



Partners in Cycling



Sport Manitoba – 200 Main Street
Minutes: January 16th, 2006 7:30 p.m.

Present: Dave Benson, Larry Argue, Drew Hawranik, Bill Ralph, Wonda Case, Cabrel Boucher, Richard Nichol, Karin McSherry Phone Conference: David Johnston and Bruce Hardie

Staff: Marian Pyszczyk, Mike McKee

Regrets: John Hawranik

1. Call Board Meeting to Order 7:35
2. Approval of Agenda: Moved by Richard, seconded by Larry
3. Approve minutes: Moved by Wonda, seconded Richard
4. New Business:
 - a. Administration Sub Committee Creation (Bruce, Drew...)
 - b. Kidsport expo March 19 2006 Please see Larry's report added.

A great public event at the MTS centre. Wonderful exposure opportunity. MCA static display board. Invite bike shops and bike clubs to assist. Moved by Drew, seconded Larry. That the MCA rent a booth and participate in the march 19th Kidsport Expo. Prepare a handout, set up wind trainers, for visitors and have athletes on hand to assist. . Drew and Larry lead the committee, others welcome to assist

- c. Notice of Motion: New Athlete Code. David J to review suggestions and resubmit via email. We will call the question via email on the new document
- d. Calendar Setting policy (Dec 05)... tabled to February
- e. Venue grant application: FOG canopy Moved by Drew Seconded Wonda. To provide funding (\$600) for fog canopy. The issue of date to review all applications was raised. The application will remain on file pending other applications. Bill to bring the item back in April. Mike to locate and email a copy of the Venue Policy to all board members. Drew withdrew the motion
- f. Sport Manitoba – Great West Life awards. Richard to coordinate the applications. Please forward nominations to Richard by January 30th. Richard will circulate list of names to board for approval

- g. Licenses for 2006: Price setting. All organizers should also select to license as organizer in their discipline. Moved by Karin, seconded Wonda. The 2007 MCA license will maintain status quo fees. Carried.

There was also some discussion about other license issues. Birch passes: decals plates and cards are required and become time and labour intensive.

KOM registration: suggestion there be a single MCA charge, members pay their individual club costs to their individual clubs in 2006. There were funding issues this year with 4-5 clubs now involved

- h. Board Clothing: Moved by Dave B., seconded by Drew. That the MCA provide golf style shirts with an embroidered logo for Board members. Carried.
Colours to be discussed at the next meeting. Mike to investigate a supplier

5. Reports: Added at the end

- Presidents Report
- VP of Finance
- Recreation and Transportation Coordinator
- Road Coordinator
- Mountain Bike Coordinator
- BMX Coordinator
- Provincial Team Coordinator

Email Motion and Vote held January 26th – January 29th, 2006. Moved by Dave J., seconded by Richard: That the MCA Board of Directors approve the replacement of the existing Athlete Contract with the attached Athlete Agreement. Carried:

- Athlete Rep's : Road and Mountain
- Director's At Large
-Hall of Fame: Cabrel

5. Next Meeting date/location: Adjournment

February 20th, 7:00 p.m. Sport Manitoba Mike to book a room and communication hook up

Adjourn: Bill Ralph 9:20 p.m.

Reports:

President:

It has been a quiet month. Since our last meeting we have said good bye to Kylie Case as our Interim Executive Director and begun the process of transition of Mike back into his chair. On behalf of the Association we owe a huge debt of thanks to Kylie for her time and dedication to the task, especially in the preparation of our first ever Directed Funding Application. At our last meeting we had considered, and in fact advertised for the position of Interim Executive Director and the office received a few inquiries; however, with Mike's return imminent we held off making a decision until this meeting. Hopefully at tonight's meeting we can generate our best plan to move forward.

I conducted an informal email survey in December in regards annual benefits package and there was a range of feedback received. Based upon lack of consensus I maintained the status quo for this year. However, based on the feedback and questions raised I would recommend we establish a committee chaired by the Vice-President Finance and Administration to review the practice and provide the Board with a recommendation. Questions were varied, but included frequency of Board Performance Review of our staff in relation to their job descriptions (Executive Director and Provincial Coach) and criteria for benefits. In addition to the Vice President of Finance and Administration, the committee should also be represented by the Director of the Provincial Team.

In early January I received a notice from Janet McMahon from Sport Manitoba reminding us that our Audited Financial Statements were more than 90 days past due. Mike McKee has assured us that Chris has completed the papers and that she has been working with Laurel Reid at Sport Manitoba. The statements are currently in the auditors hands and should be delivered soon. This has been the case in the past few years.

I have met very briefly with the owner at Springhill Winter Park to broach the topic of using the facility, and although he is very interested, he is unable to find time during his ski season to pursue plans right now.

The Memorandum of Understanding has been completed with the Canadian Cycling Association. And as clarification to our discussions in December the shared audited financial statements is as predicted a way of displaying transparency in our operation and mirrors their willingness to share their audited statements annually at their AGM.

In another follow up issue, we have received confirmation from the Manitoba Summer Games Committee that Cycling will not be included in the 2008 Games Program.

Finance and Administration:

I am currently drafting some formal written policies in the area of finance and administration. Could you please summarize for me your understanding of your roles and responsibilities as they currently exist in this area.

This would include such things as:

- who does the deposits and issues cheques and receipts
- who prepares and signs cheques
- how often is a financial report prepared for the Board
- how often does the Board approve a summary of cheques issued and deposits made
- who is responsible for maintaining the accounting records
- what software program is being used
- what system is in place for file backups
- is there a written set of financial policies in existence
- is there any written internal controls documented (even from the external auditor)
- who deals with the external auditor
- has the auditor ever asked to meet with the "finance committee" or the "audit committee"

MCA Cheques for the months of Sept. Oct. Nov. and Dec.

Cheque #	Date	Name and Description	Amount
318	Sept.10	Kylie Case – pay	\$ 780.00
319	Sept.10	Olympia Cycle – bingo	891.00
320	Sept.10	Richard Nichol – bingo	324.00
321	Sept.10	Wonda Case – bingo	567.00
322	Sept.10	Dave Benson – bingo	567.00
323	Sept.10	John Hawranik – bingo	324.00
324	Sept.10	Karel Nemetchek – bingo	162.00
325	Sept.10	Judy Bietz – bingo	162.00
326	Sept.10	Wayne Lacko – bingo	324.00
327	Sept.10	Rae-Anne Hardie – bingo	81.00
328	Sept.10	Teresa Samek – bingo	81.00
329	Sept.10	Alter Ego – bingo	567.00
330	Sept.10	Woodcock – bingo	324.00
331	Sept.10	Rob Cosco – Rec and Trans.	160.46
332	Sept.25	Jeff Malcovish – Oct. Website	150.00
333	Sept.25	Kylie Case – pay	780.00
334	Sept.29	Richard Nichol – reimbursement Abitibi	500.00
335	Sept.29	Jill Dobrinsky - Woman in Sport	500.00
336	CANCELLED		
337	Sept.29	Sport Manitoba – Lost Key charges CSG	40.00
338	Sept.12	Jeff Malcovish – Sept. Website	150.00
339	Sept.29	Sport Manitoba – August Charges	410.30
340	Sept.30	Mastercard – payment	720.63
341	CANCELLED		
342	CANCELLED		
343	CANCELLED		
344	Sept 30	Dave Benson – Re:Paul	72.96
345	Oct.17	Kylie Case – pay	799.50
346	Oct.15	Naomi H. – prize for mtn bike	63.50
347	Sept.30	Sport Manitoba – Sept. Charges	411.17
348	CANCELLED		
349	Oct.24	Bill Ralph – canopy	290.69
350	Oct.24	Wonda Case – bingo	324.00
351	Oct.24	Dave Benson – Bingo	324.00
352	Oct.24	John Hawranik – bingo	405.00
353	Oct.24	Richard Nichol – bingo	324.00
354	Oct.24	Wayne Lacko – bingo	162.00
355	Oct.24	Teresa Samek – bingo	81.00
356	CANCELLED		
357	Oct. 24	Larry Argue – bingo	162.00
358	Nov. 4	Jeff Malcovish – Web Page	150.00
359	Oct.24	Paul Banner – computer maintenance	856.00
360	Nov. 7	Kylie Case – office supplies	179.88

361	Nov. 7	Dave Case – Kylie ticket to Ottawa summit	464.75
362	Nov. 7	Alter Ego – bingo	486.00
363	Nov. 7	Olympia Cycle – bingo	405.00
364	Sept.30	Bill Ralph – prizes	592.74
365	Nov. 28	Signmeister - MCA/CCA banner	165.30
366	Nov. 28	Don Page – Commassaire Test CSG	25.00
367	Nov. 28	KOM – memberships	4,750.00
368	Nov. 28	Jeff Malcovish – Dec webpage	150.00
369	CANCELLED		
370	Dec.29	Impact Messenger	50.39
371	Dec.29	Jamie Biluk – grant	500.00
372	Dec.24	Mike McKee – Xmas bonus	250.00
373	Dec.24	Marian P. – Xmas Bonus	200.00
374	Dec.24	Kylie Case – Xmas Bonus	250.00
375	Dec.24	Sport Manitoba	
376	Jan. 4	Jeff Malcovish – Jan. Webpage	150.00
377	Jan. 6	Dave Case – gas and van wash	110.00
378	Jan. 6	Mastercard – Payment (AGM)	4983.83

Provincial Team:

Since the start of the new year we now have a number of athletes participating in formal training programs and reporting their training efforts to Coach Marian.

Arrangements for the Spring Break Training Camp are progressing well. It was decided to continue with the Custer, South Dakota location and to take only the road bikes. The camp has been extended by two days for 2006. We will be departing from Winnipeg on Friday, March 24th and returning to Winnipeg on Monday, April 3rd. Accommodation arrangements have been finalized at the Valley Hotel, which is the same location as has been used in the past.

Working in conjunction with Coach Marian and Rick Yaschyshyn, who is our only Level 3 coach, we have been addressing many of the administrative issues in relation to the Provincial Team. In this regard we have;

- Finalized the revised Athlete Contract, subject to Board approval
- Finalized the 2006 Team Project Selection Criteria
- Updated the Parental Consent Form
- Updated the Medical Information Form
- Developed a Permission to Miss an Event Form
- Drafted a document outlining the composition and responsibilities of the Provincial Team Committee

As soon as Board approval is received for the Athlete Contract we will begin the process of having the various athletes and their parents complete and return the contracts to us.

It is planned to have all of the above noted forms available from the Team section of the MCA website to allow athletes and parents to download, print and complete any of the required forms, as needed.

Much of the CCA's schedule continues to be tentative. Many events do not yet have definite locations.

The tentative Team Road schedule is to attend Bikes on Broadway, Tour of 10,000 Lakes and the Regina Stage Race. Athlete's results from these races will be used to select Team athletes to go to Road Nationals.

Pending budget approval, our initial plan is to support only those Junior riders who have the potential to be selected by the CCA to attend Worlds to attend the Canada Cup MTB races and even then only up to the point in the calendar where the selections to Worlds are made. Rider's results from the Canada Cup races will be used to select Team athletes to go to MTB Nationals.

Only those Junior riders who have the potential to be selected by the CCA to attend Worlds will be supported to attend Track Nationals.

Initial pricing for the Team uniforms has been obtained from Louis Garneau. The uniform styles and colours from 2005 will be carried over for the 2006 season. The individual uniform pieces being made available are;

- Jersey
- Bibs
- Jacket
- Skin Suit
- Time Trial Helmet

At this point the potential Team athletes are being surveyed to determine which uniform pieces and sizes are of interest to them. It is planned that the order will be placed prior to the end of January so that they will arrive prior to the Spring Break Camp.

It appears that the MCA has various coaching related problems, some of which impact on the successful operation of the Provincial Team;

- 1) There does not appear to be any means by which to identify who our qualified coaches are or what their level of coaching experience is. This makes it difficult to know who is potentially qualified and available to assist with Team programs.
- 2) We appear to be lacking both in numbers of qualified coaches and in the level of certification that our coaches have.

We currently have only one Level 3 male cycling coach in Manitoba and no Level 3 female cycling coach. Level 3 coaches are a requirement for participation in the Western Canada Summer Games in 2007.

Ideally we would have Level 2 coaches available to assist with the Team program and Level 3 coaches available to attend National level competitions with the Team. These coaches should be both male and female and trained in both Road and MTB.

Road Coordinator:

1. Road Committee has had a race schedule meeting (minutes are attached) and as a result have a tentative schedule in place. I am disappointed to say that we are loosing a couple of premiere events from last year, namely Falcon Lake Stage Race and the Swan River Stage Race. We have picked up a few new events with a Crit series planned as well as a number of ITT's is hosted by Chris Ashley and his group. The Road Cup Championship Series will be restructured slightly to allow for these changes.
2. I have a Road Race Policy that was presented at the Road Committee meeting addressing some concerns that were raised at the Town Hall meeting. I have made a couple of amendments and have attached a DRAFT for your comments.
3. Commissaires Course/Learn to Race Course/Coaches Clinic – planned for upcoming season. Once availability of instructors has been confirmed then dates can be scheduled and a memo can be placed onto the web site. - Regarding the Commissaires course it was discussed that Clubs should provide candidates for this course, if possible and then provide these people for races that the Clubs will be hosting. Also I would like to see a fee attached to the Commissaires course, which would be fully reimbursed once the person has fulfilled a pre-determined commitment to the Commissaires program
I.e. - \$100. - Provide refund after participating in 2 events
Also I understand that funds are available for these courses through Sport MB. If Mike could obtain these funds that would be great.
4. FOG Club has approached me about the possibility of obtaining a canopy similar to the one that the MCA currently has. Funds are available in the Facilities Fund. I have attached a document from FOG and ask that the BOD's review this and consider this for the FOG Club.
5. I have obtained approximate costs to decal the MCA canopy and can proceed with that ASAP. It will be the MCA logo and possibly the CCA logo on the drop down sides from the roof section. Cost will be approx. \$200.00 - \$300.00.

Mountain Bike Coordinator:

Draft MTB calendar

Jan 29	Icebike	Forks	Woodcock
Apr 23	MB Cup #1	Grand Beach	Olympia
May 7	MB Cup #2	Swan River	Tread The Thunder
May 28	MB Cup #3	Sandilands	Woodcock
Jun 11	Bring a Friend	Birch	Birch
Jun 25	Cup #4	Birch (or Falcon?)	Lifesport (see question below)

Jul 23 Bike till ya Yurt Minaki Minaki
Aug 20 Provincials ?? ??
Sep 24 Cup #5 Fall Classic Birch Birch

?? Beach to Beach
?? Wednesday Night Series

Discussion

The committee decided to reduce the number of Cup races by 1 for a max of 5 Cups in 2006. It was agreed that overall participation is down and the calendar should concentrate on quality not quantity.

Falcon Sports Club would like to have an event at their venue but prefers to host something jointly with another club. *Question: would Lifesport be willing to co-host a race with Falcon at Falcon Trails?

*Brady mentioned the idea of a "Fat & Skinny" event at Falcon - who would like to explore this?

Provincials - no club has submitted a "bid". *Question: would A & L be willing to host or co-host? *Alter Ego would be willing to co-host this event. Help from a local group would be ideal in terms of course prep and local volunteers etc. *N.B. there is currently no one from A & L or other contact from Brandon on this email list - does anyone have a contact name/number? Please forward...

*We discussed the MB Cup Series Criteria document - updated draft attached. Please look it over. We will discuss it one last time at our January meeting and post a 2006 version by January 15th. *N.B Assumptions have been made regarding the administration of "License in Process". This will need to be confirmed by the MCA BOD.

*Rob suggested that we need a fun, mass participation event in order to whip up local interest in off-road cycling. The idea of a "Poker Derby" or some such event was proposed. All agreed that this was an excellent idea. An organizing committee for this event would need to be struck in order for this to fly.

Cup race prizes - we discussed the idea of not prizing each individual Cup race but pooling resources and providing overall prizes at the end of the year for each category up to say 5th place rather the 3rd place. The organizers would have to agree to pay the Committee (for the prize pool) something like \$5 per registered rider. Organizers could still provide prizes at their event at their own discretion. Prizing for Under 15 and younger categories should remain as per usual. Kids love cheap prizes. *Action - we will decide on a per head amount for the prize pool at the meeting in January. Organizers, please look at your past race financials for guidance on this decision.*

In addition, we will investigate hosting a Level II Mountain Bike Coach Course. Loyal Ma has been contacted and would be available the last weekend in April. Dave B could run a Level I simultaneously with participants joining together for a practical component.

Mike to generate a list of coaches for both Road and Mountain Bike disciplines

Mountain Bike Athlete Rep:

1. I have been approached by mountain bikers asking what is happening with awards for the mountain bike Cup Series of 2005. Because prizes were planned and budgeted for, I think this should still be dealt with.

I do not like the thought of handing them out at the 2006 awards banquet even though it is clearly the most convenient. The awards banquet is already drawn out enough as it is, so to be forced to give out that many more awards seems tedious. In any case, I would like to see some public notification of a decision so the riders are at least aware they have not been forgotten and that they will receive something for their efforts.

2. I have noticed that minutes from past meetings have not been posted on the website. This was something that was decided on more than a year ago and needs to be followed through with. It is our job to keep the MCA members aware of what we are doing.

3. I requested a job description of the executive director more than two months ago and I, along with the other board members, am still waiting. I feel it is necessary to know what is expected of not only ourselves, but of others in order to operate efficiently and effectively.

4. What is happening with Greg Gannon? Will he be joining the MCA board? I ask simply because I have heard nothing regarding this since last meeting.

Hall of Fame: Member at Large

I have been researching for the Hall of Fame nomination project and have found through the Sport Manitoba Hall of Fame website that the following nominees have been inducted in the following years:

Tanya Dubnicoff (2002)

Lindsay Gauld (Cycling/Cross-Country Skiing) (1997)

Peter Williamson (Cycling/Speed Skating) (1992)

James Tettamanti (Cycling) (1990)

Eric Oland (Cycling) (1985)

As I recall, we had discussed nominating Lindsay Gauld and Gord Reid. Since Lindsey is already inducted (1997), I would be willing to focus on preparing Gord's candidature.

Clara Hughes was a candidate that we believed was already inducted, but my research has proven otherwise. Unless the website is not completely accurate

and incomplete, I believe that she is a candidate worth considering.

I received Jim Fisher's candidature form, and I was wondering if it had been submitted in the past or is it a current (2006) project. He is not on the Hall of Fame list, and therefore I am assuming he has not been inducted yet.

Dave Benson to write a letter supporting Jim Fisher's current application on behalf of the MCA Board.

Sport Expo: BMX Coordinator:

Sport Expo will be held on Sunday, March 19, 2006. It will be at the MTS Centre, noon to 4 pm. Benefits to KidSport Manitoba.

Attractions:

- Sport Equipment "Buy 'n' Sell"
- Entertainment, Door prizes, Concessions, Rainbow Auction, Demonstrations

Why should we participate?

- Recruitment opportunities
- media opportunities prior to and during the event
- Advertising upcoming competitions and events
- Kids from more than 40 PSO's have received funding or equipment from KidSport

Cost

- Standard Display Space - \$300.00
(10x10/12ft space)
- Recognition on Event Map
- PSO supplied sport footage shown on Jumbotron
- Volunteer support to set-up and tear-down
- 25 family passes to Sport Expo

Minutes Approved: February 20th, 2006 Moved By: Wonda Case, Seconded by Bruce Hardie