

Minutes from the MCA Board of Directors meeting held Dec.15/06

Location- meeting room 235 Sport Manitoba bldg.

Time – 5-pm

Attendance: Ruth Schappert, Dave Johnston, Tim Woodcock, Rob Nagy, Phil Roadley, Tim Loewen, Jon Benson (arrived approx. 7pm)

- 1) Meeting called to order.
  - a. Noted that Fred Schneider of Sport Manitoba was to be in attendance to outline the Boards responsibility to Sport Manitoba – absent due to family emergency.
- 2) Approval of last Board meeting held Oct.27/06. Dave J. proposes motion to approve the minutes from the last board meeting, Ruth 2nds. Motion is passed by vote.
- 3) Discussion of currently vacant Vice President position.
  - a. there are 2 candidates who have expressed interest in the position Chris LaBossiere and Richard Nichol although neither candidate is able to attend this meeting to give a presentation. Ruth Schappert speaks on behalf of Chris L. and Dave Johnston speaks on behalf of Richard N. Discussion follows regarding pro's and con's of each candidate.
  - b. Dave J. proposes motion to appoint Richard Nichol to Vice President position. Tim L. 2nds motion and motion is passed by vote.
  - c. It is noted that Chris Labossiere's business of sport medicine and training is a valuable asset to the MCA and will likely be utilized during the year although there may have been conflict of interest issues had Chris L. been appointed as V.P.
  - d. Dave J. proposes motion to define term of currently appointed Vice President position. It is proposed that the VP position should run until the next AGM and is not a valid 2 year term as the position was not filled by vote at the past AGM. Tim W. 2<sup>nd</sup>'s the motion. Motion is passed by vote.
- 4) Discussion to fill currently vacant Secretary position.
  - a. Dave J. proposes motion to appoint Tim Loewen to Secretary position. Ruth S. 2<sup>nd</sup>'s motion. Motion is passed. (note – no other candidate had expressed interest in position at time of vote).
- 5) Discussion to address request from MCA personnel regarding outstanding unpaid salary and vacation.
  - a. "in camera" discussion occurs. No final decisions are reached. Further research into past practices and documentation needed at this time.
- 6) President's Report
  - a. X-mas Bonuses - Past practice of Christmas bonuses paid to volunteer staff of MCA discussed and found to be without merit as MCA is a non-profit volunteer organization and the board did not feel allocation of monies in this regard was appropriate.
  - b. Staffing and Job evaluation Procedures – Ruth to administer bi-annual job evaluations for office and coaching staff of MCA. Board and temp. Director to keep Ruth up to date of any staffing issues which arise.
  - c. Borrowing By-Law – it is noted that there is no current By Law in place to govern borrowing practices of MCA. Jon Benson to research what By-Laws other sport programs are using in Sport Manitoba. Rob N. proposes motion that Ruth is to approach a lawyer to draft a Borrowing By-law for the MCA. Phil R. 2nds motion. Motion is passed by vote.
  - d. Request for Lawyer – Ruth S. proposes motion to hire Jeffrey Palamar from Taylor McCaffrey law office to handle outstanding personnel and by-law issues of MCA. It is noted that this individual has experience in Sport legal issues and will provide a discount based on MCA non-profit status. Rob N. 2nds motion and motion is passed by vote.
  - e. Report on Sport Manitoba Presidents meeting - Respect in Sport program discussed and noted that said program to be incorporated as a requirement for MCA staff including coaches. Discussion follows noting that a database should be set up to track the various program qualifications and requirements needed by MCA coaches and/or staff. Such qualifications as

First Aid, Child Abuse Registry check, Criminal Record check, Commissaire status, Coaching level status, etc. to be tracked and updated in this database.

- 7) Treasurer's Report
  - a. Bruce Hardie absent. No report forwarded at time of meeting.
  - b. Ruth S. to contact Bruce H. regarding hiring a bookkeeper for MCA office.
  
- 8) Provincial Team Coordinator's Report
  - a. See attached copy of report ( report included 3 month 07 budget-January till March 07) submitted by Dave Johnston.
  - b. Vehicle Use Policy and Equipment Use Policy to be reviewed by board members in preparation for vote on above policies at January/07 meeting.
  - c. 2006 till March 07 Budget. Motion to pass 07 (3month) budget proposed by Dave J. 2<sup>nd</sup> by Tim W. Motion carried.
  - d. Items of note included in Provincial team budget is the purchase of a new 20 ft. enclosed trailer for MCA use and also the hiring of an Assistant Coach for the 1<sup>st</sup> 3 months of 07.
  
- 9) Road Coordinator's Report
  - a. January scheduling meeting planned. Mountain Bike co-ordinator to be in attendance to facilitate a mutually functional schedule balancing Road and Mountain events wherever possible.
  - b. Racing Category designation discussed and agreed that Cat. Designation should be firm for the season and a racer shall not be allowed to flip flop back and forth between Categories throughout the season.
  - c. Laptop needed for road commissaries with the possibility of Race Wizard software as well. It is noted that Race Wizard software (in it's current form) is not compatible with road racing due to the large group finishes recorded at these events.
  - d. Review needed for awards criteria. Who can vote, points based system etc. discussed.
  - e. Road Commissaire course needed.
  - f. Bill Ralph not provincially recognized at Awards Banquet for medalling at national level. Bill's accomplishment should be noted on MCA website as it was mistakenly left out of the banquet.

Manitoba Cycling Association  
Provincial Team Coordinator's Report  
December 15, 2006

Since the AGM we have continued with our plans in relation to the Western Canada Summer Games and the coming season.

Revised budgets have been prepared for the coming period from January to March of 2007 and for the fiscal year of April 2007 through March 2008.

We have met with representatives of the KOM program and believe that the establishment of a Provincial Development Team is in the best interests of both the KOM program and of the Provincial Program.

In conjunction with the Sport Medicine Council the beginnings of a Performance Enhancement Program (PEP) has been established. An athlete evaluation seminar is scheduled for Monday, December 11<sup>th</sup> with Kari Schneider and a Nutrition seminar is scheduled for December 18<sup>th</sup>.

The intention is to have Kari take the results of the evaluation seminar and develop an 8-week PEP for our cyclists, which will run one day a week throughout January and February.

Funding for the December sessions has been obtained directly from the Sport Medicine Council and partial funding for the ongoing sessions will be obtained from Sport Manitoba's High Performance program.

The details of the above will become clearer as the related budgets are reviewed.

The committee has revised the Vehicle Use Policy and the Equipment Policy as well as developing minimum coaching standards.

Respectfully submitted,  
Dave Johnston  
Provincial Program Coordinator

10 minute break taken at 8:30. Tim Woodcock leaves at this time.

10) Mountain Coordinators report

a. Rob Nagy submits report listed below for board to review and discuss:

1) Birch Ski Area-outstanding facility use fees to the amount of \$2500.00 as per possible MCA agreement between MCA and Doug Keith. The funds collected from the facility use fees were to be forwarded to Mr. Keith. As of the present he has yet to receive the agreed upon reimbursement for site use. For 2007 the amount is to remain the same at \$2500.00 and with the same possible agreement with MCA members for site usage fees implemented in 2006.

2) Manitoba Cup Prize-I propose that a jersey be awarded to winners in each category both road and mountain bike. The design would be from a contest posted on the MCA website to all members and the prize would be a 2007 racing license to the winning designer. With 15 mtb categories and male/female categories there are potentially 30 mtb jerseys, and with the road categories we should be able to meet minimum orders. The jerseys could be ordered as soon as the cup winner is known and presented at the annual general meeting. Note-this is a proposal only and has not been presented to the MTB committee or road committee as of yet, this is only to seek approval from the executive. If both committees agree to this prizing proposal we would be able to proceed immediately with the plan.

3) Propose that RaceWizard training be provided as a seminar to all active commissaries to facilitate uniform results reporting.

4) MTB Committee Issues-1) room reservation protocols

-2) teleconference protocols

-3) coach commissaire development courses-roster of active/nonactive coaches and commissaries

-4) post minutes of meetings on website?

-5) Suggestions to increase committee attendance

5) Trail Equipment-1) request that the Executive investigate possibility of using site development fund to purchase trail clearing/maintenance equipment for organizers to use as required.

-2) At the AGM there was no mention of the quad/trailer on the equipment list-do we still have it?

6)Major Sponsor-investigate possibility of securing a major sponsor for the MCA 2007 cycling season

7)Access to licensed racer list to help coordinators compile Manitoba Cup and Club points tallies.

8)Site Development Fund-investigate proposal to purchase start/finish line gate, trail/road, signage, and markers for race events.

9)On-Line Survey-as a tool to approach membership for recommendations to increase participation in cycling events.

10)Mentorship Program-investigate possibility of clubs participating in a mentorship program wherein a young person in each club is identified as a potential leader. This young person would be requested to attend committee meetings, traildays, and club meetings, in return for community service/outcomes recognition from the Manitoba Cycling Association. These hours may serve as program/resume requirements and will help build a foundation for future leaders in the Manitoba Cycling Association.

11)Waiver Retention-as per e-mail correspondence with CCA insurer, the recommendation was that organizers retain waivers for a period of not less than 7 years.

12)How long does the MCA archive race results?

- b. Rob N. to contact Karin McSherry and Dave Benson regarding prior MCA financial commitments to Keith family before any monies paid out.
- c. Selection of Chief Commissaire needed. Rob N. to contact Dave Benson to clarify requirements for this position vacated by Don Page.
- d. Qualification requirements of Mountain Bike Committee member discussed.

11) Recreation and Transport Committee report

- a. Possibility of a new jump park located in East Kildonan noted by Phil R.
- b. Phil notes he is currently involved with the Marconi Line Development committee with the city of Wpg.
- c. Also involved with the Bike to the Future and Disrali Freeway Development committees.
- d. Need for a Rec. and Transport budget to cover advertising and related costs discussed. Phil R. to submit budget for review.

12) Club Affiliation

- a. \$25, \$50 & \$100 club membership levels discussed and reviewed. Dave J. proposes motion that clubs paying either the \$50 or \$100 level be allowed one representative at each of the Road and Mountain Bike Committee's. Clubs paying the \$25 level would not be awarded these representatives. Motion 2<sup>nd</sup> by Rob N., motion passed by vote.

13) Membership fees

- a. Noted that Manitoba currently has the least expensive license fees of all provincial cycling associations.
- b. Motion put forward to increase adult fees to \$85 (from \$75) with the \$40 child and \$25 general memberships to remain unchanged. Motion proposed by Dave J., 2<sup>nd</sup> by Tim L., motion passed by vote. It is noted that of the fee's listed above that the \$10 portion allocated to site development to remain unchanged.

14) Website postings.

- a. Brief discussion regarding who and what postings are allowed on MCA website. Nothing resolved as 10:00 pm closing time is reached.

Meeting adjourned at 10:00 pm.

