# MCA Logo MCA Board Meeting Minutes

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| Date: | December 10, 2012 | | |
| Time: | 6:00 pm | | |
| Location: | Sport for Life Centre, 145 Pacific Avenue | | |
| **Position** | | **Name** | **In Attendance** |
| President | | vacant |  |
| Vice-President | | Andy Romanovych | Present |
| Secretary | | Anne-Marie Palfreeman | Present |
| Treasurer | | Christine Prendergast | Present |
| Provincial Program Co-ordinator | | Bill Gendron | Present |
| Mountain Bike Co-ordinator | | Dave Dorning | Present |
| Road Bike Co-ordinator | | Kim Mitchell | Present |
| Cross Co-Ordinator | | Gary Sewell | present |
| BMX Co-ordinator | | Steve Brown | Present |
| Kids of Mud Co-ordinator | | Karin McSherry | Absent |
| Recreation & Transportation Co-ordinator | | Currie Gillespie | Absent |
| MCA Executive Director | | Twila Pitcher | Present |
| Provincial Coach | | Jayson Gillespie | Present |

## Meeting Minutes

| Item No. | Agenda Item | Presenter |
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| Part A | **1. Call to Order**   * **Quorum is established**   **2. Approval of November Minutes as amended**  **Motioned: Bill Gendron**  **Seconded: Christine Prendergast**  **Adopted**  **3. Agenda** | Twila Pitcher |
| Part B | Financial Update   * Report Submitted   Motion to approve the monthly year to date October 31, 2012  Motion to adopt: Gary Sewell  Seconded: Kim Mitchell  Approved | Twila Pitcher |
| Part C | Major BOD Decision Items |  |
| 1.0: Inventory  Actions: The following actions are required:   * Do an inventory of trailer. * Repair or maintain equipment as required. * Sign in process to determine what is in whose hands. * Investigate storage   By end of March  Andy Romanovych will lead | Twila Pitcher |
| 2.0: Constitution & By-laws, Duties of directors  Because of changes to constitution we need to modify the duties of directors  **Action item:**   * **Board members will review the document before the next meeting** * **The discipline chairs will get together to discuss the role and working of committees and the race calendar** * **Look at the duties of directors**   **By February meeting** | Twila Pitcher |
| 3.0 Past President Duties  Jason Carter is representing the MCA at a few things in the role as Past President.   * We are agreed that the past President role is valid and needs to be defined.   **Decision: The duties of the Past President will be assigned by the executive committee. The executive committee will also determine the duration of the role.**   * Twila will keep tabs and report to the committee. |
| 4.0 Birch Pass  -efficiencies in what we are doing  -Twila went back and suggested to form  **Action:**   1. **Dave Dorning will go to the mountain committee to discuss priorities. They need to have a visioning and priority setting workshop.** 2. **Twila will pursue the page thing for the Birch Pass.** |
| 5.0 2013 Fees  5.1 Motion is to increase the Adult, U17, KOM, and citizen race licenses by $5. Also to increase the general to $48.00 per year.  Motion to adopt: Christine Prendergast  Seconded: Andy Romanovych  Approved  5.2 Club Fees  Motion to consolidate to only Level A and B clubs levels. The fees will remain the same for A&B ($100 & $50).  Motion to adopt: Kim Mitchell  Seconded: Christine Prendergast  Approved  5.2 Cup race levees **Action: Dave, Gary and Kim will discuss cup levees at a discipline coordinator meeting before the next MCA meeting.** |
| 6. Race calendar meetings  January 8th is the meeting.  Do we need to do a communication to the clubs about their activities?  **Action: Dave Dorning will look at the Ontario document and make suggestion about a possible MB policy by March meeting.** |
| 7.0 Sport Development projects.  Twila asked that the board let her know if they have LTAD projects that she does not know about. They could be used to get more funding |
| Part D | Reports   * President report (none) * Executive Directive submitted * VP Report submitted * Recreation & Transportation no report submitted * Provincial Program Report Submitted * BMX Report Submitted report * Mountain Bike report verbal * Road report submitted * KOM report none submitted * Cross report verbal | All |
| Action Items (old business). Will review at the beginning of the January meeting. | Anne-Marie Palfreeman |
| Next Meeting –  January 22 , 2013  Motion – Gary sewell  Seconded – Dave Dorning  Carried. | Twila Pitcher |

## Action Items

| Item No. | Mtg Date | Action Item | Assigned To | Target Date |
| --- | --- | --- | --- | --- |
| 1 | May 16, 2011 | Club Incentives  Develop a more concrete plan to incentivize the Clubs to providing races and officials to train  06.13 No further update  07.20 No further update  08.24 No further update  09.28 The development policy will cover up some. No other update. Will draft something for next meeting.  10.19 Town Hall feedback should be incorporated into this. Suggestion that the number of races one club can organize be capped; clubs without an official provide an assistant to work with the official. The strategy for discussion at the next board meeting for endorsement and then distribution through the committees for feedback.  11.09 Defer to the new Board.  12.05 Carry-over to next meeting  21.02.12 Carry-over to next meeting  20.03.12 Carry-over | Gary Sewell | June 13/11 |
| 2 | Aug. 24 2011 | Replacement van  Terry will look into the replacement of the van with a seasonal lease quote  09.28 – gone to a few dealerships and then went on the internet. Both have a finance and lease option, doesn’t seem to be much difference in the prices.  GM   * Finances: 927 54mos; 1000 48 mos * Lease: 968 36mos, 823 48 mos (20,000 per year) +30 more per month   FORD   * Did not talk about a leaver, not overly helpful * $40-$43 to purchase   Moni will ask her contact to contact Terry  Terry to find out about warranty  10.19 Terry has received the contact information from Moni and will follow up. Renting a van for the season is not possible (no Rental Company offers this) Report back next meeting.  11.09 Recommend that the board look into the option of purchasing a Used or New Vehicle to replace the existing van. Option suggested that a lease be investigated at Murray Chevy Olds. Terry will pass this information along to the new Provincial Programme Co-ordinator  12.05 On-going  21.02.12 Discussion with different dealers has taken place. Leasing is being considered. A sponsorships letter is being developed. On-going  20.03.13 Sponsorship letter produced. Approached a dealership, Declined. Will look for other funds. On-going | Bill Gendron | Sept 28/11  Oct 19/11 |
| 4 | Dec. 05 2011 | **Web site review:**  Each member is to review their section on the web site and discuss improvements with their committee members.  21.02.12 Carry-over to next meeting.  20.03.12 Add review of old website too. Partial review done. On-going | All | February 28, 2012 |
| 5 | Feb 21, 2012 | **LTAD meeting**  Jason C, Karin, Jayson G, Twilla, Dave Dorning will get together to have an initial meeting and draw up a draft diagram that will place what we are presently doing in the LTAD model. The meeting will be held before the next board meeting. | Jason Carter | March 20, 2012 |
| 10 | April 23, 2012 | **Commissaire development:**  Karin will pass draft of v.1 Commissaire Development policy to all other commissaires for comments. She will discuss the matter further with Jason Carter and they will bring the matter back to board for further discussion at the next Board meeting. | Karin McSherry | May 24, 2012 |
| 14 | June 25,  2012 | Finances:  At August meeting we should discuss in/out fee structure and other financial ideas. May want invite CCN people to the meeting? | All | August MCA meeting |
| 15 | June 25, 2012 | **Bike to work Day:**  Revisit promo gear idea in September. | All | September MCA meeting |
| 16 | June 25, 2012 | **Bike to work day**  Bring forward in February discussion for new ideas | Currie Gillespie | February MCA Meeting |
| 17  &  22 | June 25, 2012 | **Discipline policy:**  1) Need to have a look at the discipline policy from BC. Jason will send to Kim, Garry, Dave, Bill and AMP. For review and edit with the plan to come up with a policy for MCA.  **2)** Karin will draft up a Race Jury document. | Jason C. Kim, Garry, Dave and AMP | ASAP |
| 23 | Aug 29 | 2013 Race supplies:  At December meeting provide an estimate cost of numbers and plates for each race discipline. | Race Discipline directors | December 2012 MCA meeting |
| 24 | Aug 29 | Finding funds to make up shortfall:  Gary Sewell will lead the development of a formula to make up $1500 for the cross numbers and the $700 for jerseys by March 2013. | Gary Sewell | March 2013 |
| 25 | Aug 29 | Test Race radios:  Seema and Andy have volunteered to check the radios. | Seema and Andy |  |
| 26 | Aug 29 | **Site Development Policy review:**  In December 2012 during strategic planning session we will need to revisit the Site Development Policy (development fund) and contribution level. | ALL | December 2012 MCA meeting |
| 27 | Aug 29 | **Young Athletes and LTAD:**  Gary, Dave, Karin, Jayson, Kim and Bill will come back to the board with a recommendation with regards to young participations. (White Paper) | Gary S. Dave D. Karin Mc.  Jayson G.  Kim M.  Bill G. |  |
| 28 | Sept 17 | Provincial Race Policy:  Jason Carter will incorporate the following motion into a policy: Motion: 1) the ownership of the Provincial races is with the MCA. 2) It is up to the race discipline committee if they want to host the race or to contract to a club. 3) When a race discipline committee runs a Provincial race the surplus from that race are to go back to the race discipline’s budget. | Jason Carter |  |
| 29 | Nov 8 | **Posting vacant president position**  MCA will post for President position on website and via email to club presidents to recruit a new President for a 2 year term ending the Fall of 2014. |  |  |
| 30 | Nov 8 | **LTAD to club levels**  Sub-committee to Develop strategy to communicate LTAD information down to club level. |  |  |
| 31 | Dec 10 | Inventory:  The following actions are required:   * Do an inventory of trailer. * Repair or maintain equipment as required. * Sign in process to determine what is in whose hands. * Investigate storage | Andy Romanovych |  |
| 32 | Dec 10 | **Duties of Directors:**   * Board members will review the document before the next meeting * The discipline chairs will get together to discuss the role and working of committees and the race calendar * Look at the duties of directors | Gary S, Kim M. and Dave D. | By February meeting |
| 33 | Dec 10 | **Birth Pass:**   1. Dave Dorning will go to the mountain committee to discuss priorities. They need to have a visioning and priority setting workshop. 2. Twila will pursue the page thing for the Birch Pass. | Dave Dorning, Twila Pitcher |  |
| 34 | Dec 10 | **Cup race levees** Dave, Gary and Kim will discuss cup levees at a discipline coordinator meeting before the next MCA meeting. | Gary S, Kim M. and Dave D. | Before January 2013 meeting |
| 35 | Dec 10 | **Club Activities**  Dave Dorning will look at the Ontario document and make suggestion about a possible MB policy by March meeting. | Dave Dorning | March Meeting |