Meeting Agenda / Minutes

Date:	May 19, 2010
Time:	5:30 pm
Location:	Sport for Life Centre, 145 Pacific Avenue

Position	**Name**	**In Attendance**
President	DJ Hewitt	Present
Vice-President	Mike Caslor	Present
Secretary	Arlene Woodcock	Present
Treasurer	Dave Johnston	Absent
Provincial Program Co-ordinator	Alan Robertson	Present
Mountain Bike Co-ordinator	Hal Loewen	Present
Road Bike Co-ordinator	Steve Johnston	Absent
BMX Co-ordinator	Rob Nagy	Present
Kids of Mud Co-ordinator	Moni Robertson	Present
Recreation & Transportation Co-ordinator	Tim Woodcock	Absent
MCA Executive Director	Ron Brown	Present
Provincial Coach	Jayson Gillespie	Absent

Meeting Minutes

Item No.	**Agenda Item**	**Presenter**
1.	**Call to Order** • Attendance taken • A quorum is established and we will continue.	DJ Hewitt
2.	**Approval of Agenda** • New Business: Add Van Discussion by Alan Robertson Motioned: Hal Loewen Seconded: Moni Robertson Adopted.	DJ Hewitt
3.	**Approval of April 21st Minutes** Motioned: Rob Nagy Seconded: Hal Loewen Adopted.	Ron Brown

4.	**Action Items** Refer updates to actions below.	DJ Hewitt
5.	**Presidents Report** • No further discussion.	DJ Hewitt
6.	**Vice Presidents Report** • No further discussion.	Mike Caslor
7.	**BMX Report** • Question raised on holding a Freestyle Event. Freestyle is not a race, but rather a show (stunts) that is judged. Ron confirmed that our Insurance does not cover Freestyle Events. We have received information that Flin Flon intends to build a BMX track; Mike will look into having a conversation while in Flin Flon in the next few months.	Rob Nagy
8.	**KOM Report** • No further discussion.	Moni Robertson
9.	**MTB Report** • Hal reminded the Board that the $1 levy for each adult rider needs to stay within the Committee budgets. • Reminder to budget for the servicing of the equipment.	Hal Loewen
10.	**Provincial Program Report** • No further discussion.	Al Robertson
11.	**Rec & Transport Report** • No further discussion.	Tim Woodcock
12.	**Road Report** • No further discussion.	Steve Johnston

13.	**Treasurers Report** • Reminder to all committee heads that they need to ensure they are reviewing monthly actuals, reviewing forecasts and staying within their individual budgets. This is the only way that the Committees can ensure that they control their forecasts. • Agreement that revenue raised within the committees via membership should remain within the committees, and not be used to support other deficits. • Error discovered in the Treasurer's Report, as BMX expense not included in the Summary section and the projected forecast is -$178. • ACTION: Ron, Dave & DJ will review how to allocate the $24k funding and provide that by June 2. • Provincial Programme has concerns on understanding the details of revenue and expenses collected/invoiced to date. Ron can provide reports to any of the Committee heads • ACTION: Ron will provide detailed transaction reports to the Committee heads on the first calendar day of the month for review of expenses/revenue incurred to date. • The Audit is on track, and on target to finish by May 31. Motioned: Cannot be accepted. Seconded: Adopted.	Dave Johnson
14.	**Sponsorship** • Assessment tool for a Bike Friendly workplace contained in the VP report • Promotional pamphlet prepared as an introductory means to solicit interest; provided feedback that the way it is presented implies that it is free • Question on including Carbon Tax offsets being available – has not been investigated further • Suggestion that a package be prepared that provides further information such as where to purchase bike racks, shops that they could refer for repair/servicing, etc. • Consideration should be given to aligning the fee to the number of employees or size of the workplace, and a recertification fee as well	Mike Caslor Moni Robertson Ron Brown
15.	**MEC Bikefest** • Discussion of MCA presence at Bikefest this year scheduled for July 18 at the Forks • General agreement that the MCA should have presence • Each of the committee heads will ask for volunteers to represent the MCA • Ron added that he is meeting with Winnipeg in Motion who are planning to have a booth at the Red River Ex this year	Moni Robertson

16.	**Ralph Brown School** • It was raised that the Ralph Brown School is establishing a programme for mountain biking for underpriviledged kids, and could the MCA provide support in some form • Mike has offered to meet with them and discuss further, offer his experience with a similar programme in Portage.	Moni Robertson
17.	**Birds Hill Park** • We've continued to improve the relationship with BHP with regards to Road events • As a result of an MCA member voicing an opinion with their MLA, the concern of our limited access to use BHP for Road events was raised • Ron will discuss with our BHP contact that this concern was not a representation of the MCA, and while we do have concerns on Road Event limitations, we continue to work with them on this • If confronted with questions on this, refer to Ron, DJ, or Arlene.	Ron Brown
18.	**New Business** • Van Discussion – currently looking into other options for a van, such as seasonal leasing • Warranty and roadside assistance is critical when transporting the Provincial Team	Alan Robertson
19.	**Next Meeting** June 14, 2010 5:30 pm Location: Sport for Life Centre, 145 Pacific Avenue, Winnipeg **Adjourn** Motion – Moni Robertson Seconded – Hal Loewen	DJ Hewitt

Action Items

Item No.	Mtg Date	Action Item	Assigned To	Target Date

53	06.04	Question was raised on incorporating the trailer/van as part of a sponsorship programme – Ron & Mike will be meeting on this to continue these discussions. 07.30 Moni, Mike & Ron met and will come forward with a strategy and business plan at the September meeting. Acceptable if the business plan returns a cost neutral result as this continues to support and promote. 09.16 Discussion to look into decaling the trailer with individual decals (not a wrap); Ron will follow up with a quote, and then develop a policy on selling the logo space dollar and approval. Provide a status at the next meeting. 10.21 No progress made at this point. Need to obtain a quote. Jay to send a digital picture and send to Tim's contact to obtain a quote. 11.18 Contact has been obtained; timing of this is in question given that we need to review expenses and the spring would be a better time to have this work done. Provide status at the January Board Meeting. 01.04 Contact to obtain a quote and report at next meeting. 01.20 Contact to obtain a quote and report at next meeting. 03.03 An estimate of $750 each for adding logos to the van and trailer. This would include our logo, Sport Manitoba and lettering indicating the MCA Provincial Cycling Team. He is in the process of providing us with an estimate of adding sponsors on a one at a time basis. Sport Manitoba will not provide additional funding for this. Provide sponsor cost and who to approach to purchase those for all logos. 03.25 Next Steps – approach the Bike Shops, however this needs to be incorporated into an overall 2010 Sponsorship Programme that would include this and the Mb Cup Jerseys. 04.21 Ron intends to meet with the Bike Shops in the next two weeks. For $1000, this will provide the van & trailer logo, Mb Cup Jersey, and presence on the website. B&B, Woodcock, Gooch, Olympia on Portage, Gord's, Olympia on St.Mary's, Alter Ego, Lifesport, A&L in Brandon, Royal Sports, Two-Tired Boys, Body Driven. Target to have this fully completed by June 1. There will be a $750 renewal including Cup Jersey, for 2011 that will be paid in 2011. By May 5th, will have confirmed the list of sponsors and payment received. 05.19 3 secured sponsors at $1000, Bikes & Beyond, Portage JunkYard Dogs, Woodcock Cycle. Total cost for logos is $1500. General agreement that we can offer just a spot on the Cup Jerseys to other sponsors at a later date. Goal is to have the logos done by June 1. Others that choose to purchase later on, there will be an increase in price. Logos should include "Manitoba Cycling Association" and "Sports Manitoba" Will approach P&P Auto for exchange of services for a logo, with an agreed limit.	Ron Brown Mike Caslor	July 30 Sept 16 October 21 November 18 January 20 February 17 March 25 April 21 May 5 June 14

61	09.16	Update the database of coaches and minimum requirements to maintain – Moni & Jay 10.21 On track for February 2010. Clarify that this is the MCA database as opposed to the CCA database. 11.18 Updated for courses, arranging courses with Dave & Ruth, and First Aid. Clarified that anyone with an NCCP designation will be included. 01.04 Commissaire Database has been updated. Have started to inquire with some of the coaches for further information and reach out to contact those that we can. The intent is to ask each of the coaches to provide for their qualifications and proof of background check. Note that a Child abuse check is no cost. 01.20 Progress is being made, on schedule to complete. 03.03 27 coaches have responded that they will be coaching in 2010. Will need to review with each coach one on one to confirm credentials. Also, need to determine how to keep it current. 03.25 Progress continues, will continue to communicate with the coaches. 04.21 April 27th email to KOM coaches, Jayson to send to rest of clubs that states what the standards are to be considered an active coach for an MCA event/programme. Response from the clubs is asked to be a list of their coaches and their certification number. Office will check that all the credentials have been met. By the end of the season this should be solid. 05.19 Continuing to make progress.	Jayson Gillespie Moni Robertson	February 2010 April 21 October 2010

78	11.18	DJ will circulate the Risk Assessment form from the CCA AGM; this needs to be included in the planned organizers session that Road & MTB will have 01.04 DJ will have this for the next meeting. 01.20 Provided to all at the meeting. CCA holding Risk Mngmt Seminar March 8,9 (Ottawa), and will pay Ron's expense to attend. This is our opportunity to raise questions/issues on areas of insurance. All to send questions to Ron. 03.03 Several requests for information regarding risk assessment workshop in Ottawa, will report to board and interested parties upon return. 03.25 3 things need to be in place to provide coverage: 1. Organizer is covered by race insurance (licensed) or event insurance 2. Organizer needs to have this declared on their license 3. The club needs to be affiliated with the MCA. Individual waivers are required for each participant, or can sign a waiver for all the races/events as a series. ACTION: Publish this on the website. 04.21 Hal will check to ensure this is on the web. 05.19 Hal will add this in a more obvious place.	DJ Hewitt ALL Ron Brown Ron Brown	December 16 January 20 February 17 March 25 April 21 May 19 May 26
82	01.04	Moni and Ron will draft MCA General Membership value statements that can be posted on the website; include a pie chart breakdown of where the fees go. 01.20 Breakdown of the fees received, Moni distributed a draft for initial consideration. Report back next meeting. 03.03 No feedback received from draft that was provided. Further discussion on providing the breakout of the fees – produce the breakout of fees and re-distribute for review and approval. 03.25 Moni provided a rough draft. Next steps, label the pie chart pieces with each of the programmes and post on the website. Develop on a 4x6 card, and produce for distribution for the shops to distribute. 04.21 Cards are in printing, the Values word document will be placed on the website (needs the graphics). 1000 cards will cost $375. Distribute to the shops that sponsor. DJ Hewitt and Rob Nagy have approved the expenditure. 05.19 Updates to the website are still in progress. Cards are printed and being distributed to B&B, Woodcock Cycle, Two Tired Boys this week.	Moni Robertson Ron Brown	January 20 February 17 March 25 April 21 May 19 June 14

83	01.04	Hal will send the new website site link to everyone, and request feedback and initial editing. Instructions and the links will be provided within a few days. Hal will provide an ETA and plan on how to transition. 01.20 Hal provided this timeline. • Jan 29th – deadline for receiving page categories, outlines, and updated documents from each committee and administration • Jan 30th – Feb 6th build website • Feb 7th – send beta site to committee for review and editing • Feb 7th – Feb 14th receive editing and comments and make necessary changes o Setup account with ISP • Feb 15th shut down website and transfer domain, upload files, and launch site within 3 days All agree that Hal can proceed on Jan 30th with whatever he has in hand. 03.03 Current domain will be pointed to new domain; email re-direction. Targeting to have the new site up by the end of March. Preston has been made aware of this change, may need his help through April. 03.25 On agenda 04.21 Preston activated the process to initiate the new site. He continues to host the old website and will not charge us for this. Publish the Board minutes starting from the AGM 2008, prior to the next Board meeting. 05.19 Board minutes to be uploaded to the site this week.	Hal Loewen ALL Hal Loewen ALL Hal Loewen Hal Loewen	January 20 February 17 March 25 May 19 June 1
87	01.20	Ron will draft a proposal that "C" Club is for non-racing, recreational only. Maintain "A" or "B" as racers only. 03.03 Ron has drafted and will circulate for A, B, and C. Maintain fees as is: $100, $50, $25. Club memberships need to be renewed for the calendar year; going forward, use the AGM as the date to generate invoices. This year, Ron will send email reminders in order to have their fees in by April 1, or will remove from the pull-down list. 03.25 Motion to accept the 2010 Club Membership Application. Motioned: Steve Johnson Seconded: Mike Caslor Report back at the next board meeting as to the status of Club Membership invoices being paid. 04.21 Only 2 outstanding invoices to be paid, this will need to be paid by May 1, or they will be removed. 05.19 All clubs have paid. Ron will provide a list of each of the A,B, and C clubs	Ron Brown Ron Brown	February 17 March 12 to send emails April 21 May 19 June 14

88	03.25	Determine why in the 2009 Financials, KOM paid $2675 for Karelo, yet office only shows spend of $1875. 04.21 No update. 05.19 No update. Need to ensure this does not happen in 2010. DJ will also follow up with Dave.	Dave Johnston	April 21 May 19 June 14
90	03.25	Follow-up discussion on the concern raised of charging fees in various areas seems to have become a taxing approach. In addition, perhaps the charging of Administrative Fees is a knee-jerk reaction; need to exercise caution in the perception this gives and be careful that we are not double dipping Review this after the 2010 AGM	2011 Board	Fall 2010
92	4.21	Create a standard template for committee reports that can be added as a pdf file to the Board Minutes. 05.19 Will be done for next meeting.	Arlene Woodcock	May 1 June 1
95	4.21	Hal will create a set of terms and reference for the Publication and Promotion Committee. 05.19 Clarified that the volunteers would not be expected to represent the MCA. Motion to accept: Rob Nagy Seconded: Moni Robertson Will post on the website with a close date June 10. Report back on progress at next meeting.	Hal Loewen	May 19 June 14
96	5.19	Ron, Dave & DJ will review how to allocate the $24k funding received and provide that to the Board by June 2.	Ron Brown DJ Hewitt Dave Johnson	June 2
97	5.19	Ron will provide detailed transaction reports to the Committee heads on the first calendar day of the month for review of expenses/revenue incurred to date.	Ron Brown	June 1

CLOSED ACTION ITEMS

1.	12.17	Obtain Nov 19th Minutes for distribution and approval at next Board Meeting 01.21 Minutes are not available. This meeting was held to update Ron's contract and offer letter to the Provincial Coach.	Ron Brown	Jan 15/09 CLOSED
3.	12.17	Ron will work with Jones Brown in order to document the Insurance considerations and information to ensure consistent and clear communication with the committees. 01.21 Saskatchewan has clear explanation of this with a link to Jones Brown of that we have permission to leverage. Ron will arrange to use this.	Ron Brown	Jan 21/09 CLOSED
4.	12.17	Ron will investigate the question was raised as to what capacity a Coach represents the MCA in implementing programmes? (i.e. School vs. club) and report back. 01.21 MCA trains coaches using CCA criteria – the responsibility at that point ends. Employees of the MCA remain responsibility of the MCA; the clubs retains responsibility for the coach. Clarification requested where the coach appears to be developing a KOM programme outside of the MCA KOM Programme; Expect that the club would still maintain this responsibility.	Ron Brown	Jan 21/09 CLOSED
5.	12.17	Ron will find out details with regards to the Sport Manitoba funding for LTAD Implementation and how this is attainable. 01.21 This is a National Initiative expected to be delivered at a local level. Integrating LTAD into funding; no extra money available at this time.	Ron Brown	Jan 21/09 CLOSED
7.	12.17	Ron to find out how much of the $1,000 for Website redesign has been spent 01.21 Preston has not been paid this money; he will provide a bill for services.	Ron Brown	Jan 21/09 CLOSED
8.	12.17	Request for submission of budgets by January 11/09. Dave will provide current budgets to each as guidance 01.21 All budgets submitted.	All	Jan 11/09 CLOSED
9.	12.17	DJ and Arlene to make arrangements with Ron to execute the signing authority changes 01.21 Arrangements made.	DJ Hewitt Arlene Woodcock	Jan 21/09 CLOSED
10.	12.17	Ron & Moni will work with the Sport MB Marketing department to create a package for presentation in order to drive sponsorship forward; will report back at the next meeting 01.21 Update to be provided in this meeting	Ron Brown Moni Robertson	Jan 15/09 CLOSED

12.	12.17	Ron to obtain more details on how BC has successfully implemented the Citizens License 01.21 Rider cannot have held a UCI license, and it would only good in Manitoba. Riders will be fully insured Riders that are at a higher level than Cat 5/Sport will be asked by Chief Commissaire to move up and will have to pay the difference. RD & MTB Committees to meet and propose how to address. A marketing strategy: Can pay $5 on top of GM to obtain this. $19 of $40 to CCA Motion to pass the concept and price; work out implementation with the Committees. MOTION to ADOPT Moni SECONDED Olli Passed. ACTION: Send ideas/suggestions to the Committees/Jayson/Ron by Jan 26. ACTION Bring up in next Bike Shop meeting.	Ron Brown	Jan 21/09 CLOSED
6.	12.17	Ron to find out how much has been spent with the Velodonnas budget with intent to give the rest back 01.21 Velodonnas would like directed funding paid to them (some items are not purchased yet). Ron will continue to discuss this further to determine what can be recovered. 02.18 Velodonnas will give back $1k. They were also advised that this funding was applied for again this year.	Ron Brown	Jan 21/09 Feb 18/09 CLOSED
11.	12.17	Ron will draft the Recognition communiqué for the website and distribute for review. 01.21 Not completed 02.18 Covered in the agenda.	Ron Brown	Jan 15/09 Feb 18/09 CLOSED
13.	01.21	Moni will consider adding Muddy Waters as a KOM event 02.18 This was discussed at the KOM committee and decided it will be included as part of their race calendar as a participation event. Ron/Tim will advise Don Dixon.	Moni Robertson	Feb 18/09 CLOSED
14.	01.21	Request for suggestions on how to reach out to the mountain bike community to appeal to them (traditionally it draws Road riders) to participate in Muddy Waters. 02.18 The 30k ride this year will encourage more of this crowd. Muddy Banks idea may take away from this somewhat; Advertising will be on the website; Hal mentioned at his last meeting to ensure they were all aware.	ALL	Feb 18/09 CLOSED
15.	01.21	Send ideas/suggestions on the structure & implementation for the Citizens License to the Committees/Jayson/Ron by Jan 26. 02.18 Agenda item for tonight.	ALL	Jan 26/09 CLOSED

16.	01.21	Review the Citizens License in next Bike Shop meeting with the intent to ensure understanding and discuss how to further promote. 02.18 Next date for Bike shop meeting not established – will include in the agenda.	Ron Brown	Feb 18/09 CLOSED
17.	01.21	Continue discussion of the $2 additional race fee at the next Board Meeting in order to make a decision – include on the Agenda 02.18 Agenda item	Ron Brown	Feb 18/09 CLOSED
18.	01.21	Ron to investigate further the structure of the Tax Incentive for Sporting Programmes in order to ensure that parents are properly informed. 02.18 The programme that most fits the criteria is KOM, and parents could claim the license fee and membership fee. They will require receipts be issued from MCA. Recommended that we refer them to the CCRA website in the event the Tax rules change, using wording such as "KOM may be a programme you can apply for the chidren's fitness tax credit" Dave provided a link to the CRA website. **http://www.cra-arc.gc.ca/whtsnw/rgn-eng.html**	Ron Brown	Feb 18/09 CLOSED
19.	01.21	Discuss the idea of selling the Quad & Trailer with the MTB Committee. 02.18 It was decided that both are still required and will be kept.	Hal Loewen	Feb 18/09 CLOSED
21.	01.21	Balanced budget will be presented within the next 7 days and electronically voted on by the Board. 02.18 Budget approved and submitted on Feb 2.	Dave Johnston	Jan 28/09 CLOSED
22.	01.21	Provide ideas on potential sponsors – focus on healthy living and kids and anyone you specifically want to approach 02.18 In agenda.	ALL	Feb 18/09 CLOSED
23.	01.21	Add Sponsorship as a recurring item to Board meetings to report status 02.18 Done – as item 14.	Ron Brown	Feb 18/09 CLOSED
25.	01.21	Jayson to investigate replacing the 30ft trailer and provide financial impact 02.18 In agenda	Jayson Gillespie	Feb 18/09 CLOSED
28.	01.21	Need to get Rec & Transport involved in the Green Leap Forward Initiative 02.18 With regards to the Muddy Banks ride, Ron has connected Scott Wiebe with Janice Lukes. Green Leap Forward would like to add this event to their initiative. They are building their own website - any event in June could apply. Ron will forward more info to Tim. It was felt that this could include club rides or a race. Ron to attend the Road committee meeting and explain further.	Ron Brown	Feb 18/09 CLOSED

27.	01.21	Need to develop the business plan for a potential Golf Tournament to determine the break even point of the number of participants required; determine if this is viable. 02.18 Investigation stalled – roll in with Item 26. DJ & Ron.	Ron Brown DJ Hewitt	Feb 18/09 CLOSED
2.	12.17	Ron will publish the Board Meeting Schedule on the website 01.21 This will be included once the new website is up. 02.18 Clarification that the general membership can attend, and to use the words in the constitution for open meetings. This will include a request to confirm attendance one week in advance. Agreed that it will publish as 3rd Wednesday of the month, time and location TBD. 03.18 Confirmed that the Constitution and By-laws only refer to members attending the AGM, not Board Meetings. In a survey of other associations, some do not, some do permit members. None have it documented in their constitution. It was noted that we also cannot attend Sport MB meetings – need to elect a PSO representative. Minutes are posted, and provide the membership with the ability to stay aware of the Board's progress. It was reminded that Board discussion is done within the privacy and confines of the Board membership. All of the Board members are elected by the membership, and thus represent the membership. An amendment to the constitution can only be done at the AGM. Agreed that we provide the ability for a member to present to the board upon request, and this be done prior to the Board meeting begins. A guideline for conveying board meeting discussion to the membership would be the motioned items and the action items.	Ron Brown	Jan 9/09 Feb 18/09 Mar 7/09 CLOSED
24.	01.21	In next report, Committees to provide an overview of their committee structures. 02.18 KOM – done. Mtb – next report. Road – next report. 03.18 Completed.	Committee Heads	Feb 18/09 Mar 18/09 CLOSED

29	01.21	Ron to approach the clubs for feedback on including club membership in the registration for a GM/Racing Licence. Provide report back to the board. 02.18 Mtb Committee meeting spawned this idea; challenging in that club price differences might make it confusing. It was also thought that riders won't leave clubs for another based on price. Suggestion made to offer only to A clubs. Is this an opt-in or opt-out approach? (rather than all or nothing) There are about 11 registered clubs – should offer to all clubs, and is available for racing licences & GM. (GMs can have more than one club) Ron will talk to all clubs; if no opposition, Ron can go ahead. Notify the board by email. Dave provide a list of the clubs that paid the fees in 2008: $100 – Level A Alter Ego Bikes & Beyond Junk Yard Dogs Woodcock Cycleworks $50 – Level B Body Drive Sports FOG Gooch's $25 – Level C Bike To The Future Fort Garry Bike Club Frank Walton – not certain which Club this is Tread The Thunder 03.18 An item for discussion in the agenda	Ron Brown	Jan 31/09 Mar 18/09 CLOSED
30	02.18	Sponsorship: Provide names of sponsors that we would suggest we work with. Collect the list of sponsors that we are currently working with. This needs to be co-ordinated through Ron. 03.18 Suggestion to approach MTS. Noted that we should look to see if we can get a better plan for Jayson's cell phone. Provincial Team clothing sponsor (ATAC) is in discussion. Noted as well that no personal contacts have been provided, please do so by March 20. As this is now a standing agenda item, this Action Item is deemed closed.	ALL	Mar 18/09 CLOSED
31	02.18	Advertise the trailer for sale for 2 weeks to see if there are any local buyers & look for a new one as well. 03.18 No hits on the ad. H&H in Headingley quoted $7k for our trailer, new trailer is $468 more. All agreed, buy the trailer.	Jayson Gillespie	Mar 6/09 CLOSED

32	02.18	Website: Ron will limit work to posting only; not authorize any more work Hal will put together a Roles & Responsibilities document for the Editorial Board – distribute via email. 03.18 Included as an Agenda Item for March 18 Meeting	Ron Brown Hal Loewen	Mar 6/09 CLOSED
33	02.18	Board Recognition: Suggested that for the past-President it be presented at the first appropriate event, take a photo and place on the website – the coaching event was thought to be more appropriate 03.18 Coaching initiation course on April 18/19. All agreed.	Ron Brown	Mar 18/09 CLOSED
34	02.18	New Logo – post contest details on website search and co-ordinate judging for the March 15th deadline 03.18 Added to agenda.	Ron Brown	Feb 24/09 CLOSED
36	02.18	Sponsorship: Mike will discuss further with Gary Sewell to ensure he is aware of the sponsorship initiative 03.18 Added to agenda.	Mike Caslor	Mar 18/09 CLOSED
20.	01.21	Post the pending opening for Treasurer position on the website. Include skillset and time commitment required. 02.18 The concern was raised that we require a qualified individual that could assume these responsibilities. The notice needs to clarify that we are requesting interim support for the treasurer during Dave's absence in September. 03.18 This will be posted next week; Dave & Ron will document the communiqué. 04.15 .It was determined that Dave's absence is manageable, and the need for an interim treasure is no longer required. The Audited Financials Statements final report for the AGM will be finished prior to his departure.	Ron Brown	Feb 18/09 Mar 18/09 Mar 25/09 CLOSED

26.	01.21	**Fund Raising Ideas** Texas Hold'Em tournament 02.18 License is free – requires a location; generally the tournament will make about 50%. You are required to fill out books – who entered, proceeds and payout. Strongly suggested that there be dealers. Question raised on Sport Manitoba issues? It was also considered that the application could be denied due to Bingos in place. Need to develop a business plan for this as well (combine with #27) Steve will own this. 03.18 It was noted that we should give the Texas Hold'Em consideration again in the fall. Golf Tournament Need to develop the business plan for a potential Golf Tournament to determine the break even point of the number of participants required; determine if this is viable 02.18 Investigation stalled Make a decision at the next meeting – which event, or none? 03.18 Kingswood Golf Course will be providing info; DJ will provide the business plan for holding a Golf Tournament (assuming it is viable). In a Board vote, 7 for golf; 3 for Texas Hold'Em. It was noted that we should give the Texas Hold'Em consideration again in the fall. 03.19 04.15 On agenda	Steve Johnston Ron Brown DJ Hewitt	Feb 18/09 Mar 18/09 April 15/09 CLOSED
35	02.18	Race Levies: Ron will draft communiqué for the website 03.18 Will be done by middle of next week. 04.15 Closed	Ron Brown	Mar 25/09 CLOSED
37	03.18	Sports Matter funding approach - Ron will discuss this further with Brian Sklarchuk in order to keep him updated. 04.15 Maintain contact with Brian; report as required.	Ron Brown	April 15/09 CLOSED
38	03.18	Tim will follow up with Rob on his information regarding a programme to help design a Dirt Jump venue 04.15 Closed	Tim Woodcock	April 15/09 CLOSED
40	03.18	Ron Brown will ensure that we continue to further this relationship with BHP for both Road & MTB. 04.15 Relationship is going well;	Ron Brown	April 15/09 CLOSED
41	03.18	Ron will ensure that Steve follows up with Gary on the structure of the series 04.15 Discussed in Road Meeting	Ron Brown	April 15/09 CLOSED

42	03.18	Website - Ron & Hal to provide: o How the technologies work o How we will host the website o Clarify the board member responsible for which page o Show the site to the board 04.15 on agenda	Ron Brown Hal Loewen	April 15/09 CLOSED
43	03.18	Sports MB Board representatives – distribute information to the Board Members via email. 04.15 Info distributed; no follow-up required.	DJ Hewitt	April 15/09 CLOSED
47	04.15	Continue developing the website, progress to be reported at the next meeting 05.26 CLOSED – See minutes of meeting	Hal Loewen Ron Brown	May 26 CLOSED
48	04.15	Insurance: Determine if Club Executives are covered. Do we need to provide a list of sanctioned events that are covered? 05.26 Provided they are MCA sanctioned events, they are covered. The more documentation regarding the schedule of rides, the better.	Ron Brown	May 26 CLOSED
49	04.15	Arrange to have a Subject Matter Expert in Insurance speak to the Board 05.26 This would require a fee and recommended that our insurance carrier respond to questions we have.	Steve Johnston	May 26 CLOSED
51	04.15	Send suggestions for the next year's Bingo Policy to Dave & Ron in order to draft a policy to administer this in future years 05.26 Ringette does a rotation of bingos; Agreed by all that this would be fair, still a requirement to apply for a Bingo.	ALL	May 26 CLOSED
39	03.18	Table the discussion for the fall for how to have all 4 committees join forces for promotional items like bicycle hang tags. 06.04 Mike Caslor and Ron to further discuss having a specific meeting for just the shops, and one for affiliated clubs. Suggest to move forward with a store-only meeting, and affiliated clubs. Target date is October.	Ron Brown	August 09 CLOSED
52	06.04	Ron will send out the final version of the Sponsorship Package to the Board Members 07.30 Sent.	Ron Brown	June 8 CLOSED
54	06.04	Hal will provide a date for when the website conversion will be completed in his next report. 07.30 Need to do this in the off season (end of October). In the interim, committees can review what they currently have on the website and provide their information structure and content. As well, can establish the committee required to maintain this. Target the actual conversion in January.	Hal Loewen	July 30 CLOSED

44	04.15	Medical Requirements – present progress on this to the Board at the next meeting with the intent to establish guidelines and minimum requirements. Ron to find out if CCA has minimum standards for this, or other PSOs. 06.04 Medical appear to be consistent across other organizations – standard Emergency Plan (Race Co-ordinator, Emergency Co-ordinator, identifying closest hospital, maps to this identified location, etc). Have created a standard template and will post for all organizers to use. Ski Patrol has not responded to us for discussing their services/fees for services, and thus nothing we can rely on. Suggestion to build our own capacity; contact clubs to organize a first responders course. Hold in February, coordinated with KOM, and build up local capacity. Funding available for this from the government? Hal is willing to take this on as a project in the off-season. Follow-up with the Insurance company – calls for "qualified" with no further definition/standard. Need to determine a mechanism for the number of medical personal required for the size of the event. At the CCA fall meetings – discuss this further with similar size associations. Should have an ambulance within 10 minutes or on site. No guarantee that the ambulance won't be called away. St. John's Ambulance? High cost and varying availabilities. Cost of the ambulance to the rider? Only kicks in if the rider gets in the ambulance; our insurance will cover what Blue Cross does not cover. ACTION Follow up in the fall – Hal's project and the CCA in the fall. 07.30 Insurance company only needs to be satisfied that medical staff be "qualified", nor further specifics provided. Generally, it is assumed that the organizer looks after this. Mtb Bike committee implementing an Application that would ensure medical is secured for the event, as well as the Emergency Plan. Responsibility then remains with the organizers to secure their medical. (rather than the office secure a relationship/list of qualified individuals). KOM will host a Red Cross First Aid /CPR such that this will allow them to act as Medical at the events. Manitoba Physical Therapist association was too expensive (particularly with the mileage cost). Have not heard back from the Ski Patrol. 09.16 Best Practices session at the CCA meeting – will be raised as to how this is handled in other provinces – report back. Each organizer will be left to continue to arrange this on their own. KOM will offer other committees to send participants. All coaches have to have their first aid. Emergency Plan for Mtb Mike. NEW ACTION; Updating of listing of coaches and minimum requirements to maintain – Moni & Jay Feb 2010	Hal Loewen Ron Brown	May 26 September 09 CLOSED

46	04.15	Chief Commissaire of MTB and Road to initiate the discussion of setting standard fees. 06.04 MTB Committee won't meet again until July and needs to discuss this further. Reimbursement of mileage is an issue. Resolution required before Cyclo Cross season – August Board meeting. 07.30 Waiting for MTB Committee to meet and discuss. 09.16 Let the Road Committee deal with Road fees; mtb deal Mtb fees	Arlene Woodcock Hal Loewen Steve Johnston	May 26 July 30 Sept 16 CLOSED
55	07.30	Provincial Programme - Request to ensure these is a report submitted at the next meeting	Olli Hyytiainen	Sept 16 CLOSED
56	07.30	Treasurers Report – Concern noted on the current reported budget; Dave Johnston to provide a briefing on the Provincial Programme after he reviews with Jason, by August 7th 09.16 Concerns resolved.	Dave Johnston	August 7 CLOSED
57	07.30	Moni will send out the list of potential companies to approach for sponsorship by the end of August 09.16 3 companies were approached MB Egg Producers, Federated Co-op, Investors Group. Ron will follow up with each; To be approached - Peak of the Market, Wawanesa, Great West Life	Moni Robertson	August 31 CLOSED
58	07.30	Provide Ron with suggested venues to host the AGM and Banquet in November. 09.16 In the agenda.	ALL	August 31 CLOSED
59	07.30	Post the update on the Strategic Plan and the request for feedback on the website by August 15th 09.16 Website was updated and a few responses received.	Ron Brown	August 15 CLOSED
60	09.16	Use an email distribution to send an invite to the AGM, and include a request for feedback on the Strategic Plan 10.21 Ron can access the email list on Karelo, and would like to send the email on Nov 2, and then a reminder a week prior to Banquet. Suggestion that Board members can sell tickets as well offer for the shops to sell.	Ron Brown	October 21 CLOSED
62	09.16	Rob to provide BMX brochure to KOM for better understanding	Rob Nagy	October 21 CLOSED
63	09.16	A conflict of interest policy be set to outline the standards for coaches that have children on the Provincial Team	Olli Hyytiainen	October 21 CLOSED
64	09.16	Draft a letter to the government to support the recent announcement of $20M funding on behalf of the MCA. 10.21 Sent to Sam Katz, Gary Doer and Stephen Harper	Ron Brown	October 10 CLOSED
67	09.16	Board in agreement that the AGM and Banquet be on a Saturday – the 14th , the 21st, or the 28th Ron will continue to look for a venue	Ron Brown	October 10 CLOSED

68	09.16	In preparation for the Strategic Planning Session, review the updated strategic plan; look for changes you think, improvements, etc within your portfolios	ALL	October 1 CLOSED
69	10.21	Mike will send out the final version of the Strategic Plan that will be presented at the AGM, everyone to provide final comments/approval. 11.18 Remove the wording re: the web site – "internally managed" Use a softer approach for taking credit for what ATAC and Bike to the Future accomplished – we are a supporting member as a representative of the MCA. Partner in the Cycling Map, membership in ATAC which accomplished…. Bring MTB Canada Cup Programme back to Manitoba. All have agreed that this is now finished.	ALL	November 6 CLOSED
74	10.21	For the website, anything on the forms page needs to be reviewed for accuracy and if it is still relevant by the next Board Meeting 11.18 This is a duplicate to Action 73.	ALL	November 18 CLOSED
72	10.21	AGM preparations – • Ron will work with Steve and Hal on a draft agenda • Add a map to the website to provide directions 11.18 Need to also work on the Program for the Banquet. Discussion on how to present the Sports Excellence Award. Include on the website that we will be honouring all Provincial Champions. Have a program outline done by Friday.	Ron Brown	October 30 November 20 CLOSED
45	04.15	Have a co-ordinated planning meeting for all committees (Road, MTB, KOM, Rec & Transport) before the 2010 season begins. 07.30 The goal is to provide a structure/criteria/goals of what the 2010 racing season will look like. Ideally, meet with the organizers prior to the AGM to secure this more firmly. 09.16 Schedule a date to meet to meet for sometime in October – all 4 committees 11.18 A date will be scheduled for this meeting, and will be held before the next Board Meeting. 01.04 It has been determined that this meeting is no longer required.	Committee Heads	December 09 Revise to November December 16 CLOSED

65	09.16	Ron will draft a communiqué to promote the funding announcement on the MCA website, and ensure the membership know what we did to support this 10.21 No progress at this time. Tim will provide the breakout of where this money is being spent. 11.18 No progress at this time; a breakout of where the money is being spent has not been received by the ATAC group. Rec & Transport has concerns on who is making the decision to spend the money and that they have cycling experience. Ron will draft the communiqué to publish on the website. 01.04 The communiqué was published on the website.	Ron Brown	October 10 November 5 November 20 CLOSED
66	09.16	Schedule a dedicated session for the Board to focus on the financials and gain the understanding that we need 10.21 Discussion with Dave, January 8 or 11 are the tentative dates. Confirm date with Dave. 11.18 Dave has agreed to do this session, will be able to confirm a date when returns. 01.04 Discussed within the agenda.	Ron Brown	January 2010 CLOSED
71	10.21	Publish on the website a communiqué that promotes we are actively looking for sponsors 11.18 Drafted, will be published by Nov 20. Need to be revised so that it addresses both the membership and non-membership. 01.04 Complete	Moni Robertson	November 18 CLOSED
73	10.21	For the website, a skeleton outline of what the second level page needs to be for each area: • Administrative (Ron), BMX, Road, Mtb, KOM, Rec & Trans, Provincial Team • ACTION; Anything on the forms page needs to be reviewed for accuracy and if it is still relevant by the next Board Meeting 11.18 Hal will follow up with those that have not responded. Have this done by Dec 16. 01.04 Complete	Ron Brown Rob Nagy Steve Johnston Moni Robertson Tim Woodcock	November 18 December 16 CLOSED

75	10.21	DJ and Ron will develop a draft of the responsibilities and functions of the Development Programme Role, and it will be posted as an one year role that will be considered for a Board Position 11.18 Concern that the description seems overwhelming for one volunteer. Position could be viewed as finding the leader for this. Ron and DJ will review the wording to tone it down somewhat. Send all feedback to DJ & Ron by Friday, for a new draft by Monday.	Ron Brown DJ Hewitt	November 18 November 23 CLOSED
80	01.04	Treasurer's Position: • Mike Caslor will follow up with Nettie on the Board's decision to post the position and look for an immediate incumbent • Ron and DJ will draft the responsibilities of the Treasurer's position • Ron and Jayson to purchase QuickBooks reference guide and/or courses on Accounting in order to gain a foundational understanding. 01.20 All items closed.	Mike Caslor Ron Brown DJ Hewitt Ron Brown Jayson Gillespie	January 20 January 20 January 20 CLOSED
81	01.04	Youth Development Co-ordinator – Moni and Al will send potential dates to Ron to coordinate a meeting date (KOM, Provincial Programme) with Bill Gendron and Dave Dorning, and report back at the next Board Meeting. 01.20 Refer to agenda item, closed.	Moni Robertson Al Robertson	January 20 CLOSED
84	01.04	Ron will do the research to determine an estimate of how much we should ask for the Quad, Trailer & Ramps. 01.20 Estimate of $3.5 - $3.8k range, price at $3.7k OBO. Should not accept less than $3k. Agreed. Decision to proceed.	Ron Brown	January 20 CLOSED
85	01.04	In preparation of the Jan 20th Board meeting, Ron, Jayson, Arlene and DJ will conference with Dave to review the updated forecasts and ensure they are valid. The updated forecasts will be provided to the Board in advance of the meeting. Ron to co-ordinate. 01.20 Completed.	Ron Brown	January 7 CLOSED

50	04.15	Investigate holding a curling bonspiel in the fall. 06.04 Moni provided follow-up information; request that she continue too research this. Everyone in support; promote in August time frame. Have Moni report back at the next meeting 07.30 Suggestion to also contact La Salle and Wildwood. Report back next meeting. 09.16 General agreement that the Pembina was the best choice, and in the month of February. Committee of Moni, DJ, and Ron to organize. Announce and promote at the AGM. Provide a status at the next meeting. 10.21 Pembina CC booked for Saturday, February 27. 7 – 11pm, lounge available, kitchen available. Moni will have a poster and registration forms to generate interest at the AGM. Plan fun events like Bingo Curling. $20/person, look at a Silent Auction. Promote it on the website. Maximum capacity 48 curlers. Provide status at the next meeting. 11.18 Posters are made, registration forms available for the AGM. Silent Auction prizes – need to approach affiliated Bike Shops and other contacts we can make (eg. Canadian Tire, Subway, etc) Target January to start this. 01.04 Letters to request draw prizes in draft; registration form has been posted on the website. Will have the Road and MTB committees circulate to their committees. Help will be required to follow-up on the recipients of the draw prizes to see if they will provide a prize. Provide update at next Board Meeting. 01.20 Moni provided an update via email and distributed the letter for sponsorship and updates. Reminder that we are one month away and to ensure we are all actively promoting and helping as required. 03.03 Went well, well attended, profit made	Moni Robertson	May 26 July 30 Sept 16 October 21 November 18 December 16 January 20 February 17 CLOSED
70	10.21	Tim to provide the breakdown of the $20M. 11.18 This has not been made available yet. 01.04 This has not been made available. 01.20 There is a link on the City of Wpg website on this, will point our point from the MCA to that site. Action is now to ensure this link is included. 03.03 Completed	Tim Woodcock Ron Brown	November 18 January 20 February 17 CLOSED

76	11.18	Ron will look into getting the legal name (KOM) back and across Canada, go to the IPC and let them know what we have to offer. Moni will approach the committee on how they want to approach "selling" the programme. 01.04 Determined that we do have the legal name, and need to pay a registration fee to get this back. (had been allowed to lapse) This would only give us Manitoba rights. We would be required to trademark and then franchise to have this name across Canada. It is possible to register the name KOM in every province to protect it, however this would be an annual cost. DECISION: We should register both "KOM" and KOM Manitoba" Moni will continue to research to determine if we should trademark or register the name and report back. 01.20 Moni provided an email update - Trademark/trade names will likely cost up to $2k to complete. Better option is to create a package and agreement to add their province to the name (KOM – Manitoba). Cost roughly set at $250. Next steps to be provided at the next meeting. 03.03 KOM name is registered in Manitoba. The Let's Ride program offered by the CCA is now being promoted as the youth program across Canada. It is not likely at this point that provinces will access KOM.	Ron Brown	December 16 January 20 February 17 CLOSED
77	11.18	Moni will approach the KOM committee on how they want to approach "selling" the programme. 01.04 KOM meeting in January to discuss. 01.20 KOM have discussed, have not made a decision. 03.03 KOM is willing to sell if there is interest in this,	Moni Robertson	January 20 February 17 CLOSED
79	01.04	Ron & Mike will draft a structure of a potential "Friends of Cycling" programme, and the benefits of becoming a member. 01.20 In progress, will be complete for review at the next meeting. The concept is to assess an employer for "bike friendliness" and provide a rating. The employer would pay for this assessment. Success on this requires building the brand and making it desirable. 03.03 On agenda	Ron Brown Mike Caslor	January 20 February 17 CLOSED
84	01.20	Moni is tasked to give us what she has promised the clubs but this promise comes from receipts the club presents equalling amounts up to 2600.00. 03.03 Receipts in hand for what is owing, total is $2k. Ron will arrange for payment, this payment is in the latest forecast.	Moni Robertson	February 17 CLOSED
85	01.20	Agreed that the KOM spend to date will be adjusted to reflect the spend to date as KOM has recorded. Rob Brown to co-ordinate this with Moni and Dave, ensure it is completed. 03.03 Moni is good with the adjustments,	Ron Brown	February 17 CLOSED

86	01.20	Rob to draft a policy that any purchase or commitment to spend over $250 requires approval by the President and one other non-conflicting Board Member. (meaning a Road expenditure must be approved by the President and not the Road Committee Board Member) 03.03 Included in Agenda.	Rob Nagy	February 17 CLOSED
88	01.20	Ron will review the Youth Development Co-ordinator concept with Fred Schneider as to how this can be used in our application for funding. 03.03 This should be incorporated into Development Funding application, which is now structured via the LATD model.	Ron Brown	February 17 CLOSED
89	01.20	Application form for a Bingo should reflect an active Club Commissaire, Club Coach, and 3 events organized 03.03 On Agenda	Rob Nagy	February 17 CLOSED
90	01.20	Prepare an initial draft of each programme budget for 2010 planning. Note: this was captured out of the Jan 19th Financial Review. 03.03 All budgets received.	ALL	February 17 CLOSED
89	03.25	Bingo Policy: Rob will make further adjustments and distribute to all, and vote online to motion and accept. This needs be completed an online by April 1. 04.21 Motion to accept: Moni Seconded Steve Johnson Bingo_Policy-Draft_25-3-102.	ALL	On-line vote by April 1 CLOSED
91	03.25	2010 AGM: Ron will call the Granite CC, Rossmere GC to secure a location 04.21 Bel Acres has availability, Rossmere to Nov 13 & Nov 20. Decision to go with Rossmere on Nov 20th. Once confirmed, post on the website. Review the status of the AGM every meeting. 05.19 Rossmere for Nov 13th is confirmed. A separate room for the AGM is available. Cost per person is $30. We have the option to supply dessert. Will be posted on the Website. This will become a standing agenda item, Ron will provide a laundry list of all tasks that need to be done, and a committee will be appointed to look after.	Ron Brown	April 21 May 19 CLOSED
93	4.21	Ron will provide a further update on switching Credit Unions at the next meeting on the details 05.19 For every $500 on balance, a free transaction. June meeting will require a motion for this, and all directors will be required to sign the paperwork. Will be an agenda item for next meeting.	Ron Brown	May 19 CLOSED

94	4.21	Ron will meet with Bill and Dave to discuss their thoughts on the Youth Development Co-ordinator programme and invite to the next Board Meeting to discuss further/present their ideas. 05.19 Very productive meeting with Bill and Dave; Ron would like to meet with Alan to discuss ideas on the Provincial Programme with regards to bridging between KOM and Provincial Programme. Make this a standing agenda item, and Ron will provide reports.	Ron Brown	May 19 CLOSED