



Partners in Cycling



Sport Manitoba – 200 Main Street
September 25th, 2006: 6:00 p.m. Meeting
Minutes

Attendance: John Hawranik, Drew Hawranik, David Johnston, Bill Ralph, Bruce Hardie (phone), Cabrel Boucher

Regrets: Karin McSherry, Jon Benson, Larry Argue

1. **Call Board Meeting:** 6:03
2. **Approval of Agenda:** Moved by John Hawranik, Seconded by Richard Nichol
Carried
3. **Approve minutes: Matters arising from the minutes:** Moved by John Hawranik,
Seconded by Bill Ralph Carried
4. **New Business:**

4.1 Canadian Cycling Association AGM and ED Meetings:

“In accordance with Article 16 of the CCA By-laws, notice is hereby given that the Annual General Meeting of the Canadian Cycling Association shall be held on November 19, 2006 starting at 9:00 a.m. at the Delta Ottawa Hotel in Ottawa, Ontario.”

Moved by Bruce Hardie and seconded by John Hawranik: That Dave Benson attend the CCA AGM and represent Manitoba. Carried

Manitoba will not be represented at the ED meeting prior to the AGM.

5. Reports:

- **Presidents Report**
- **VP of Finance**

A report was provided with statements up to and including the end of August. Bruce has requested a few coding issues and clarification of Mastercard allocations. Bruce has requested that at least two members of the Admin. Committee meet with Mike to access the office status to the end of September. Richard, Larry and Karin to arrange a meeting. David noted a few other Prov. Program financial details that need clarification. Dave J. to provide details to Bruce so they can be identified with staff. All Discipline

Coordinators requested to review expenses and check for coding errors. A query was made requesting that coding also closely track dates in case we switch year end dates.

Mastercard with Airmiles not possible for a business account.

Bruce asked to prepare a recommendation for 2006-2007 auditors for the AGM.

- **Recreation and Transportation Coordinator (Vacant)**
- **Road Coordinator (Attached)**
- **Mountain Bike Coordinator (Attached)**
- **BMX Coordinator**
- **Provincial Team Coordinator (Attached)**
- **Sport Director (Attached)**
- **Athlete Rep's :**
 - Road
 - Mountain
- **Director's At Large**
 - Cabrel
 - Richard

5. **NEXT MEETING:** October 27th, in conjunction with the Special general Meeting
6. **ADJOURNMENT:** Richard

REPORTS:

Presidents Report:

There has been nothing that has occurred over the past month that requires reporting. Out of the minutes of the previous meeting; however, the CCA did announce a Provincial Road Commissaire Course Conductor Course for September 29th – October 1st and I have registered to attend that workshop/in-service in Toronto and a Sport Manitoba Grant Application has been processed.

Road Coordinator Report:

#1. – Level I Coaching Coaches – Andy Holmwood from Alberta coming to Winnipeg on Oct. 28th/29th.

- Cost will be \$400. honorarium plus accommodations and incidentals. Confirm CCA contribution.
- We currently have 8 people confirmed and 2 others have expressed interest. Maximum will be 12 (possibly up to 14). Jon confirm rooms, manuals etc...
- Course booklets are available from the CCA for approx. \$20.00 – We should order at least 12 of these
- Question to the BOD – Cost to participants? - \$75. - \$100. including manual?

Moved by Bill Ralph, Seconded by David Johnston: Moved that The Road Coach Course carry a fee of to all participants. The Cost for MCA members be set at \$20.00 and at for non Members \$30.00

Eric Reid former Provincial Technical Director may be available from time to time to offer technical courses.

#2. – AGM date is Nov. 25th – Harbourview Complex @ 1867 Springfield Rd. – 4:30 pm – 9:00 pm

- I've given the deposit of \$480. to hold the facility
- \$20.00 per hour rental (for non-profits)
- must guarantee \$400. in liquor sales during evening or cover bartender at \$14.50 per hour
- meal must be selected 30 days prior (Oct. 25th)
- buffet is \$20.00 plus taxes and gratuity (7% + 6% + 12%)
- total numbers must be in 10 days prior
- full payment must be made 4 days prior
- presently working details for evening - guest speaker/silent auction etc
- Some names were discussed
- Ticket prices were also discussed and the possibility of an MCA one time subsidy.

Moved by John Hawranik, seconded by Bill Ralph. That the MCA dedicate \$1500.00 to the AGM and Banquet and that we set the ticket prices at 20.00. Carried

#3. – MB Road Cup Championship Series points are posted

Provincial Team Report:

Since our last meeting the Provincial Team Committee has met twice and I have met with Greg Guenther, High Performance Manager for Sport Manitoba, and spoken with Shawnee Scatliff, Assistant Chef de Mission for the Western Canada Summer Games.

The selection criteria of Provincial Program Participants to Provincial Projects has been reviewed and revised for the 2007 season.

The selection criteria for the 2007 Western Canada Summer Games have been finalized and approved by Sport Manitoba.

Both of the above sets of selection criteria have been forwarded to current participants in the Provincial Program and posted on the website.

The Athlete Agreement has been reviewed and only 2 changes are being suggested. Given that the Board approved the original document, it would seem that the Board should also be requested to approve any changes. These two changes are;

- 1) Sub-paragraph, 3.1 remove the words “at no direct cost”
- 2) Sub-paragraph 3.3 remove the words “as per the Equipment Policy”

The first change is being requested to allow for the possibility of assessing a fee for some coaching services.

The second change is simply a housekeeping matter as the MCA does not have an Equipment Policy.

A budget has been prepared for the 2007 season and requires the approval of the Board.

Notice of motions arising from this report:

- 1) Moved by David Johnston seconded by Cabrel Boucher: That sub-paragraph 3.1 of the MCA's Athlete Agreement be amended by deleting the words "at no direct cost" There was discussion on the merits of a user fee and the advantages of a full time coaching position. Carried
- 2) Moved by David Johnston seconded by Richard Nichol: That sub-paragraph 3.3 of the MCA's Athlete Agreement be amended by deleting the words "as per the Equipment Policy" It is believed that the MCA has 3 compu-trainers and 3 sets of disk wheels(TBConfirmed). Carried
- 3) That the Provincial Program budget for 2007 be approved. Held over to a future meeting.
David provided a quick overview of the budget with a handout.

Mountain Bike Update:

With the best of intentions to actually submit a report on time this month I have failed to do so once again! Also, I am unable to attend the board meeting this evening. I need to be at a Winter Games meeting as the XC ski coaching staff are not available to attend. However, I have nothing to report that cannot be discussed at the next board meeting.

The MTB Committee has not met this summer but we are meeting this Wednesday to review the season, year-end awards etc..

The KOM Committee has asked me to inform the board that it is committee's opinion that the MCA needs a Provincial mountain bike coach to compliment the current coaching staff.

My hope is that someone from the MTB committee will be interested in the MTB Coordinator position for the next 2-year term. To avoid a vacancy in this position I will allow my name to stand on the ballot, however, I think it's best to find someone who has more time to dedicate to this position.

I have read over the agenda and just want to point out that a Coaching Assistance Form (CAF) from Coaching MB needs to be filled out for the Road Level I course and that the course shouldn't need to cost much more than \$30/participant as Coaching MB will subsidize the rest of MCA's expenses. I have no strong opinions one way or the other in regards to Dave Johnston's constitutional amendments. Obviously, any constitutional changes will need to be advertised to the membership well in advance so we're looking at 2007 - never hurts to start now.

Sport Director's Report:

With the season winding down, there will not be a whole lot to inform you about at this point and time.

First off, the letter discussed at the last meeting in regards to the bike helmet legislation was sent off to the 3 Ministers (Ron Lemieux, Tim Sale & Theresa Oswald.) That was nearly a month ago, and the only reply we received was from the secretary of Ron Lemieux stating her intentions of bringing the letter to the attention of Mr. Lemieux.

As well, there's been a gentleman by the name of Al Hutchings who's contacted me in regards to getting some "Share the Road" Coroplast signs done and placed along some major thoroughfares throughout the city

(streets to be determined at a later date barring the outcome) He was looking for some funding through the MCA Recreation & Transportation Committee and came up with the following cost (from SignExpress):

25 @ \$7.50 each = \$187.50

He also had these locations in mind:

#1 - Pembina Hwy from " Confusion Corner " to University Crescent

#2 - Lyndale Drive from Norwood Bridge to St Mary's Road - 4 to 6 signs total

#3 - Assiniboine Avenue from Main Street west to Kennedy Street - 4 signs total .

And thought that others (if we got others) could be decided upon at the board's discretion.

We would have obviously have to contact the city, I think that's something that Mike and/or myself could do, to gain permission to place these signs. But Mr. Hutchings said he would be more than happy to help out in putting the signs up.

Chaired passed to Bill Ralph

Moved by Dave Benson seconded by Richard Nichol: Prior to approving the funds, the Board wishes to see a "Sample Sign" and that the Group has written approval from the City of Winnipeg to post the signs.
Carried

Constitutional Review:

Review of Constitution

Para. 40, given that we are considering a change in year-end and that a more specific time limit for the holding of the Annual General Meeting is desired, I would suggest that the words "yearly in the Fall" be replaced with "within 90 days of the fiscal year-end".

Paras. 42 – 44, detail requirements for notice of the AGM that aren't being followed and which are impractical. I would suggest that paras. 42 – 44 be deleted and that they be replaced with "Notice of any membership meeting(s), whether Annual, Special or General, shall be prominently posted on the Association's website a minimum of twenty-one (21) days in advance of such meeting."

Para. 45 mentions "the report of the Directors". It is unclear whether this is a single report from all Directors or individual reports or all Directors. This should be clarified.

Para. 46 describes a cumbersome process by which to determine the chairperson of any members meeting. I would suggest that para. 46 be deleted and replaced with "The President shall be the chairperson of the meeting. If the President is unable or unwilling to act as the Chairperson then the _____, shall act as Chairperson."

The above blank was purposely left as some suggestions are made later on in relation to Board positions and names.

Para. 52 addresses notice in relation to amendments of By-Laws. I believe that this period and method of notice can be covered more simply and clearly by replacing the words “provided that notice of the General or Special Meeting and of the proposed amendments is mailed and or e-mailed to each member of the Corporation at least thirty days before such meeting” with “notice has been given in the manner required for notice of any Members Meeting.”

Para. 56 delete “The Staff is responsible for keeping all books and records required by the Corporation By-Laws or by law”. These are responsibilities of the Board, which can then be delegated in whatever manner and to whomever is believed to be appropriate.

Para. 56 replace “September 30th” with “on the same date as Sport Manitoba’s fiscal year-end date”. I would also like to have a discussion around the question of whether or not our current Board positions and responsibilities are as effective as they could be.

We currently have 7 Executive Directors, being the President, the Vice-President Finance & Administration and the 5 Coordinators (Road, MTB, Provincial Team, BMX and Recreation & Transportation), who also make up the Executive Council.

In addition there are 3 Directors at Large and 2 Athlete Reps.

First off, there seem to be no duties for the Executive Council and I’m not aware of it having been used in the past 2 years.

No matter how talented our Directors at Large may be, we seem to make little good use of them.

The 2 Athlete Reps both seem to be under utilized, simply because the athletes don’t seem to approach them for anything.

I would make the following general suggestions;

- The position of Vice-President Finance and Administration is too large for one person and encompasses two distinct and non-related areas of responsibility. This position should be split into two positions; a Vice-President of Finance, to monitor the finances of the Association, and a Vice-President of Administration, to monitor the ongoing reporting, legal and staffing requirements of the Association.
- The 2 Athlete Rep positions should be deleted. They are under utilized and any related concerns of the membership can just as easily be addressed by the Road and/or MTB Coordinators.
- The 3 Directors at Large should be included in the Executive Council. This will provide individuals who are independent of the concerns of the Coordinators and able to make decisions that are in the best interests of the Association.
- The 5 Coordinators should be excluded from the Executive Council. This will allow them to concentrate on their areas of responsibility.
- Some assumed, although not mandatory, progression should be established into the chair of President. Perhaps this could be accomplished by changing 1 of the Directors at Large positions into

the position of Executive Vice-President, with full responsibility to act for the President in their absence.

- The duties of the Executive Council should be defined and it should probably relate to being a sub-set of the full responsibilities of the Board, with more specific responsibilities for monitoring the activity in the office and the day-to-day activities of the Association, including individual reports from the Coordinators.
- The full Board will then have to meet less frequently and only deal with matters of overall concern to the Association.
- All Board members should be elected for a 2-year term and the terms should be offset so that no more than one-half of the Board is new in any one year. If you were to call each two-year term a cycle, then the following positions could be elected in each cycle;
 - o Cycle #1
 - President
 - Executive Vice-President
 - Director At Large #1
 - Road Coordinator
 - BMX Coordinator
 - Recreation and Transportation Coordinator

If the Executive Vice-President is to become the next President, they must be replaced at the same time.

Replacing one Director at Large in each cycle means that one of them will always have had some experience on the Board.

Replacing 3 Coordinators in one cycle 2 in the other keeps the best balance between having experienced people on the Board and bringing in new ideas. There is no particular logic to having 3 replaced in Cycle #1 and 2 replaced in Cycle #2 or to which Coordinators are replaced in each cycle.

- o Cycle #2
 - Vice-President Finance
 - Vice-President Administration
 - Director At Large #2
 - MTB Coordinator
 - Provincial Team Coordinator

I realize that portions of the above represent significant changes, that further discussion is required and that the final agreed changes may differ significantly from what I have suggested above, however I really believe that the discussion needs to be had. I only put forward the above as a starting point.

Submitted By: David Johnston: Provincial Team Coordinator

Moved by David Johnston, Seconded by Drew Hawranik: That a Constitutional Review Committee be established to present to a Special General Meeting of the membership recommendations for constitutional bylaws changes. Carried.

Committee Members: David Johnston, John Hawranik, Richard Nichol
Special Meeting to be held on October 27th at 6:00 pm with a Regular Board meeting to follow.