# MCA Logo MCA Board Meeting Minutes

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| Date: | February 21, 2013 | | |
| Time: | 6:00 pm | | |
| Location: | Sport for Life Centre, 145 Pacific Avenue | | |
| **Position** | | **Name** | **In Attendance** |
| President (Interim) | | Andy Romanovych | Present |
| Vice-President | | vacant |  |
| Secretary | | Anne-Marie Palfreeman | Present |
| Treasurer | | Christine Prendergast | absent |
| Provincial Program Co-ordinator | | Bill Gendron | Present |
| Mountain Bike Co-ordinator | | Dave Dorning | present |
| Road Bike Co-ordinator | | Kim Mitchell | absent |
| Cross Co-Ordinator | | Gary Sewell | absent |
| BMX Co-ordinator | | Steve Brown | Present |
| Kids of Mud Co-ordinator | | Karin McSherry | Present |
| Recreation & Transportation Co-ordinator | | Currie Gillespie | Present |
| MCA Executive Director | | Twila Pitcher | Present |
| Provincial Coach | | Jayson Gillespie | Present |

## Meeting Minutes

| Item No. | Agenda Item | Presenter |
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| Part A | **1. Call to Order**   * **Quorum is established**   **2. Approval of corrected January 2013 Minutes**  **Motioned: Curry Gillespie**  **Seconded: Bill Gendron**  **Adopted**  **3. Agenda** | Twila Pitcher |
| Part B | Financial Update   * Report Submitted * Development Fund contribution needs to be discussed * Website is a problem especially with branding. We need to get a professional to develop a new site. We need to update the content.   Since the budget has not been updated to the end of January approval will be deferred until the next meeting.  Motion to approve a $1500 budget to develop a website for the MCA. The funds will come from the development fund. Karin McSherry  Seconded: Bill Gendron  Approved | Twila Pitcher |
| Part C | Old Business (Review and update of past action items) | AMP |
| Part D | 1.0: Sanctioned Race Process   * No accountability. * We need to verify that the sanctioned race policy is being followed. * We need checks and balances. And follow through; Chairs of the disciplines will need to follow up with the race organizers.   Action:  AMP will go to processes and forms to organizing a road race. By March meeting. | Twila Pitcher |
| 2.0: LTAD Steering committee   * Had a meeting * Went well * Letter for club communication to be reviewed | LTAD committee |
| 3. 0 .Reports   * Interim President report submitted * Executive Directive report submitted * VP Report * Recreation & Transportation report submitted * Provincial Program Report Submitted * BMX Report submitted * Mountain Bike report submitted * Road report not submitted * KOM report submitted * Cross report not submitted | All |
| Next Meeting –  March 19 , 2013  Motion – Bill Gendron  Seconded – Curry Gillespie  Carried. | All |

## Action Items

| Item No. | Mtg Date | Action Item | Assigned To | Target Date |
| --- | --- | --- | --- | --- |
| 1 | Dec. 05 2011 | **Web site review:**  Each member is to review their section on the web site and discuss improvements with their committee members.  21.02.12 Carry-over to next meeting.  20.03.12 Add review of old website too. Partial review done. On-going  22.01.13: Twila will speak to Hal about getting access to web and discipline files  21.02.13. Hal did give permission for the discipline files to be updated, The Website now looks bad. We will need to get a professional to make over. | Twila Pitcher | February 21, 2013 |
| 2 | April 23, 2012 | **Commissaire development:**  Karin will pass draft of v.1 Commissaire Development policy to all other commissaires for comments. She will bring the matter back to board for further discussion at the next Board meeting. 22.01.2013 Discussed at meeting. Some version of this is still needed. Karin will look into this. | Karin McSherry | March 2013 |
| 3 | June 25, 2012 | **Bike to work day**  Bring forward in February discussion for new ideas  21.02.2013 Deferred | Currie Gillespie | February MCA Meeting |
| 4 | June 25, 2012 | **Discipline policy:**  22.01.2013 Karin will research what other regions and sports are doing with regards to discipline polices. | Karin McSherry | April 2013 |
| 5 | Aug 29 | 2013 Race supplies:  Provide an estimate cost of numbers and plates for each race discipline.  22.01.2013 the discipline chairs will discuss and get back to Twila shortly.  21.02.2013 Still waiting for KOM and Cross | Race Discipline directors | February 2013 |
| 6 | Aug 29 | Finding funds to make up shortfall:  Gary Sewell will lead the development of a formula to make up $1500 for the cross numbers and the $700 for jerseys by March 2013. | Gary Sewell | March 2013 |
| 7 | Aug 29 | Test Race radios:  Seema has volunteered to check the radios.  22.01.2013 All radios have been located and they do take a charge. Can now test. | Seema |  |
| 8 | Aug 29 | **Young Athletes and LTAD:**  Gary, Dave, Karin, Jayson, Kim and Bill will come back to the board with a recommendation with regards to young participations. (White Paper)  22.01.2013 Working group formed will report during standing item at monthly meetings | Gary S. Dave D. Karin Mc.  Jayson G.  Kim M.  Bill G. |  |
| 9 | Dec 10 | Inventory:  The following actions are required:   * Do an inventory of trailer. * Repair or maintain equipment as required. * Sign in process to determine what is in whose hands. * Investigate storage   22.01.2013 Deferred until the snow melts | Andy Romanovych |  |
| 10 | Dec 10 | **Duties of Directors:**   * Board members will review the document before the next meeting * The discipline chairs will get together to discuss the role and working of committees and the race calendar * Look at the duties of directors   22.01.2013 Deferred to next meeting.  21.02.2013 The meeting was held. More discussion needed | Gary S, Kim M. and Dave D. | By February meeting |
| 11 | Dec 10 | **Birch Pass:**   1. Dave Dorning will go to the mountain committee to discuss priorities. They need to have a visioning and priority setting workshop. 2. Twila will pursue the page thing for the Birch Pass.   22.01.2013 Twila is in progress with the page development  21.02.2013 Still working on club page. Waiting for input from Mountain people on priorities. | Dave Dorning, Twila Pitcher |  |
| 12 | Dec 10 | **Club Activities**  Dave Dorning will look at the Ontario document and make suggestion about a possible MB policy by March meeting. | Dave Dorning | March Meeting |
| 13 | Jan 22 | Budgets:  Discipline draft budgets need to be in by Jan 25, 2013  Closed | Discipline directors | Jan 25, 2013 |
| 14 | Jan 22 | **Sanctioned Events:**  Twila will clean up the MBO ahead of time. Will discuss at next meeting.  21.02.2013: Twila did do the clean up. More discussion is required. | Twila | February meeting |
| 15 | Feb 21 | **Sanctioned Events:**  AMP will go through the processes and forms required to organize a road race. By March meeting. | AMP | March meeting |