# MCA Logo MCA Board Meeting Minutes

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| Date: | April 17, 2013 | | |
| Time: | 6:00 pm | | |
| Location: | Sport for Life Centre, 145 Pacific Avenue | | |
| **Position** | | **Name** | **In Attendance** |
| President (Interim) | | Andy Romanovych | Present |
| Vice-President | | vacant |  |
| Secretary | | Anne-Marie Palfreeman | Present |
| Treasurer | | Christine Prendergast | Present |
| Provincial Program Co-ordinator | | Bill Gendron | Present |
| Mountain Bike Co-ordinator | | Dave Dorning | Absent |
| Road Bike Co-ordinator | | Kim Mitchell | Absent |
| Cross Co-Ordinator | | Gary Sewell | Present |
| BMX Co-ordinator | | Steve Brown | present |
| Kids of Mud Co-ordinator | | Karin McSherry | Present |
| Recreation & Transportation Co-ordinator | | Currie Gillespie | Present |
| 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 March 2013 Minutes**  **Motioned: Karin McSherry**  **Seconded: Bill Gendron**  **Adopted**  **3. Agenda** | Twila Pitcher |
| Part B | 1. Financial Update  * Report Submitted   Motion to approve the monthly year to end of March 2013.  Motion to adopt: Christine Prendergast  Seconded: Curry Gillespie  Approved   1. Budget  * Reviewed by committee * Twila will finalize budget and send out for e-voting. * Will confirm actual net income at next meeting. | Twila Pitcher |
| Part C | Old Business (Review and update of past action items) | AMP |
| Part D | 1.0**:** Helmet Position –CTV Interview  The committee declined to participate in the interview | Twila Pitcher |
| 2.0 LTAD   * Sent out information to clubs for a meeting to discuss youth development * We have interest from a number of clubs. * Will set up a meeting for end of May. * Twila will draft and agenda | Twila Pitcher |
| 3. 0 BMX tract Development   * Will be looking at building a skills development track on the site of an old tennis court. No site restoration fee. * Will run weekly clinics * Cost significantly less than race track. * Need to get things started this year | Steve Brown |
| 4. 0 Reports   * Interim President report submitted * Executive Directive report submitted * VP Report * Recreation & Transportation report submitted * Provincial Program Report Submitted * BMX Report submitted * Mountain Bike report submitted * Road report submitted * KOM report submitted * Cross report submited | All |
| Next Meeting –  May 27, 2013  Motion – Christine Prendergast  Seconded – Andy Romanovych  Carried. | All |

## Action Items

| Item No. | Mtg Date | Action Item | Assigned To | Target Date |
| --- | --- | --- | --- | --- |
| 1 | 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  22.01.13: Twila will speak to Hal about getting access to web and discipline files  21.02.13. Hal did give permission for the discipline files to be updated, The Website now looks bad. We will need to get a professional to make over.  25.03.13 We have a web designer looking at the site  17.04.13 The Web designer will provide an overview of his vision. He figures he will have the work done by the end of June. | Twila Pitcher | February 21, 2013 |
| 2 | April 23, 2012 | **Commissaire development:**  Karin will pass draft of v.1 Commissaire Development policy to all other commissaires for comments. She will bring the matter back to board for further discussion at the next Board meeting. 22.01.2013 Discussed at meeting. Some version of this is still needed. Karin will look into this.  25.03.13 Deferred  17.04.13 Deferred | Karin McSherry- | March 2013 |
| 4 | June 25, 2012 | **Discipline policy:**  22.01.2013 Karin will research what other regions and sports are doing with regards to discipline polices.  17.04.13 Gary Sewell will take over and look at developing a race resolution and long term sanction process. | Karin McSherry –  Gary Sewell | April 2013- Fall 2013 |
| 5 | Aug 29 | 2013 Race supplies:  Provide an estimate cost of numbers and plates for each race discipline.  22.01.2013 the discipline chairs will discuss and get back to Twila shortly.  21.02.2013 Still waiting for KOM and Cross  25.03.2013 We are investigating have someone else do the race numbers.  17.04.13 Closed. Use current supplies. Budget for this year is zero. For the 2014 season will look at Rainbow to produce the numbers. | Race Discipline directors | February 2013 |
| 7 | Aug 29 | Test Race radios:  Seema has volunteered to check the radios.  22.01.2013 All radios have been located and they do take a charge. Can now test.  17.04.13 Being tested as we speak. **Closed** | Seema |  |
| 9 | 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   22.01.2013 Deferred until the snow melts | Andy Romanovych |  |
| 10 | 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   22.01.2013 Deferred to next meeting.  21.02.2013 The meeting was held. More discussion needed  25.03.2013 Deferred  17.04.2013 **Closed.** The Board decided not to pursue at this time. | Gary S, Kim M. and Dave D. | By February meeting |
| 12 | Dec 10 | **Club Activities**  Dave Dorning will look at the Ontario document and make suggestion about a possible MB policy by March meeting.  25.03.2013 Deferred  17.04.13 Deferred | Dave Dorning | March Meeting |
| 14 | Jan 22 | **Sanctioned Events:**  Twila will clean up the MBO ahead of time. Will discuss at next meeting.  21.02.2013: Twila did do the clean up. More discussion is required.  **17.04.13 Combine with 16.** | Twila | February meeting |
| 15 | Feb 21 | **Sanctioned Events:**  AMP will go through the processes and forms required to organize a road race. By March meeting.  25.03.2013 Done. Follow-up: write up a list of must do for the races. (next MCA meeting)  17.03.13 **Closed.** Done | AMP | March meeting |
| 16 | Mar 25 | **Sanctioned events (Insurance requirements):**  Gary Sewell will draft the insurance requirements that must be met so that races are MCA sanctioned.  17.04.13 Combine with 14. Gary will develop a criteria list including his research. | Gary Sewell | April 2013 |