

Minutes from the MCA Board of Directors meeting held Jan.18, 07.

Location- meeting room 235 Sport Manitoba bldg.

Time – 7pm

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

**1) Meeting called to order @ 7:05**

2) **Approval of Minutes** from last Board meeting held Dec.15/06. Rob N. proposes motion to approve the minutes from the last board meeting with amendments as noted below, Tim W. 2nds. Motion carried.

- a. **Amendment** - Clarify wording in item 8c. regarding motion to pass Dave Johnston's 3 month provincial team budget.
- b. **Amendment** - Add 8D to specifically note inclusion of both the purchase of a new MCA trailer and the hiring of an assistant coach in the provincial team budget mentioned above.

3) **Budget 2007** – budget specific meeting to be held Sunday Jan.21/08 at 2pm.

**4) Presidents Report.**

- a. "In Camera" discussion regarding personnel issues.
- b. **MCA Job Descriptions.** Request by President for all current MCA employees to submit job descriptions, evaluations, duties and responsibilities to the President for review in order to establish official job descriptions for future reference and evaluations.
- c. **Bookkeeper position** – No current candidate for this position. Bookkeeper position to be incorporated into the Temporary Executive Director position if possible.
- d. Motion to purchase 'Quick Books 2007 Pro' for the office in an amount not to exceed \$250 moved by Bruce H. 2<sup>nd</sup> by Richard N. Motion carried.
- e. **Office Computers** – are in a constant state of disrepair, costing more to fix and maintain than to purchase new equipment. MCA has received 3 quotes from IA Technology Solutions for a replacement desk top computer. Bruce H. has authorised for purchase of a new desk top from IA in an amount not to exceed \$1600.
- f. **Website Positings** – discussion regarding monitoring /overseeing the content of the MCA website. Jeff Malcovish to be directed to a single Board member (member to be determined) with any questions regarding site content.

5) **Vice Presidents Report** – Richard N. to work on the possibility of posting a 'Members of the Board' information page (picture, brief biography) for the MCA website.

6) **Secretary's Report** – No issue's or problems to report (working on improving his minutes).

7) **Treasurer's Report** – No issue's to report. Budget for Sport Manitoba due Feb.1/07.

8) **Provincial Program Co-ordinator's Report** – see reports submitted below

a.

Manitoba Cycling Association  
Provincial Program Co-ordinator's Report  
January 18, 2007

**WESTERN CANADA SUMMER GAMES**

The committee will be meeting with our Games Staff on January 26<sup>th</sup>.

We have run into a couple of issues in relation to our selection races;

1) An invitation has been extended to the MCA to have any interested Junior riders participate on a joint team with Alberta. This invitation had also been extended to Saskatchewan, with the hopes

of forming either a Prairies or a Western Region National Cycling Centre Team, however Saskatchewan has indicated that they do not have any Juniors who are ready.

Selection for this Team will be based on performance at one race, which is to be held near Edmonton on the first weekend in May.

Manitoba currently has a Road Cup Race, which is to be a WCSG qualifying race, scheduled on that weekend. We are working with the Road and MTB Committees to either have this race rescheduled to the next weekend or to have an additional race weekend planned for the May 12<sup>th</sup> and 13<sup>th</sup> weekend, which could be used as a WCSG qualifying race.

- 2) Given the addition of the Tour de l'Abitibi qualifier and allowing for attendance at Bikes on Broadway, it will not be possible to complete the WCSG qualifying races until the weekend of May 27<sup>th</sup>. This will leave us in an extremely tight position as regards the confirmation of our final uniform sizing and being guaranteed delivery in time for the Games.

#### 2007/2008 BUDGET

A revised budget has been prepared for the fiscal year of April 2007 through March 2008 and is attached hereto.

The major revisions from the previous version are:

- The CCA has revised the tentative dates for the MTB Canada Cup races as well as Road and MTB Nationals. This has resulted in:
  - o Rather than one 30-day trip to Ontario and Quebec to participate in 4 races, there will be a 23-day trip to Quebec to participate in 3 races and a 7-day trip to Hardwood Hills
  - o A stopover is now planned in Kamloops/Sun Peaks to participate in Canada Cup #5 en route to MTB Nationals at Mount Washington
- For presentation purposes to Sport Manitoba, the purchase of the trailer has been added back as a capital item.

#### NEW COACHING POSITION

The new coaching position, which was approved at the last Board meeting, was successfully advertised and filled. A total of five applications were received and reviewed by the Committee, with Rick Yaschyshyn being excluded from all parts of the process, including receiving the resumes, as he was one of the five applicants.

Fully realizing the potential for negative feedback due to public perception problems, it was the unanimous feeling of the Committee that Rick Yaschyshyn was the most qualified of the five applicants and the position was offered to him and he accepted it.

#### PERFORMANCE ENHANCEMENT PROGRAM

The planned Nutrition seminar was held on December 18<sup>th</sup> and by all accounts it was a success.

The planned athlete evaluation session was held with Kari Schneider and an 8-week program was developed with her to work on improving the strength, balance and co-ordination of our Program athletes.

Application has been made to Sport Manitoba's High Performance Program for financial assistance to partially offset the cost of this program.

#### POLICY REVISIONS

The committee has revised the Vehicle Use Policy and the Equipment Policy as well as developing minimum coaching standards. The final drafts of all three are scheduled to be approved at the Committee meeting on January 26<sup>th</sup> for subsequent presentation to the Board for their approval.

All Program coaches and staff have been advised that they require:

- Class 4 Drivers License
- First Aid Certificate
- RCMP Background Check
- Child Abuse Registry Check

Completion of the above is being coordinated through the MCA office.

#### MINAKI

We would like the Board to consider the possible inclusion of Minaki, a north-western Ontario Club, into the MCA

- Kenora Nordic Trails Association is a member of the Cross Country Ski Association of Manitoba
  - o Have same rights and responsibilities as Manitoba Clubs
  - o Their athletes can be Manitoba Provincial Champion
  - o Their athletes have to register at out-of-Manitoba events as Manitoba athletes
- Kenora athletes compete on Manitoba teams in Triathlon and Speed Skating
- Would have to be approved by the Ontario Cycling Association and Sport Manitoba (Ted Bigelow)

I have discussed this possibility with Nadene McBride, who coaches MTB cyclists in that area. She is keen to the idea and is familiar with the concept as she also coaches a cross country ski club from Kenora, which is a member of the Cross Country Ski Association of Manitoba.

For this idea to proceed discussions at the PSO President level would be necessary within Sport Manitoba (Ted Bigelow) and with the Ontario Cycling Association.

Respectfully submitted,  
Dave Johnston  
Provincial Program Coordinator  
Manitoba Cycling Association

b.

Provincial Program Coordinator's Report  
As a Director  
January 18, 2007

I have various issues of concern, which are not directly related to the Provincial Program, but rather which relate to the Board of Directors as a whole.

#### LICENSE IN PROCESS

There are a few issues here;

- 1) Will this continue to be necessary, or will we be allowed to sell day licenses in 2007?

- 2) Are any revisions required?
- 3) How do we track the cash received and ensure that it is handled appropriately?
- 4) How do we ensure that individuals don't abuse the system, by taking out more than one LIP?

#### AWARDS CRITERIA

This should possibly be looked at again, as the awards given at the AGM differed somewhat from those that are defined.

#### WEBSITE

Has an acceptable resolution been reached with Jeff?

#### FINANCIAL STATEMENTS

- Final 2006 financial statements to be approved.
- Where are we at in regards to having monthly financial statements?

#### REPORTS

All Directors should either made a report or else confirm that they will not be making a report.

Reports should be out far enough in advance of the Board meetings to allow for review and comment.

To keep everyone in the loop, unless there is good reason to do otherwise, all e-mail correspondence should be sent to all Directors and possibly to the office.

#### MIKE

What is the situation in regards to Mike and the office?

- 9) **Mountain Bike Co-ordinator's Report** –
  - a. Rob has proposed a type of Youth Volunteer /Mentorship program be set up whereas interested young riders (of school age) be encouraged to attend the various committee meetings within the MCA and earn volunteer hours to be recorded. Once sufficient hours are recorded they could earn/be awarded certificates noting the time volunteered. These certificates may also help those youth with their volunteer requirements for school or other extracurricular activities. This would be an avenue for young riders to become more involved and appreciate how the MCA operates on a mainly volunteer basis.
  - b. Notes the need for an electronic copy of the 'Awards Criteria' used for selecting the various rider awards presented at the AGM and Awards evening.
  - c. Motion put forward by Dave J. that 'in order to keep the MCA in good standing with the Birch Ski Area [the Keith family], the MCA pay the \$2500 in trail and maintenance fees past due for the 2006 season. 2<sup>nd</sup> by Rob N. Motion carried.
  - d. Birch access/usage for 2007 season to be discussed at the next board meeting.
- 10) **Road Co-ordinator's Report** –
  - a. notes the need for a Day license for Road cyclist.
  - b. Equipment inventory for Road items needed.
  - c. More convenient storage needed for MCA equipment (Road and Mountain) needed so people could pick up the needed equipment from the MCA directly as opposed to driving across town with the Temp. Director and then returning to the office afterward.
  - d. Would like to see clear guidelines for what defines a race (Road, Cross, or Mountain) as an MCA sanctioned race.
- 11) Recreation and Transportation Co-ordinator's Report –

- a. Currently working on a possible website link with the Trans-Canada Trail Association for information on the trail.
  - b. Is involved with the committees working on the Marconi Line Trail. Trail should be built in 2008 sometime.
  - c. Is involved with the committees working on the Windspur Line Trail. Trail should be built in 2008 sometime.
  - d. Involved with the development of a Jump Park for bicycles to be located on the south end of the Marconi line.
- 12) **2007 Objectives** - forwarded to the next Board Meeting.
- 13) **Next Meeting** - set for Monday February 19/07. Special Budget meeting set for Sunday Jan.21/07.
- 14) **Adjournment** – motion to adjourn by Richard N. 2<sup>nd</sup> by Rob N. Meeting adjourned at 10:18 pm.