



Meeting Agenda / Minutes

Date:	July 20, 2011	
Time:	6:00 pm	
Location:	Sport for Life Centre, 145 Pacific Avenue	
Position	Name	In Attendance
President	Paul Benson	Present
Vice-President	Mike Caslor	Present
Secretary	Arlene Woodcock	Present
Treasurer	Nettie Neudorf	Present
Provincial Program Co-ordinator	Taras Macyk	Present
Mountain Bike Co-ordinator	Dylan Harris	Absent
Road Bike Co-ordinator	Gary Sewell	Present
BMX Co-ordinator	Rob Nagy	Present
Kids of Mud Co-ordinator	Moni Robertson	Present
Recreation & Transportation Co-ordinator	Currie Gillespie	Present
MCA Executive Director	Twila Pitcher	Present
Provincial Coach	Jayson Gillespie	Absent

Meeting Minutes

Item No.	Agenda Item	Presenter
1.	Call to Order <ul style="list-style-type: none"> • Quorum is established 	Paul Benson
2.	Approval of Agenda Motioned: Nettie Neudorf Seconded: Moni Robertson Adopted.	Paul Benson

3.	<p>Approval of June 13th Minutes</p> <p>Motioned: With the removal of details on Master of Ceremony for AGM, Mike Caslor Seconded: Terry Macyk Adopted.</p>	Paul Benson
4.	<p>Treasurer's Report</p> <ul style="list-style-type: none"> • Revised reports will provide greater ease in reading and understanding the detail • Can expect to see June statements prior to the next Board Meeting • Review of financial charts and graphs that allow a good overview of the revenue and expenses, general agreement on using this as a means to better communicate an understanding of the financials <p>Motion by Moni Robertson: Reimburse the Site Development Fund with the balance it held at the end of March 31, 2011 prior to the financial adjustments made. The transfer to be made out of the Asset Replacement Fund.</p> <p>Seconded: Rob Nagy All in favour, adopted.</p> <p>ACTION: Mike will work with the KOM, MTB, Road Committee Chairs to review the Site Development Fund policy update, change as required.</p>	Nettie Neudorf
5.	<p>Questionnaire/Town Hall Presentation (Monday, Oct 17, 2011)</p> <ul style="list-style-type: none"> • ACTION: Terry will draft a list of questions to distribute for review and feedback • General discussion on using both yes/no style questions, collect demographics, and open-ended questions • Mike will create and manage the survey • Timeline suggested by Twila is acceptable • ACTION: Moni will follow-up with the facilitator • Structure should include a short presentation, and then open it up for Q&A. All Board Members are expected to be present and prepared to field questions. • ACTION: Budget to be established by Twila • Twila will place an announcement on the website to communicate the Town Hall 	Twila Pitcher
6.	<p>Presidents Report</p> <ul style="list-style-type: none"> • No report submitted, no further discussion 	Paul Benson

7.	Vice Presidents Report <ul style="list-style-type: none"> • Spending Policy needs to be posted to the site • Governance Model needs to be posted (refer AI 132) • Race Calendar Setting Policy reviewed and adjustments made <ul style="list-style-type: none"> ○ Motion to Approve: Arlene Woodcock ○ Seconded: Rob Nagy • Provincial Program Policy reviewed <ul style="list-style-type: none"> ○ Motion to Approve: Moni Robertson ○ Seconded: Currie Gillespie 	Mike Caslor
8.	ED Report <ul style="list-style-type: none"> • Discussion on ensuring that CycloCross races can absorb a larger Kids race to be used as additional training, caution on changes they may expect and the duration of the races currently run (kids races are generally less than 15 minutes) • ACTION: All Board Members to provide updates to Strategic Plan by August 5. General agreement that it should be posted to website. • Motion to use existing stock of provincial medals: Arlene Woodcock <ul style="list-style-type: none"> ○ Seconded: Nettie Neudorf • Concern raised on turnover of Board of Directors, and transition of knowledge • Reminder to cc' Twila on items she's asked you to follow up on 	Twila Pitcher
9.	BMX Report <ul style="list-style-type: none"> • No further discussion 	Rob Nagy
10.	KOM Report <ul style="list-style-type: none"> • Determined that there is enough information to send newsletter on a monthly basis 	Moni Robertson
11.	MTB Report <ul style="list-style-type: none"> • No report submitted 	Dylan Harris
12.	Provincial Program Report <ul style="list-style-type: none"> • Good improvement in attendance at MTB Nationals • Clarification on training support provided to athletes in Jayson's absence 	Taras Macyk
13.	Rec & Transport Report <ul style="list-style-type: none"> • Clarification on press release referred to in the report • Bike to Work Day was a success 	Currie Gillespie

14.	Road Report <ul style="list-style-type: none">No further discussion	Gary Sewell
15.	Action Items <ul style="list-style-type: none">Request that all Board Members provide updates to their Action Items via email.	Arlene Woodcock
16.	Next Meeting August 24, 2011 6:00 pm Location: Sport for Life Centre, 145 Pacific Avenue, Winnipeg Adjourn Motion - Rob Nagy Seconded - Gary Sewell	

Action Items

Item No.	Mtg Date	Action Item	Assigned To	Target Date
61	09.16	<p>Update the database of coaches and minimum requirements to maintain - Moni & Jay</p> <p>10.21 On track for February 2010. Clarify that this is the MCA database as opposed to the CCA database.</p> <p>11.18 Updated for courses, arranging courses with Dave & Ruth, and First Aid. Clarified that anyone with an NCCP designation will be included.</p> <p>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.</p> <p>01.20 Progress is being made, on schedule to complete.</p> <p>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.</p> <p>03.25 Progress continues, will continue to communicate with the coaches.</p> <p>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.</p> <p>05.19 Continuing to make progress.</p> <p>06.14 No status to report.</p> <p>07.22 Continuing to make progress</p> <p>08.25 Continuing to make progress. Question regarding why all coaches require Child Abuse Registry check. Clarified that this is a PSO decision; Decision that this is required as non-KOM clubs can have members under 18. Next steps are to send this out to the non-KOM clubs and initiate the collection process. KOM Clubs to be done March 1, 2011 (before season starts). Non-KOM Clubs to be done May 1, 2011.</p>	<p>Jayson Gillespie</p> <p>Moni Robertson</p>	<p>February 2010</p> <p>April 21</p> <p>October 2010</p> <p>KOM - March 2011</p> <p>Non-KOM May 2011</p>

61	09.16	<p>09.15 Continuing to make progress.</p> <p>10.20 Portage & Steinbach KOM are current. Jayson was tasked to create the plan to initiate the collection of data from the clubs.</p> <p>11.24 Club contact information is required; list of clubs is required. Jay will search for this list; Road and MTB co-ordinators to forward their list of contacts for the clubs. Jay will send a communication to the clubs to explain what is required and direct how the data will be gathered.</p> <p>12.15 Club list created; draft email to send to the clubs that will be sent to the clubs to explain what is required and by when. Jayson is now the Provincial Rep for Mb, which gives access to Coaches of Canada site and MB Respect in Sport. Jay will arrange for Twila to have this access as well. Twila will confirm the list of paid affiliated clubs from 2010 (A, B, C)</p> <p>01.14 Twila has to complete MB Respect in Sport in order to gain access. Emails have been sent to the clubs, no feedback received. Open House session scheduled for February 12, no RSVPs yet.</p> <p>01.26 No further update</p> <p>02.23 Continuing to make progress.</p> <p>03.16 No further update</p> <p>04.20 Continuing to make progress</p> <p>05.16 No further update</p> <p>06.13 No further update</p> <p>07.20 Add as agenda item to the Aug 24 meeting to review and determine actions required to close.</p>	<p>Jayson Gillespie Gary Sewell Dylan Harris</p>	<p>December 15 2010</p> <p>January 19, 2011</p>
120	1.14	<p>Each programme needs to review their sections to the website and provide updates/changes via email (preferred) to Hal Loewen hal_loewen@shaw.ca</p> <p>02.23 In progress</p> <p>03.16 Action changed to send all updates to Paul Benson.</p> <p>04.20 In progress, please cc' Hal</p> <p>05.16 No further update</p> <p>06.13 No further update</p> <p>07.20 Reminder to complete this item</p>	ALL	March 2011
123	1.26	<p>Gary and Dylan and clarify and distribute awards criteria</p> <p>02.23 Action item clarified and in progress</p> <p>03.16 In progress</p> <p>04.20 No further update</p> <p>05.16 No further update</p> <p>06.13 No further update</p> <p>07.20 No further update</p>	<p>Gary and Dylan</p>	Summer 2011

126	3.16	Decision made to create a race schedule and an event schedule 04.20 In progress 05.16 In progress 06.13 In progress 07.20 No progress	Paul Benson	April 20/11
130	4.20	Table the discuss for organizational vision in September, in preparation for AGM 07.20 No discussion	Twila Pitcher	August 2011
132	5.16	Governance Model - communicate to membership and committees. All chairs should distribute. Paul to draft an announcement including the what and why and attach the model. Published by May 27 th . 06.13 In progress 07.20 Twila will add to the Policy Section, Paul will post it	Paul Benson Dylan Harris Gary Sewell Moni Robertson Rob Nagy	May 27/11
136	5.16	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	Gary Sewell	June 13/11
137	5.16	Organize a Town Hall for October 17 2011. 06.13 No further update 07.20 Progress underway, refer agenda item notes	Dylan Harris	June 13/11
138	6.13	Dylan and Gary need to send Twila results (non-pdf format) in order for her to tabulate the results 07.20	Dylan Harris Gary Sewell	June 30/11
139	7.20	Mike will work with the KOM, MTB, Road Committee Chairs to review the Site Development Fund policy update, change as required.	Mike Caslor	Aug 20/11
140	7.20	Terry will draft a list of survey questions to distribute for review and feedback.	Terry Macyk	July 26/11
141	7.20	Moni will follow-up with the facilitator for the Town Hall.	Moni Robertson	Aug 20/11
142	7.20	Budget for the Town Hall & Survey to be established by Twila	Twila Pitcher	Aug 20/11
143	7.20	Ensure that the following policies are posted to the site: Spending Policy, Race Calendar, Provincial Programme.	Mike Caslor	Aug 20/11
144	7.20	All Board Members to provide Strategic Plan updates to Twila by August 5. Once updated, Twila will ensure it is posted to the site.	ALL	Aug 5/11

CLOSED ACTION ITEMS

1.	12.17	Obtain Nov 19 th 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	<p>Ron to obtain more details on how BC has successfully implemented the Citizens License</p> <p>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</p> <p>Motion to pass the concept and price; work out implementation with the Committees.</p> <p>MOTION to ADOPT Moni</p> <p>SECONDED Olli</p> <p>Passed.</p> <p>ACTION: Send ideas/suggestions to the Committees/Jayson/Ron by Jan 26.</p> <p>ACTION Bring up in next Bike Shop meeting.</p>	Ron Brown	<p>Jan 21/09</p> <p>CLOSED</p>
6.	12.17	<p>Ron to find out how much has been spent with the Velodonnas budget with intent to give the rest back</p> <p>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.</p> <p>02.18 Velodonnas will give back \$1k. They were also advised that this funding was applied for again this year.</p>	Ron Brown	<p>Jan 21/09</p> <p>Feb 18/09</p> <p>CLOSED</p>
11.	12.17	<p>Ron will draft the Recognition communiqué for the website and distribute for review.</p> <p>01.21 Not completed</p> <p>02.18 Covered in the agenda.</p>	Ron Brown	<p>Jan 15/09</p> <p>Feb 18/09</p> <p>CLOSED</p>
13.	01.21	<p>Moni will consider adding Muddy Waters as a KOM event</p> <p>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.</p>	Moni Robertson	<p>Feb 18/09</p> <p>CLOSED</p>
14.	01.21	<p>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.</p> <p>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.</p>	ALL	<p>Feb 18/09</p> <p>CLOSED</p>
15.	01.21	<p>Send ideas/suggestions on the structure & implementation for the Citizens License to the Committees/Jayson/Ron by Jan 26.</p> <p>02.18 Agenda item for tonight.</p>	ALL	<p>Jan 26/09</p> <p>CLOSED</p>

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 children'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 3 rd 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	<p>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.</p> <p>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)</p> <p>Ron will talk to all clubs; if no opposition, Ron can go ahead. Notify the board by email.</p> <p>Dave provide a list of the clubs that paid the fees in 2008:</p> <p>\$100 - Level A</p> <ul style="list-style-type: none"> Alter Ego Bikes & Beyond Junk Yard Dogs Woodcock Cycleworks <p>\$50 - Level B</p> <ul style="list-style-type: none"> Body Drive Sports FOG Gooch's <p>\$25 - Level C</p> <ul style="list-style-type: none"> Bike To The Future Fort Garry Bike Club Frank Walton - not certain which Club this is Tread The Thunder <p>03.18 An item for discussion in the agenda</p>	Ron Brown	<p>Jan 31/09</p> <p>Mar 18/09</p> <p>CLOSED</p>
30	02.18	<p>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.</p> <p>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.</p> <p>As this is now a standing agenda item, this Action Item is deemed closed.</p>	ALL	<p>Mar 18/09</p> <p>CLOSED</p>
31	02.18	<p>Advertise the trailer for sale for 2 weeks to see if there are any local buyers & look for a new one as well.</p> <p>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.</p>	Jayson Gillespie	<p>Mar 6/09</p> <p>CLOSED</p>

32	02.18	<p>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</p>	Ron Brown Hal Loewen	Mar 6/09 CLOSED
33	02.18	<p>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.</p>	Ron Brown	Mar 18/09 CLOSED
34	02.18	<p>New Logo - post contest details on website search and co-ordinate judging for the March 15th deadline 03.18 Added to agenda.</p>	Ron Brown	Feb 24/09 CLOSED
36	02.18	<p>Sponsorship: Mike will discuss further with Gary Sewell to ensure he is aware of the sponsorship initiative 03.18 Added to agenda.</p>	Mike Caslor	Mar 18/09 CLOSED
20.	01.21	<p>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.</p>	Ron Brown	Feb 18/09 Mar 18/09 Mar 25/09 CLOSED

26.	01.21	<p>Fund Raising Ideas Texas Hold'Em tournament</p> <p>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.</p> <p>03.18 It was noted that we should give the Texas Hold'Em consideration again in the fall.</p> <p>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</p> <p>02.18 Investigation stalled Make a decision at the next meeting - which event, or none?</p> <p>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.</p> <p>03.19 04.15 On agenda</p>	<p>Steve Johnston</p> <p>Ron Brown DJ Hewitt</p>	<p>Feb 18/09</p> <p>Mar 18/09</p> <p>April 15/09</p> <p>CLOSED</p>
35	02.18	<p>Race Levies: Ron will draft communiqué for the website</p> <p>03.18 Will be done by middle of next week.</p> <p>04.15 Closed</p>	Ron Brown	<p>Mar 25/09</p> <p>CLOSED</p>
37	03.18	<p>Sports Matter funding approach - Ron will discuss this further with Brian Sklarchuk in order to keep him updated.</p> <p>04.15 Maintain contact with Brian; report as required.</p>	Ron Brown	<p>April 15/09</p> <p>CLOSED</p>
38	03.18	<p>Tim will follow up with Rob on his information regarding a programme to help design a Dirt Jump venue</p> <p>04.15 Closed</p>	Tim Woodcock	<p>April 15/09</p> <p>CLOSED</p>
40	03.18	<p>Ron Brown will ensure that we continue to further this relationship with BHP for both Road & MTB.</p> <p>04.15 Relationship is going well;</p>	Ron Brown	<p>April 15/09</p> <p>CLOSED</p>
41	03.18	<p>Ron will ensure that Steve follows up with Gary on the structure of the series</p> <p>04.15 Discussed in Road Meeting</p>	Ron Brown	<p>April 15/09</p> <p>CLOSED</p>

42	03.18	<p>Website - Ron & Hal to provide:</p> <ul style="list-style-type: none"> ○ How the technologies work ○ How we will host the website ○ Clarify the board member responsible for which page ○ Show the site to the board <p>04.15 on agenda</p>	Ron Brown Hal Loewen	April 15/09 CLOSED
43	03.18	<p>Sports MB Board representatives - distribute information to the Board Members via email.</p> <p>04.15 Info distributed; no follow-up required.</p>	DJ Hewitt	April 15/09 CLOSED
47	04.15	<p>Continue developing the website, progress to be reported at the next meeting</p> <p>05.26 CLOSED - See minutes of meeting</p>	Hal Loewen Ron Brown	May 26 CLOSED
48	04.15	<p>Insurance: Determine if Club Executives are covered. Do we need to provide a list of sanctioned events that are covered?</p> <p>05.26 Provided they are MCA sanctioned events, they are covered. The more documentation regarding the schedule of rides, the better.</p>	Ron Brown	May 26 CLOSED
49	04.15	<p>Arrange to have a Subject Matter Expert in Insurance speak to the Board</p> <p>05.26 This would require a fee and recommended that our insurance carrier respond to questions we have.</p>	Steve Johnston	May 26 CLOSED
51	04.15	<p>Send suggestions for the next year's Bingo Policy to Dave & Ron in order to draft a policy to administer this in future years</p> <p>05.26 Ringette does a rotation of bingos; Agreed by all that this would be fair, still a requirement to apply for a Bingo.</p>	ALL	May 26 CLOSED
39	03.18	<p>Table the discussion for the fall for how to have all 4 committees join forces for promotional items like bicycle hang tags.</p> <p>06.04 Mike Caslor and Ron to further discuss having a specific meeting for just the shops, and one for affiliated clubs.</p> <p>Suggest to move forward with a store-only meeting, and affiliated clubs. Target date is October.</p>	Ron Brown	August 09 CLOSED
52	06.04	<p>Ron will send out the final version of the Sponsorship Package to the Board Members</p> <p>07.30 Sent.</p>	Ron Brown	June 8 CLOSED
54	06.04	<p>Hal will provide a date for when the website conversion will be completed in his next report.</p> <p>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.</p>	Hal Loewen	July 30 CLOSED

44	04.15	<p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>	Hal Loewen Ron Brown	<p>May 26</p> <p>September 09</p> <p>CLOSED</p>
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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 Hyttiainen	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 7 th 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 15 th 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 Hyttiainen	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 14 th , the 21 st , or the 28 th 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 - <ul style="list-style-type: none"> • 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	<p>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</p> <p>10.21 No progress at this time. Tim will provide the breakout of where this money is being spent.</p> <p>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.</p> <p>01.04 The communiqué was published on the website.</p>	Ron Brown	<p>October 10</p> <p>November 5</p> <p>November 20</p> <p>CLOSED</p>
66	09.16	<p>Schedule a dedicated session for the Board to focus on the financials and gain the understanding that we need</p> <p>10.21 Discussion with Dave, January 8 or 11 are the tentative dates. Confirm date with Dave.</p> <p>11.18 Dave has agreed to do this session, will be able to confirm a date when returns.</p> <p>01.04 Discussed within the agenda.</p>	Ron Brown	<p>January 2010</p> <p>CLOSED</p>
71	10.21	<p>Publish on the website a communiqué that promotes we are actively looking for sponsors</p> <p>11.18 Drafted, will be published by Nov 20. Need to be revised so that it addresses both the membership and non-membership.</p> <p>01.04 Complete</p>	Moni Robertson	<p>November 18</p> <p>CLOSED</p>
73	10.21	<p>For the website, a skeleton outline of what the second level page needs to be for each area:</p> <ul style="list-style-type: none"> • 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 <p>11.18 Hal will follow up with those that have not responded. Have this done by Dec 16.</p> <p>01.04 Complete</p>	<p>Ron Brown</p> <p>Rob Nagy</p> <p>Steve Johnston</p> <p>Moni Robertson</p> <p>Tim Woodcock</p>	<p>November 18</p> <p>December 16</p> <p>CLOSED</p>

75	10.21	<p>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</p> <p>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.</p>	Ron Brown DJ Hewitt	<p>November 18</p> <p>November 23</p> <p>CLOSED</p>
80	01.04	<p>Treasurer's Position:</p> <ul style="list-style-type: none"> • 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. <p>01.20 All items closed.</p>	<p>Mike Caslor</p> <p>Ron Brown DJ Hewitt</p> <p>Ron Brown Jayson Gillespie</p>	<p>January 20</p> <p>January 20</p> <p>January 20</p> <p>CLOSED</p>
81	01.04	<p>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.</p> <p>01.20 Refer to agenda item, closed.</p>	<p>Moni Robertson Al Robertson</p>	<p>January 20</p> <p>CLOSED</p>
84	01.04	<p>Ron will do the research to determine an estimate of how much we should ask for the Quad, Trailer & Ramps.</p> <p>01.20 Estimate of \$3.5 - \$3.8k range, price at \$3.7k OBO. Should not accept less than \$3k. Agreed. Decision to proceed.</p>	Ron Brown	<p>January 20</p> <p>CLOSED</p>
85	01.04	<p>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.</p> <p>Ron to co-ordinate.</p> <p>01.20 Completed.</p>	Ron Brown	<p>January 7</p> <p>CLOSED</p>

50	04.15	<p>Investigate holding a curling bonspiel in the fall.</p> <p>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</p> <p>07.30 Suggestion to also contact La Salle and Wildwood. Report back next meeting.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>03.03 Went well, well attended, profit made</p>	Moni Robertson	<p>May 26</p> <p>July 30</p> <p>Sept 16</p> <p>October 21</p> <p>November 18</p> <p>December 16</p> <p>January 20</p> <p>February 17</p> <p>CLOSED</p>
70	10.21	<p>Tim to provide the breakdown of the \$20M.</p> <p>11.18 This has not been made available yet.</p> <p>01.04 This has not been made available.</p> <p>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.</p> <p>03.03 Completed</p>	<p>Tim Woodcock</p> <p>Ron Brown</p>	<p>November 18</p> <p>January 20</p> <p>February 17</p> <p>CLOSED</p>

76	11.18	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	Ron Brown	<p>December 16</p> <p>January 20</p> <p>February 17</p> <p>CLOSED</p>
77	11.18	<p>Moni will approach the KOM committee on how they want to approach "selling" the programme.</p> <p>01.04 KOM meeting in January to discuss.</p> <p>01.20 KOM have discussed, have not made a decision.</p> <p>03.03 KOM is willing to sell if there is interest in this,</p>	Moni Robertson	<p>January 20</p> <p>February 17</p> <p>CLOSED</p>
79	01.04	<p>Ron & Mike will draft a structure of a potential "Friends of Cycling" programme, and the benefits of becoming a member.</p> <p>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.</p> <p>03.03 On agenda</p>	Ron Brown Mike Caslor	<p>January 20</p> <p>February 17</p> <p>CLOSED</p>
84	01.20	<p>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.</p> <p>03.03 Receipts in hand for what is owing, total is \$2k. Ron will arrange for payment, this payment is in the latest forecast.</p>	Moni Robertson	<p>February 17</p> <p>CLOSED</p>
85	01.20	<p>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.</p> <p>03.03 Moni is good with the adjustments,</p>	Ron Brown	<p>February 17</p> <p>CLOSED</p>

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 19 th 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 20 th . Once confirmed, post on the website. Review the status of the AGM every meeting. 05.19 Rossmere for Nov 13 th 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 Allan 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
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. 06.14 DJ followed up with Dave, the matter is deemed closed. Will not be considered to be an issue for this year.	Dave Johnston	April 21 May 19 June 14 CLOSED
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. 06.14 Completed	Arlene Woodcock	May 1 June 1 CLOSED
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. 06.14 Ron provided a QuickBooks report to each of the Committee heads. Ron will continue to send this out every month.	Ron Brown	June 1 CLOSED
		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. 06.14 Scheduled for completion on Tuesday or Wednesday. If the van requires repair, it will be done after the trailer. Sponsorship will be extended for 12 months. Logos included Woodcock Cycle, Bikes & Beyond, Two Tired Dogs, Sport Manitoba, MCA and P&P Auto. 07.22 Trailer & van are logo'd. Invoices were sent.		June 14 July 22 CLOSED

83	01.04	<p>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.</p> <p>Hal will provide an ETA and plan on how to transition.</p> <p>01.20 Hal provided this timeline.</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ Setup account with ISP • Feb 15th shut down website and transfer domain, upload files, and launch site within 3 days <p>All agree that Hal can proceed on Jan 30th with whatever he has in hand.</p> <p>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.</p> <p>03.25 On agenda</p> <p>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.</p> <p>05.19 Board minutes to be uploaded to the site this week.</p> <p>06.14 Need to check if the Board minutes are on the website.</p> <p>07.22 Confirmed that Board Meetings are be uploaded</p>	<p>Hal Loewen</p> <p>ALL</p> <p>Hal Loewen</p> <p>ALL</p> <p>Hal Loewen</p> <p>Hal Loewen</p>	<p>January 20</p> <p>February 17</p> <p>March 25</p> <p>May 19</p> <p>June 1</p> <p>CLOSED</p>
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96	5.19	<p>Ron, Dave & DJ will review how to allocate the \$24k funding received and provide that to the Board by June 2.</p> <p>06.14 No detailed update on how the funds will be allocated across the Programme Budgets. Look for an update on this in the next set of financials.</p> <p>07.22 Completed; allocated across the Programmes.</p>	<p>Ron Brown DJ Hewitt Dave Johnson</p>	<p>June 2</p> <p>July 22</p> <p>CLOSED</p>
78	11.18	<p>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</p> <p>01.04 DJ will have this for the next meeting.</p> <p>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.</p> <p>03.03 Several requests for information regarding risk assessment workshop in Ottawa, will report to board and interested parties upon return.</p> <p>03.25 3 things need to be in place to provide coverage:</p> <ol style="list-style-type: none"> 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. <p>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.</p> <p>04.21 Hal will check to ensure this is on the web.</p> <p>05.19 Hal will add this in a more obvious place.</p> <p>06.14 No update available.</p> <p>07.22 Hal will add this on the website.</p> <p>08.25 Completed.</p>	<p>DJ Hewitt</p> <p>ALL</p> <p>Ron Brown</p> <p>Ron Brown</p>	<p>December 16</p> <p>January 20</p> <p>February 17</p> <p>March 25</p> <p>April 21</p> <p>May 19</p> <p>May 26</p> <p>July 22</p> <p>August 25</p> <p>CLOSED</p>

82	01.04	<p>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.</p> <p>01.20 Breakdown of the fees received, Moni distributed a draft for initial consideration. Report back next meeting.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>06.14 Cards for Two Tired Boys to be delivered next week. Need to check if the value statements are on the website.</p> <p>07.22 Moni will provide in the correct format to be published on the website.</p> <p>08.25 This is complete.</p>	<p>Moni Robertson Ron Brown</p>	<p>January 20</p> <p>February 17</p> <p>March 25</p> <p>April 21</p> <p>May 19</p> <p>June 14</p> <p>August 25</p> <p>CLOSED</p>
97	07.22	<p>DJ will approach the interested Road Co-ordinator candidates to discuss their interest, and send a request to the Board for approval of appointment, by July 30th</p> <p>08.25 Completed</p>	DJ Hewitt	<p>July 30</p> <p>CLOSED</p>
98	07.22	<p>Forecast: Road forecast needs to be adjusted for Road Cup levies and Membership/Race licenses should be adjusted for what we've collected to date and what we project.</p> <p>08.25 Cross Cup levies need to be incorporated into Road Cup levies. Review of the Treasurer's report to cover the forecast for membership/race licenses.</p>	DJ Hewitt	<p>August 25</p> <p>CLOSED</p>
101	07.22	<p>Advertise on the website for nominations for the MCA Awards & Lifetime Achievement Award, need to include the criteria for those awards</p> <p>08.25 Posted on the website.</p>	Ron Brown	<p>August 25</p> <p>CLOSED</p>
100	07.22	<p>Ron will draft the wording for the Lifetime Achievement Award, send to Moni & Arlene for review, then to DJ for approval</p> <p>08.25 Draft has been made, requires DJ's approval. Ron will post.</p> <p>09.15 Competed</p>	Ron Brown	<p>August 25</p> <p>August 27</p> <p>CLOSED</p>

102	07.22	<p>Moni will forward information on the Take A Kid Mountain Biking IMBA event that is scheduled to stop in Winnipeg in October to Ron to get clarification on involvement for MCA in order to make a decision</p> <p>08.25 Moni & Ron have requested a conference call to get further clarification. The Board's position is we are willing to promote on the website.</p> <p>09.15 Conference call held; MCA has not been asked to provide any direct support.</p>	Ron Brown	<p>August 6</p> <p>September 15</p> <p>CLOSED</p>
105	08.25	<p>A committee to host a Canada Cup MTB event is required to drive this forward. Hal will post this an advertisement for this on the website to solicit interest.</p> <p>09.15 Still in progress.</p> <p>10.20 Discussed with committee and posted.</p>	Hal Loewen	<p>September 15</p> <p>October 20</p> <p>CLOSED</p>
106	09.15	<p>Ron will provide all nominations for the Lifetime Achievement Award on Oct 1 for the Board to make an electronic decision by Oct 4th.</p> <p>10.20 Defer to agenda item.</p>	Ron Brown	<p>October 1</p> <p>CLOSED</p>
99	07.22	<p>The sponsorship package needs to be modified to include van & trailer sponsorship as well as website advertising; Moni will revise, Mike will review; Ron will follow up in the interim to determine interest of inquiry received and then present with sponsorship package</p> <p>08.25 Package modified to detail what website advertising includes. Decision made that the fee will be \$300 for 12 months. Further revisions will be made and distributed.</p> <p>09.15 Review of final draft in progress. Moni will add the logo specs as provided by Hal.</p> <p>10.20 Moni agreed that she will update the draft.</p> <p>11.24 Mike will follow up to see if this completed, and distribute to the Board</p> <p>12.15 This is now complete. Moni will provide Twila with the list of who we have approached to date. Twila will review and provide an update of regularly, as well as suggested improvements.</p>	<p>Moni Robertson</p> <p>Mike Caslor</p> <p>Ron Brown</p> <p>Mike Caslor</p>	<p>August 25</p> <p>September 15</p> <p>October 20</p> <p>December 15</p> <p>CLOSED</p>
107	10.20	<p>ED, KOM, MTB co-ordinators to discuss a developing a relationship with IMBA in the new season.</p> <p>11.24 Reviewed the intent of this action item set a date for review once the new ED is on board. Have the new ED research existing insurance with the CCA so they are aware of what this is, and update the board.</p> <p>12.15 Include this with the strategic planning session.</p>	ED KOM & MTB Coordinator	<p>November 20</p> <p>January 2011</p> <p>CLOSED</p>

108	11.24	Mike will determine the 2010 list of clubs and distribute to the committee heads 12.15 Completed.	Mike Caslor	December 10 CLOSED
111	11.24	Distribute the current strategic plan to all board members and Paul will schedule this session for early January. 12.15 Completed.	Mike Caslor	December 15 CLOSED
112	11.24	Schedule a session to review the Strategic Plan in early January 12.15 Twila has agreed to facilitate. Agreed, Saturday January 8 th , 9am - 1pm. Twila will book the meeting room.	Paul Benson	December 15 CLOSED
114	11.24	Mike will discuss with Ron and new ED to work together on month end journal entries in early December. 12.15 Closed	Mike Caslor	December 1, 2010 CLOSED
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 11.24 This will be reviewing during the 2011 budgeting process. 12.15 This will be reviewing during the 2011 budgeting process. 01.14 Closed with new budget drafted.	2011 Board	Fall 2010 2011 Budgeting Process

103	07.22	<p>Request that Ron look into the MCA tent & banner (reports are that it is damaged) and MCA apparel (jacket/hoodies) for representatives at events</p> <p>08.25 MCA apparel should be factored into the 2011 budget. Tim will provide Ron with pricing on tents & tent parts. Ron will provide pricing on screening the sides of the tents, coroplast signs, a screened banner.</p> <p>09.15 Re; The tent - there are 4 cross members broken, the canvas requires repair. Initial quote of \$350 to have the parts shipped. Tim is still to provide quotes for a tent with sides & logo'ed. Typical banner ~\$125. Coroplast signs ~\$65. Ron will continue to gather quotes. Discussion regarding cycling apparel - everyone in agreement to get shirts for the AGM, and paid for out of the CCA AGM Budget \$\$\$. Send sizing and colours to DJ by Sept 30. DJ will provide sizing and colour option. DJ will continue to gather information for how to co-ordinate for public sale.</p> <p>10.20 Pricing on a "typical" banner \$144; Coroplast signs priced at \$40. Look at purchasing new tent or repair existing tent with the new Board/next budget. Approval to purchase the banner for the AGM. Shirts were ordered and are ready for distribution.</p> <p>11.24 Look at purchasing new tent or repair existing tent with the new Board/next budget. Paul will look into potential repairs for the existing.</p> <p>12.15 Paul is looking into repairing the tent, and provide an estimate of costs.</p> <p>01.14 Repair of tent will only provide temporary use. Need to purchase a new tent.</p>	<p>Ron Brown</p> <p>Paul Benson</p>	<p>August 25</p> <p>September 15</p> <p>September 30</p> <p>October 20</p> <p>November 17</p> <p>2011 Budgeting process</p> <p>CLOSED</p>
104	08.25	<p>Discussion on the accuracy of inventory and records to support. The Equipment Policy needs to be updated and implemented in time for next season.</p> <p>09.15 Ron has not started this yet.</p> <p>10.20 Jay will take over this task. Include a proposal on where to store, and how to deal with the old trailer.</p> <p>11.24 Jay is making some progress on this. Also noted that 3 or 4 timers were sent away for repair. Ensure that the inventory list includes the equipment for the Provincial Programme Team.</p> <p>12.15 Inventory list create and sent to Alan & Mike for review. Question regarding laptop and printer. Inventory not complete - follow up with Hal, Karen & First Aid Kit.</p> <p>01.14 Race organizer supplies will be accounted for at the start of the season and the end of season (cones, signs, vests, etc). Higher value items such as the commissaire kit contents, and laptop needs to be closely tracked and recorded for the whereabouts. Twila will look after this.</p>	<p>Ron Brown</p> <p>Jayson Gillespie</p>	<p>January 2011</p> <p>CLOSED</p>

109	11.24	<p>Allan will review the existing committee membership and propose a membership structure that would add value to the committee for the next Board Meeting.</p> <p>12.15 Concerns raised by the Parent Committee are in line with Allan's concerns. Support to including a Parent as a member of the Committee, as a non-voting position. Current athlete representative requires more thought. Committee minutes would help to ensure transparency to the Provincial Programme participants. Request made that a Provincial Programme Committee representative be invited to the Parent Committee. Current policy will be amended for Board Approval for the committee membership. Alan will also look into what other provinces are doing in this regard.</p> <p>01.26 Membership structure on hold - governance will determine how this will be changed. Bill Gendron is attending the meetings as a non-voting member. Need to include a Conflict of Interest policy.</p>	Allan Robertson	<p>December 15</p> <p>January 19</p> <p>CLOSED to the development of Governance.</p>
110	11.24	<p>Table facebook as a communication device as an agenda item in the next meeting</p> <p>12.15 Schedule for next meeting.</p> <p>01.26 General discussion to focus on improving existing website.</p>	Paul Benson	<p>December 15</p> <p>January 19</p> <p>CLOSED</p>

53	06.04	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>01.04 Contact to obtain a quote and report at next meeting.</p> <p>01.20 Contact to obtain a quote and report at next meeting.</p> <p>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.</p> <p>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.</p> <p>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.</p>	Ron Brown Mike Caslor	July 30 Sept 16 October 21 November 18 January 20 February 17 March 25 April 21 May 5
113	11.24	<p>All committee heads to work on updated 2010 forecasts for early December. All committee members expected to start to work on 2011 budgets.</p> <p>12.15 In progress.</p> <p>01.26 CLOSED</p>	Allan Robertson Dylan Harris Gary Sewell KOM	December 1, 2010

116	12.15	Twila will organize the Curling Bonspiel (March 5 th). Moni will help with organization, Mike has offered to help as well. 01.26 Closed - decision that MCA will not host it this year.	Twila Pitcher	January 19 CLOSED
117	12.15	Twila will ensure that any suggestions from the Parents Letter that could provide input into the Strategic Planning session are considered 01.26 Determined that there was nothing to specific to consider.	Twila Pitcher	January 8 CLOSED
115	12.15	Moni will circulate the current Coaching policy and amended wording for approval by January meeting. 01.14 Nothing to report. 02.23 Complete	Moni Robertson	January 19 CLOSED
121	1.26	Allan to distribute coach contract to board members 02.23 Complete	Allan Robertson	Feb 2011 CLOSED
118	12.15	Ensure that the issue of monies owed back to the FOG Club is being addressed 01.26 In progress, being addressed. 02.23 In progress, being addressed. 03.16 Resolved.	Twila Pitcher	January 19 CLOSED
122	1.26	Mike offered to bring policy template to next board meeting to better address communication, governance, decision making issues 02.23 In progress 03.16 Closed	Mike Caslor	Feb 2011 CLOSED
125	2.23	Coaching Policy - Review Appendix I, in particular, the length of time recommended for the length of time for each offence that the applicant will have to wait 03.16 No update at this time	ALL	Mar 16/11 CLOSED
127	3.16	Draft a message for reminder of importance in submitting monthly reports on a timely basis.	Mike Caslor	April 1/11 CLOSED
119	12.15	Asset Replacement Policy - Allan to obtain a quote on the lease of a van to ensure that there is enough in the Asset Replacement fund to cover the initial deposit. 01.26 In progress. 02.23 In progress. 03.16 No further update 04.20 In progress. Twila will look into providing a non-profit letter. 05.16 No further update 06.13 With current change in PP Co-ordinator and 2010 Yr End results, this is now closed.	Jayson Gillespie	January 19 May 2011 CLOSED

124	1.26	Road and MT bike chairs to forward names of race organizers to Twila 02.23 In progress 03.16 In progress 04.20 Road still to send names 05.16 No further update 06.13 CLOSED	Gary and Dylan	Feb 2011 CLOSED
128	4.20	Provincial Programme Co-ordinator Vacancy will be posted to advertise this open position on April 25, to be closed by May 9 05.16 Posted on May 11 for a May 27 close	Paul Benson	April 25/11 CLOSED
129	4.20	Everyone to review their year end results 05.16 No further updates	ALL	May 16/11 CLOSED
131	4.20	2011 Mb AGM needs to be scheduled and booked 05.16 Suggestion to book for November 19 - St. Boniface Golf Club or Rossmere Golf Club	Twila Pitcher	May 2011 CLOSED
133	5.16	Create a running list of events that we've been asked to promote/attend for next year. 06.13 Closed	Twila Pitcher	June 13/11 CLOSED
134	5.16	Revise the Provincial Policy to state this, and ensure that the schedule is reviewed with the Board in January of the current season. 06.13 CLOSED	Mike Caslor Paul Benson	June 13/11 CLOSED
135	5.16	Paul will talk to Hal and stress that BMX updates to the Web are a priority; if it can't be completed by May 23 rd , pull that whole section down 06.13 CLOSED	Paul Benson	May 23/11 CLOSED
138	5.16	Organizing date for next year's schedule for January 2011. 06.13 January 9, 2012 is the scheduled date.	Dylan Harris Gary Sewell Moni Robertson	Fall 2011 CLOSED