carried at 9:07pm.