

Minutes from the MCA Board of Directors meeting held April 23, 07.

Location- meeting room 239 Sport Manitoba bldg.

Time – 6:30pm

Attendance:, Ruth Schappert, Rob Nagy, Tim Loewen, Richard Nichol, Phil Roadley, (Dave Johnston via phone). Absent: Tim Woodcock, Bruce Hardie.

Meeting called to order @ 6:40pm

- 1) **Approval of Minutes** from last Board meeting held March 22/07. Richard N. proposes motion to approve the minutes from the last board meeting, Rob N. 2nds. Motion carried.
- 2) **REPORTS** (reports as submitted listed at end of section)
- 3) **Presidents Report.** –
 - a. Trailer purchase/financing – MCA is currently waiting on financing approval from the bank. Trailer is to be financed rather than purchased outright. A \$2000 deposit is to be paid with the amount to be financed totalling \$9500 plus taxes.
 - b. License in Progress – Actual insurance costs for the MCA for members (racing license) is \$19.20 and general membership is \$13.70. **Motion** to approve the License in Progress Policy (listed below) by Rob N. 2nd by Tim L. Motion carried.
- 4) **Vice Presidents Report** – (See attached report below).
- 5) **Secretary's Report** – Nothing to report.
- 6) **Treasurer's Report** – Treasurer absent from meeting. Special Budget meeting scheduled for May 7.
- 7) **Provincial Program Co-ordinator's Report** - (See attached report below).
 - a. Dave J. proposes **motion** that the MCA cover the costs of General Memberships for active commissaires (does not include membership costs for commissaires who hold race licenses). Rob N. 2nds. Motion carried.
- 8) **Mountain Bike Co-ordinator's Report** – (See attached report below).
 - a. Trail and Road maintenance equipment –Rob N. proposes **motion** to accept Feb 20/07 quote from Accurate Lawn and Garden (see Mar.22 minutes for Accurate quote) and purchase equipment listed with funds from the Site Development Fund. Quote is for a maximum of \$2250. 2nd by Richard N. Motion carried.
 - b. Quad/Trailer Use Policy – Rob N. proposes **motion** to accept the Quad/Trailer Use Policy as presented at the March 22 meeting **with amendments** (amendments are: 1- List of drivers authorised to use Quad to be submitted to MPI for insurance purposes. 2-Helmut use to be written into policy). 2nd by Tim L. Motion carried.
 - c. Jersey Design – design by Kevin Braun selected by vote.
- 9) **Road Report** –absent
- 10) **Rec and Transportation Report** – Bike lanes are currently being proposed for the Disralli Freeway. Current meeting and discussion with the Winnipeg Dirt Jump Association and the City of Winnipeg are ongoing.
- 11) **New Business** – none to report.
- 12) **SPECIAL BUDGET MEETING** – set for Monday May 7 at 6:00.

Meeting adjourned at 10:24.

Reports

Manitoba Cycling Association License in Process Policy

The license in process will cost the same amount as a *General Membership*.

The rider may upgrade to a full race license by paying the difference between the cost of a General membership and a full race license at either the MCA office or at the race venue..

No person can purchase more than one License in process during the Calendar year Jan 01 to Dec 31.

The racer is responsible for choosing his/ her category.

The Organizer at the First race of the year (either discipline) will submit a list of the people who bought a License in Process to the Office including the money collected and the waivers signed. (Mandatory)

The Office will generate a list of these people after each race to be used at the next race (list to include both disciplines). An updated list is to be produced by the Office after each race and this updated list must be present at the registration table at each subsequent race. This list will be available in e-mail, hard copy, and fax format.

The Organizer of each race is responsible for obtaining the up to date list from the MCA office of people who have applied for the License in Process at the previous races and must enforce the one application per year rule.

Commissaires and Organizers will have the right to refuse any person trying to race who dose not have a full License or who has applied for more than one License in Process.

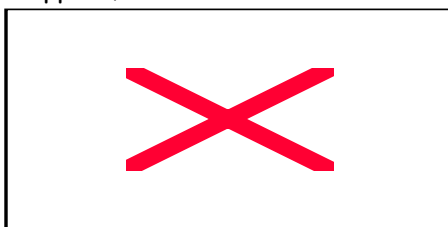
This process must be accountable and all names and monies collected must be submitted to the MCA Office within 2 business days of each race.

One License in process will allow a participant to race in a multi-race event over three consecutive days in one discipline only. (eg. Road or Mountain)

Approved, Manitoba Cycling Association April 23 2007

Signed

Ruth G Schappert, President



Partners in Cycling

VICE PRESIDENT'S REPORT SUBMITTED BY RICHARD NICHOL
April 22, 2007

I have three items that could be added to the upcoming meeting agenda. The two draft policies (attached) for preliminary review and discussion by the Board members at the last Board meeting have had limited feedback to date. Both policy items were placed on the agenda as information/ notice items only and that they be discussed in more detail at the April Board meeting.

1. Proposed Personnel/ Staffing Policy:

The draft policy is attached as prepared for the March meeting. There has been no feedback to date on this draft. Once the policy is finalized the earlier suggestion that the Board have the final version of this policy reviewed by Mr. Palamar before adoption to ensure that it complies with current Manitoba labour law is still valid.

2. Electronic Voting Policy:

The development of an electronic voting policy was presented to the last board for consideration due to the manner in which some decisions were discussed/ decided by electronic means and the results of the discussion/ decision not being communicated back to the all board members. Given the short notice leading up to the March meeting preliminary comments or concerns were to be provided to me before our April meeting. There was only one comment provided with respect to the quorum suggesting that a simple majority should be sufficient for this type of voting. I have made that change in Bold and Italics in the attached draft policy

3. Licence in Progress Policy:

A cursory review of the proposed "Licence in Progress" policy was discussed by attending Board members at the last Board meeting and I had agreed that I would take on the task of rewriting/ formalizing the policy for consideration of the Board when some of the issues were worked out i.e. process, cost of licence, amount of insurance, definition of unlicensed racers (Norba vs UCI), etc. and the Board's direction clarified. I expect that these issues can be clarified at Monday's meeting and the policy finalized at that time.

Respectfully submitted

Richard Nichol



MANITOBA CYCLING ASSOCIATION

Draft Employment Staffing and Employment Procedures Policy For Discussion April 2007

POLICY:

This policy is intended as a guide for the Board of the Manitoba Cycling Association (MCA) and MCA members in the recruitment, employment and termination practices and procedures of Manitoba Cycling Association (MCA).

APPLICATION:

This policy applies to all full time, part time, casual and contract employees of the MCA.

The Employment Standards Code of Manitoba shall govern the terms and conditions of employment for MCA employees. *(Perhaps this needs to be checked with Jeff Palamar to ensure we are being consistent??)*

All MCA employees shall enter into a written contract of employment with the MCA.

The Board of Directors shall be responsible for the implementation of this policy, and for all decisions relating to hiring, promoting (by way of salary increases) and termination for MCA employees.

DEFINITIONS:

Contract Employee: An employee who is employed to complete a specific task or project, for a specific cost, within a specific time.

Full Time Employee: an employee, who is solely employed by the Association, works a minimum of 37.5 hours (???) per week and receives an annual salary and paid benefits as determined by the Board through their contract with the employee,

Part Time Employee: An employee who is employed by the Association and works less than 37.5 hours per week (???) but more the 7.5 hours per week (???) and receives an annual salary and paid benefits as determined by the Board through their contract with the employee.

Casual Employee: An employee who is employed in a specified capacity from time to time, (normally to relieve severe workload situations), but is not entitled to employee benefits.

STATEMENT OF PRINCIPLES:

The MCA recognizes its employees' right to work in a safe environment, which promotes equal opportunity for all, prohibits discriminatory practices and harassment of any kind, and in which all individuals are treated fairly, with respect and dignity.

The MCA believes it has a responsibility to encourage the professional and personal development of its full time employees.

The MCA believes that all sensitive and personal employee information must be kept strictly confidential, except where MCA is required by law to disclose such information.

The MCA is committed to fair and equitable practices in employment.

HIRING AND RECRUITMENT PRACTICES:

MCA employees may be engaged on a full-time, part-time, short-term contract or special project contract basis. Personal service contracts shall not be used for full-time employees or part-time employees where the nature of the relationship is that of an employer-employee, as defined in the Revenue Canada Income Tax Act (???)

All job vacancies within the MCA shall be posted or appropriately advertised. The MCA Board of Directors based on the requirements of the position and the availability of suitable candidates shall determine the scope of posting and job vacancy announcements.

All candidates/ applicants shall be screened against predetermined required minimum criteria. Accepted candidates shall be granted an interview before a hiring committee of not less than three (3) people, two (2) of which shall be from the MCA Board of Directors and the third from the general membership or such person who may be designated by the Board of Directors.

The MCA President or their designate shall be a member of the hiring committee for all provincial office staff, provincial coaches and assistant coaches. Other committee members shall be chosen by the President, from among but not limited to, the Board, Committee chairs, staff, the general membership of the MCA, or person(s) outside of the MCA as may be appropriate to the position being filled.

The Board of Directors shall hire the Executive Director of the MCA.

Where applicable, successful candidates **may** be reimbursed for reasonable personal costs comprised of travel and accommodation for interview purposes, and relocation costs comprised of personal (family) travel and moving of household belongings.

Terms of Employment:

Upon hiring all employees will be provided with the following documented information on operational and administrative procedures including:

- Orientation procedures
- Contract terms
- Job description
- Vacation and other leave
- Compensation package including benefits
- Performance evaluation process
- Hours of work
- Accumulation and use of overtime
- Pertinent Association policies
- Requirements for a current Child Abuse Registry clearances and Criminal Record checks

Approval of Employee Contracts:

Duplicate originals of all employee contracts are to be approved by the MCA Board of Directors and signed by MCA President, MCA Vice President of Finance and the employee. One copy of the endorsed contract is to be provided to the employee and the other is to be kept in the MCA offices.

Probation:

All full time and part time employees shall be subject to a probation period of not less than six (6) months and not more than twelve (12) months, at the end of which a performance review will determine whether or not the employment will continue.

Compensation/ Remuneration:

The total salary and benefits paid to or on behalf of an employee shall be considered the employee's compensation package and approved by the Board of Directors.

Salary compensation may take the form of an hourly rate of pay or annual salary for part time employees, an annual salary for full-time employees, or a fixed sum for special contract employees.

Incentive pay or performance bonuses may be included in employee contracts only if approved by the Board of Directors.

Salary compensation will be based on required knowledge and education of the position, skills, experience, marketplace rates and the association's ability to pay.

The employee's supervisor shall do an annual review of salary and any recommendations based on the performance review will be directed to the Board of Directors for their consideration and approval

Salary rates of pay shall be reviewed annually and any changes approved by the Board of Directors.

Benefits:

Employees' health care benefits will be provided by the Manitoba Cycling Association on a 50/50 cost-shared basis and will consist of coverage for Extended Healthcare Benefits, Dental and short and long term disability. Employee contributions will be by payroll deduction.

The MCA and the employee will share costs of parking for full time employees at the provincial offices of the MCA equally unless otherwise specified in the employee's contract with the MCA.

Employees who do not require parking will receive no payment in lieu of parking contribution made by the MCA.

All employees are required to be registered members of the MCA, therefore the MCA will provide, employees with membership in the MCA at no cost to the employee.

The employee shall be entitled to participate in the Corporation's benefit/ pension plans in accordance with such plans, as may be amended from time to time, and as permitted by the insurer.

The participation in benefits other than those listed above require approval of the Board of Directors.

Statutory/ General Holidays:

All MCA employees shall be entitled to the following paid statutory holidays: New Year's Day, Good Friday, Victoria Day, Canada Day; Labour Day, Thanksgiving Day; Christmas Day and any other day designated by regulation under the Employment Standards Code of Manitoba as a general holiday.

Vacation Entitlement:

MCA employees shall be entitled to ten (10) days of earned annual leave during their first years of employment, fifteen (15) days of annual leave in their second to fifth years of employment and in the sixth and subsequent years to a maximum of twenty (20) Days of annual leave.

Employees shall be entitled to carry over, to the following year, up to a maximum of five (5) days of annual leave with permission of the MCA President and immediate supervisor.

An employee who is terminating employment shall be reimbursed for all unused vacation leave on a pro rated basis accumulated to up to the date of termination.

Time In Lieu:

Employees who are required to work on weekends, holidays or evenings, in the course of their normal duties, shall **accumulate overtime/ time in lieu at a rate of 150% (?? or 1:1)** of their regular wage and be granted time-off (on a regular time basis 1:1), that is, time in lieu. Time in lieu shall normally be taken within a set period immediately following the work period, if operational requirements permit. Otherwise, Time in Lieu may be deferred to a less busy time, mutually agreed upon by the employee and supervisor.

All accumulated and taken Time in Lieu must be documented and regularly approved (i.e. quarterly) by the MCA President or Vice President of Finance and a record of accumulated and taken time maintained in the MCA offices.

The MCA office may be closed at the discretion of the President and the MCA Board before or after holiday periods, such as Christmas and New Years, for the purpose of reducing employees' accumulated Time in Lieu. In addition accumulated Time in Lieu is to be used for non-statutory/ municipal holidays such as Easter Monday and August Civic Holiday.

All Time in Lieu of, accumulated during the MCA peak office period ending on September 30th must be used by the end of the MCA fiscal year (March 31st).

Employees shall be reimbursed for up to a maximum of 15 days of unused Time in Lieu of credits outstanding when employment is terminated.

Sick Leave:

All full-time and part-time employees shall be entitled to twelve (12) sick leave days **(paid or unpaid??)** per year. Employees may accumulate a maximum of **208 (??)** unused sick leave days.

The President or employee's supervisor may request a doctor's certificate for any period of sick leave exceeding three (3) days.

Other Leave With (or without???) Pay:

Employees shall be entitled to three (3) days bereavement leave for the death of a member of their immediate family. Immediate family includes spouse or equivalent, child, parent, parent-in-law, brother or sister or other family member as defined by the Employment Standards Code

Employees shall be entitled to two (2) days bereavement leave for the death of a grandparent.

Employees shall be entitled to five (5) days paternity leave; five (5) days leave for the adoption of a child; and five (5) days for the birth of a child.

Leave Without Pay:

An employee shall be entitled to up to twenty-six (26) weeks maternity leave (**Note Employment Standards Code requires 17 weeks**).

An employee may be granted leave without pay for a period up to one year at the discretion of the Board of Directors.

An employee's benefits may be continued during any leave without pay upon payment by the employee of 100% of the premiums for those benefits.

Professional Development:

The MCA may support the professional development of its employees. However approval for financial support must be received from the President and/or MCA Board prior to registration or enrolment. Support may cover any portion of the costs up to 100% and may include leave with pay, for the purpose of professional development related to the performance of the employee's duties.

Performance Review:

All full-time and part-time employees are entitled to ongoing performance feedback and at least one annual oral and written performance review/ evaluation conducted by the MCA President, a member of the MCA Board and the employees' supervisor.

The performance review shall be based on previous performance goals mutually established at the beginning of the annual review cycle. If appropriate, feedback may be requested from other parties who have personal knowledge of the employee's work.

Where situations of serious performance problems have been recognized and documented, an oral review and written evaluation shall be done as required.

If the employee's performance is not satisfactory, the Supervisor will discuss with the Employee the specific problems, the level of performance that is required, and the time frame for achieving that level.

The Supervisor will help the Employee improve his or her performance through appropriate corrective action including, but not limited to, daily work review and feedback, further training and/or counseling.

All discussions regarding unsatisfactory performance will be documented and placed in the employee's personnel file. If performance does not improve according to the time frame, which has been discussed, the Employee may be terminated for cause.

If an employee's unsatisfactory performance has no identifiable and correctable reason, the situation will be treated as one of a disciplinary nature. Appropriate disciplinary steps will be taken including a verbal warning, a written warning, suspension without pay and finally dismissal.

All disciplinary actions must be supported by detailed written documentation.

Where an employee disagrees with the performance evaluation, and feels that he/she has been treated unfairly, the employee has the right to appeal the decision as specified in the MCA Appeals Policy.

Termination:

Notice of termination shall be in accordance with The Employment Standards Code unless an agreement between the employer and employee contains a provision respecting the amount of notice to be given to terminate the employment

Notice of termination shall not be required for an employee discharged for cause.

An employee, who breaches the confidentiality of information obtained as a result of employment with MCA, shall be subject to termination without notice.

An employee who knowingly condones or encourages the use of, or facilitates the supply of banned or illegal substances to athletes shall be subject to termination without notice.

An employee who it is established by evidence, witness or conviction, has stolen MCA property or stolen property at a MCA event, shall be terminated without notice.

An employee who is convicted of criminal offences outside of any MCA connection may be subject to a notice of termination.

Unsatisfactory work performance shall be cause for termination only if all the appropriate corrective actions and consultative steps, as outlined in "Performance Review", have been exhausted, and a reasonable time frame for improvement has lapsed.

Approved by the Board of Directors of the Manitoba Cycling Association at a Board meeting held on _____, 2007

Approved: Original to be signed by: R. Schappert, MCA President

Dated this ____ day of, _____ 200

MANITOBA CYCLING ASSOCIATION

Electronic Voting Policy March 2007

Policy: The Board of Directors shall adopt policy and procedures to ensure current and future Board members are fully aware of the procedures to be followed in the discussion of and voting on matters by email. Further, that the expenditures of the association's funds and decisions of the Board are open, transparent and properly documented for financial auditing purposes.

EMAIL VOTING PROCEDURES:

Introduction of a Topic for Informal Discussion:

1. Any member of the Board may raise a topic or issue and present it to the President.
2. The President, or a Board member designated by the President, ("designate") shall present the topic or issue for informal discussion to Board members by emailing the topic with a brief description of the issue or topic to be discussed to the board members.
3. The initial email will set the time period for discussion which shall not be less than **2** business days to give all the members time to review the email and respond.

4. All members are encouraged to participate in the email discussion by “**replying to all**” members and by observing the same rules of order and courtesy that apply to the MCA formal meetings.
5. At the end of the specified time period for informal discussion, a member of the Board may make a formal motion for action with respect to the topic.

Introduction of a Motion:

1. As at regular meetings, any member of the Board may make a motion. However, for record keeping purposes, email motions shall be made through the President or their designate, who will email the motion to the members beginning with the identification of the member making the motion and the motion asking for a “second” for the motion i.e.

“Fast Biker” has made a motion to the Board that(description of motion). A second to this motion is required. Anyone wishing to second this motion please do so by email to all Board members.

2. All motions will be made in the same form as motions during formal meetings of the Board.
3. If a second to the motion is not received by midnight of the next business day the motion is automatically withdrawn.
4. If a second is received, the President, or designate, will open the matter for discussion by sending an email to all Board members, repeating the motion and inviting discussion for a specified period of time which shall not be less than 2 business days.
5. At the end of the specified discussion period the President, or designate, will call for a vote on the motion and ask all members to respond directly to the Secretary and one other member of the Board or the Executive Director as may be specified by the President.
6. The President shall specify a period of time, which shall not be less than 2 business days, by which all votes are to cast.
7. All eligible Board members may cast votes by emailing them to the Board Secretary and one other Board member or Executive Director as may be specified by the President or designate.
8. Since email voting prevents the assurance of a quorum of the Board, two thirds (5 of 7) of eligible Board members must vote for a motion in order for it to pass.
9. At the conclusion of the voting the Secretary tabulates the votes and communicates the results by email to all members of the Board by identifying:
 - i) Number of eligible voting members,
 - ii) Number voting for the motion,
 - iii) Number voting against the motion,
 - iv) Number of abstentions and
 - v) Whether the motion passed or was defeated.

Note: Failure to obtain a simple majority of “yes” votes (3 of 5 or 4 of 6) from of those eligible to vote means that the motion does not pass. In the case of a tie the President may cast the deciding vote for or against the motion.

10. The Secretary ensures the motion and vote is recorded in the minutes of the next formal Board meeting.

Approved: Original signed by R. Schappert, President

Dated: _____ day of _____ 2007

Manitoba Cycling Association
Provincial Program Coordinator's Report
April 23, 2007

SPRING CAMP

Spring Camp was held from Thursday, March 22nd to Sunday, April 8th in Davis, Oklahoma. Although not a large camp this year all reports are that it went well.

WESTERN CANADA SUMMER GAMES

The first of the Selection races was held at Grand Beach. Again, the reports are that all went well.

UNIFORMS

The Provincial Program uniforms have been received and are available in the office for program participants.

TEAM PROJECTS

Arrangements have been finalized for attendance at the CCA Canada Cup events in Quebec from May 7th – 28th.

In that same time period other Provincial Program participants will be attending Bikes on Broadway from May 18th – 21st.

Tentative arrangements have been made for attendance at Tour de Prairie in Regina from June 1st to 3rd and at CCA Canada Cup #4 in Hardwood Hills from June 12th – 19th.

There are a number of date conflicts to be resolved relative to CCA Nationals. You will be updated as information becomes available.

Respectfully submitted,
Dave Johnston
Provincial Program Coordinator

April 23/07 Mountain Bike Coordinator Report

1)Business arising from last meeting Item 4.c.-CCA only recognizes UCI licensed riders for insurance purposes as per Remi Berube (e-mail circulated to Board April 02/07.)

New/Deferred Items

1)Motion-Accept quote from Accurate Lawn and Garden and fund purchase price from site development fund. Quotes were attached with the Mar 22 meeting mtb report.

2)Commissaire Clinic now complete for mountain bike.

3)Coaching Clinics-Level 1,2 will be run on May 22, 23 by Dave Benson and Loyal Ma. Loyal will be picked up by the Bensons and they graciously have agreed to accommodate Loyal at their home. Thank you to the Bensons!! Air travel arrangements/reservations for Loyal Ma were e-mailed to Board members April 16/07.

4)Motion-Vote on jersey designs submitted April 16/07 by e-mail to Board members and accept design. Award successful candidate with a racing license for the 2007 year (reimburse if said candidate already has a license). Post the winning design on the website and have the office solicit advertising space sales for the jersey and trailer.

5)Birch ski area. Junkyard Dogs were given a bingo application which would fund the costs associated with the Birch ski area for the 2007 season. Awaiting correspondence from the Junkyard Dogs as to the status of that application.

6)Motion-Accept quad/trailer use policy as presented at last March 22nd Board meeting.

7)Motion-have MCA office equip the blue trailer as an event organizer trailer and contain all the items required to put on a cycling event.

8)Motion-move forward with laptop purchase and implementation of RaceWizard for the commissaires.

9)Please review the JYD Birch proposal e-mailed to the Board members on April 16th.

BMX Report

1)Mon April 16th-WDJA will meet with the local councillors regarding the jump park/bmx track site and seek their approval. The site as proposed will too small to hold a UCI sanctioned bmx track (a practise size track has been proposed). We are hoping they will approve the site plans and possible expand the site. Alternate is to try to get space at the new CanadInns stadium site for a bmx track-have yet to hear whether the WDJA has sent a request for space. A social on April 27th as a fundraiser for the site is posted on the MCA website. A request for funding for the surveyor's costs will be forthcoming. The costs are \$2500 and any amount from the site development fund would help. I have not had a bmx committee meeting as of yet, when the site has been approved then I will call a meeting, in the interim I have attended the WDJA Friday evening meetings when I can.