



## MCA Board Meeting Minutes

| Date:                                    | April 23, 2012                            |               |
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| Time:                                    | 6:00 pm                                   |               |
| Location:                                | Sport for Life Centre, 145 Pacific Avenue |               |
| Position                                 | Name                                      | In Attendance |
| President                                | Jason Carter                              | Present       |
| Vice-President                           | Andy Romanovych                           | Present       |
| Secretary                                | Anne-Marie Palfreeman                     | Absent        |
| Treasurer                                | Christine Prendergast                     | Absent        |
| Provincial Program Co-ordinator          | Bill Gendron                              | Present       |
| Mountain Bike Co-ordinator               | Dave Dorning                              | Present       |
| Road Bike Co-ordinator                   | Gary Sewell                               | Present       |
| BMX Co-ordinator                         | Rob Nagy                                  | 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    |
|----------|---|--------------|
| Part A   | 1. Call to Order <ul style="list-style-type: none"> <li>• Quorum is established</li> </ul> 2. BOD would like to extend a special thanks to... <ul style="list-style-type: none"> <li>• WOW organizers, volunteers, organizers for a great race this weekend</li> <li>• Jayson Gillespie &amp; David Lipchen for another great Penticton Training Camp.</li> <li>• Twila Pitcher, Christine Prendergast, Melanie Ferg, Paul Seier, Kim Mitchell, and Tamara Peabody for assisting with license processing.</li> </ul> 3. Approval of March Minutes <p style="margin-left: 40px;">Motioned: Rob Nagy</p> <p style="margin-left: 40px;">Seconded: Bill Gendron</p> <p style="margin-left: 40px;">Adopted</p> 5. Presentation of Work plans           6. Agenda | Jason Carter |

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| Part B | <p>Financial Update</p> <ul style="list-style-type: none"><li>• March 31'12 financial statement presented</li><li>• Sport Development Funding. Decrease by 3.6% in this new fiscal<ul style="list-style-type: none"><li>• Base \$55,000</li><li>• Sport Development \$20,200 from \$23,000 last year</li></ul></li><li>• Twila has sent out email looking for feedback from all committees to review the budget to add any changes to revenue or expenses from initial budget proposal. Next meeting, Twila will present a draft to Board at May meeting</li><li>• Final budget has to be into Sport Manitoba by June 30, 2012</li><li>• Provincial Budget did not cut funding to Sport Manitoba. Sport Manitoba is no longer receiving operational shortfall coverage by the province, requiring SM to reduce grants available to sports</li></ul> <p>Motion to Adopt the March 2012 statements as presented - Rob Nagy<br/>Seconded - Andy Romanovych<br/>Approved</p>   | Twila Pitcher  |
| Part C | <p>Major BOD Decision Items</p> <p>1.0: Provincial Team Assistant Coach Hiring<br/>Motion to Ratify the Executive Director's decision to employ Ms. Lindsay Argue as Assistant Coach to the Provincial Program for the 2012 season.<br/>- Motion to adopt: Bill Gendron<br/>- Seconded: Andy Romanovych<br/>- Carried</p> <p><b>Action item</b> Jason Carter, Twila Pitcher &amp; Jayson Gillespie will finalize contract for Lindsay Argue for April 30, 2012 start.</p> <p>2.0: Provincial Program Race Clothing Policy<br/>Motion: Approve the mandatory use of MCA Provincial program clothing (jersey and shorts) at all races (in- or out-of- province) by all members of all the provincial cycling programs in all disciplines in which the program actively participates (MTB, road, cyclocross)</p> <p>Motion as presented: Dave Dorning<br/>Seconded - Bill Gendron<br/>Carried</p> <p><b>Action Item:</b> Jason Carter/Twila Pitcher will prepare post for MCA website. Jayson Gillespie will inform Provincial Program athletes &amp; parents</p> | Jayson Gillespie<br><br><br><br><br><br><br><br><br><br><br><br>Jayson Gillespie |

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|  | <p>3.0: Development Policy - Amendments / Applications</p> <ul style="list-style-type: none"> <li>• Board will continue to use current policy at this time until new policy has been reviewed and discussed</li> <li>• New Policy draft is required with these changes: no A status necessary, Bingo funding linked to race requirements as an A club; must submit receipts for release of funds; Sept 30 deadline for applications - only one deadline.</li> <li>• Aaron Check and Happy Fun Racing (Club A level)- award \$500 for site development, under condition that he must provide receipts and must continue to work towards meeting all Club A requirements.</li> <li>• Motion as presented: Unanimous. Twila inform HFR.</li> <li>• Woodcock Cycle Works application for development funds for commissaire practical costs in Ottaa- \$500 granted on condition of pay out after receipts submitted.</li> <li>• Motion as presented: Unanimous. Rob Nagy will inform WCW</li> </ul> |                               |
|  | <p>4.0: Commissaire Development<br/>- Version 1.0 Draft of Commissaire Development Policy presented to board for discussion</p> <p>Motion: Appoint Karin McSherry as the MCA Commissaire Director<br/>Motion as presented: Dave Dorning<br/>Seconded - Currie Gillespie<br/>Carried</p> <p><b>Action item:</b> Karin will pass draft of v.1 Commissaire Development policy to all other commissaires for comments. She discuss the matter further with Jason Carter and they will bring the matter back to board for further discussion at the next Board meeting.</p>  | Jason Carter / Karin McSherry |
|  | <p>5.0 2012 Race Calendar - Amendment for Road</p> <ul style="list-style-type: none"> <li>• Motion to move Tour de Whiteshell to May 5</li> <li>• Motion as presented: Gary Sewell</li> <li>• Seconded: Dave Dorning</li> <li>• Carried</li> </ul>  | Jason Carter                  |
|  | <p>5.0 2012 Race Calendar -Terms of Reference<br/>- open up to membership the need for and assistant to help road chair, as an "invited guest" at Board meetings, with a view to becoming a candidate for the position at the next AGM, and to build capacity so that Cross can have its own Director.<br/>- Kim Mitchell has offered to be an assistant for Gary as volunteer; however, the Board felt that the opportunity should be open to the membership at large, with the Board to make the selection.</p> <p><b>Action Item:</b> Jason will write up item to post onto website; Board will vote on selection via email.</p>   | Jason Carter                  |

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|        | <p>6.0 Can Bike</p> <ul style="list-style-type: none"> <li>- Course: \$10 charge for course - \$2 to CCA, \$3 to MCA, \$5 to Can-Bike Budget</li> <li>- MCA is facilitating the administration of the Can-Bike program</li> <li>- Can Bike Helmet Video: draft presented to BOD; reaction was excellent.</li> </ul>   | Jason Carter          |
| Part E | <p>Reports</p> <ul style="list-style-type: none"> <li>• President report submitted</li> <li>• Executive Director report submitted</li> <li>• VP report submitted</li> <li>• Recreation &amp; Transportation report submitted</li> <li>• Provincial Program verbal report submitted</li> <li>• BMX report submitted</li> <li>• Mountain Bike report submitted</li> <li>• Road report submitted</li> <li>• Provincial Coach submitted report</li> <li>• KOM report submitted</li> </ul> | All                   |
|        | Action Items (old business)   | Anne-Marie Palfreeman |
|        | <p><b>Next Meeting -</b><br/> April 17th, 2012<br/> Motion - Andy Romanovych<br/> Seconded - Rob Nagy<br/> Carried.</p>   | Jason Carter          |

**Action Items**

| <b>Item No.</b> | <b>Mtg Date</b> | <b>Action Item</b>  | <b>Assigned To</b> | <b>Target Date</b> |
|-----------------|-----------------|---|--------------------|--------------------|
| 1               | May 16, 2011    | <p><b>Club Incentives</b></p> <p>Develop a more concrete plan to incentivize the Clubs to providing races and officials to train</p> <p>06.13 No further update</p> <p>07.20 No further update</p> <p>08.24 No further update</p> <p>09.28 The development policy will cover up some. No other update. Will draft something for next meeting.</p> <p>10.19 Town Hall feedback should be incorporated into this. Suggestion that the number of races one club can organize be capped; clubs without an official provide an assistant to work with the official. The strategy for discussion at the next board meeting for endorsement and then distribution through the committees for feedback.</p> <p>11.09 Defer to the new Board.</p> <p>12.05 Carry-over to next meeting</p> <p>21.02.12 Carry-over to next meeting</p> <p>20.03.12 Carry-over</p> <p>23.04.12 Carry-over</p> | Gary Sewell        | June 13/11         |

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| 2 | Aug.<br>24<br>2011 | <p><b>Replacement van</b></p> <p>Terry will look into the replacement of the van with a seasonal lease quote</p> <p>09.28 - gone to a few dealerships and then went on the internet. Both have a finance and lease option, doesn't seem to be much difference in the prices.</p> <p><b>GM</b></p> <ul style="list-style-type: none"> <li>• Finances: 927 54mos; 1000 48 mos</li> <li>• Lease: 968 36mos, 823 48 mos (20,000 per year) +30 more per month</li> </ul> <p><b>FORD</b></p> <ul style="list-style-type: none"> <li>• Did not talk about a leaver, not overly helpful</li> <li>• \$40-\$43 to purchase</li> </ul> <p>Moni will ask her contact to contact Terry<br/>Terry to find out about warranty</p> <p>10.19 Terry has received the contact information from Moni and will follow up. Renting a van for the season is not possible (no Rental Company offers this) Report back next meeting.</p> <p>11.09 Recommend that the board look into the option of purchasing a Used or New Vehicle to replace the existing van. Option suggested that a lease be investigated at Murray Chevy Olds. Terry will pass this information along to the new Provincial Programme Co-ordinator</p> <p>12.05 On-going</p> <p>21.02.12 Discussion with different dealers has taken place. Leasing is being considered. A sponsorships letter is being developed. On-going</p> <p>20.03.13 Sponsorship letter produced. Approached a dealership, Declined. Will look for other funds. On-going</p> <p>23.04.12 Carry-over</p> | Bill Gendron | Sept 28/11<br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br>Oct 19/11 |
| 4 | Dec.<br>05<br>2011 | <p><b>Web site review:</b></p> <p>Each member is to review their section on the web site and discuss improvements with their committee members.</p> <p>21.02.12 Carry-over to next meeting.</p> <p>20.03.12 Add review of old website too. Partial review done. On-going</p> <p>23.04.12 Carry-over</p>   | All          | February 28, 2012   |

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| 5 | Feb<br>21,<br>2012   | <p><b>LTAD meeting</b><br/>Jason C, Karin, Jayson G, Twilla, Dave Dorning will get together to have an initial meeting and draw up a draft diagram that will place what we are presently doing in the LTAD model. The meeting will be held before the next board meeting.</p> <p>2012 03 20. deferred to next meeting<br/>2012.04.23. deferred to next meeting</p> | Jason<br>Carter                          | March 20,<br>2012 |
| 6 | April<br>23,<br>2012 | <p><b>Hire Assistant Coach - Lindsay Argue</b><br/>Jason Carter, Twila Pitcher will work on draft of contract for Lindsay Argue for an April 30, 2012 start date</p>   | Twila<br>Pitcher                         | April 30, 2012    |
| 7 | April<br>23,<br>2012 | <p><b>Provincial Program Race Clothing Policy</b><br/>Jason Carter will prepare post for MCA website. Jayson Gillespie will inform Provincial Program athletes &amp; parents</p>   | Jason<br>Carter /<br>Jayson<br>Gillespie | April 30, 2012    |
| 8 | April<br>23,<br>2012 | <p><b>Commissaire Development Policy</b><br/>Karin will pass draft of v.1 Commissaire Development policy to all other commissaires for comments. She will bring comments back to board for discussion</p>  | Karin<br>McSherry                        | May 2012          |
| 9 | April<br>23,<br>2012 | <p><b>Assistant to Road Director</b><br/>Jason Carter will post advertisement on MCA website looking for a volunteer to be an assistant to the road director for the 2012 season. Nominations will be accepted until April 30, 2012</p>  | Jason<br>Carter                          | April 30, 2012    |