

Minutes from the MCA Board of Directors meeting held March 22, 07.

Location- meeting room 239 Sport Manitoba bldg.

Time – 6:30pm

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

1) **Meeting called to order @ 6:40pm**

2) **Approval of Minutes** from last Board meeting held Feb.19/07. Rob N. proposes motion to approve the minutes from the last board meeting, Phil R. 2nds. Motion carried.

3) **REPORTS** (reports as submitted listed at end of section)

4) **Presidents Report.** – Ruth absent. (See attached report below).Richard acts on Ruth's behalf to cover points in report listed below.

- a. Office Staffing – Mike M. no longer in the office due to medical reasons. Jon Benson to pick up necessary hours until the end of August. Board should look into the hiring of a full time Director for a possible overlap of hours with Jon Benson before Jon leaves in September to resume his studies. **Action required: discussion at next board meeting for the posting of the Director position.**
- b. **Coaching Staff Positions.** **Action required** :review the coaching evaluation process as put forward by Ruth for incorporation into policy.
- c. **License in Progress** – **Action required** : Rob N. to check with CCA to see what licences (eg NORBA) are recognized in Canada so that riders coming up from the States are allowed to race under current CCA insurance coverage. Question is brought up that if we implement the \$25 License in Progress Policy (as outlined in Presidents report below), are the racers covered under CCA insurance. **Action required: Jon Benson to check insurance coverage to see if these riders would be covered under current policy.**
- d. **Community Cycling Coaching Program** – motion to accept the new “Community based Cycling Coaching Program” for implementation in the '08 season and to reimburse Ruth S. and Dave J. for out of pocket expenses incurred while attending the NCCP training course in Victoria for program noted above. Motion forwarded by Richard N. 2nd by Tim L., motion carried.
- e. **Kids of Mud website** – **Ruth S. to clarify** what actions are required at the next board meeting regarding the current “Kids of Mud.com” ‘vs. “Kids of Mud.ca” website issues.

5) **Vice Presidents Report** – (See attached report below).

- a. **Personnel/Staffing Policy** - ongoing discussion regarding the proposed Personnel/Staffing Policy. **Action required** :review the policy as submitted for further review at next board meeting.
- b. **Women to Watch Grant Applicaton** – The applications of Karin McSherry, Ruth Schappert and Leah Kirchman for the Women to Watch grant program (to a maximum of \$250 each) were supported by e-mail voting prior to the Board meeting and have thereby been ratified.

Phil Roadley leaves meeting at 7:10 pm. Remainder of meeting held without Quorum as only 4 members of Board are present.

6) **Secretary's Report** – No issues. Jon Benson has been dealing with any Bingo matters as they arise. Brief discussion regarding how Bingo's are awarded/allocated.

7) **Treasurer's Report** – Quick Books is up and running in the office. Jon Benson is currently being trained on Quick Books and training is going well. 2007Budget Application had been returned from Sport Manitoba. Bruce to review and special budget meeting to be held in early May.

8) **Provincial Program Co-ordinator's Report** - absent - (See attached report below).

9) **Mountain Bike Co-ordinator's Report** – (See attached report below).

- a. **Jersey Contest** – (item 10) – a design has been received from Kevin Braun. **Rob N. to forward design via e-mail for board to review at next meeting.**

10) **Road Report** –absent

11) **Rec and Transportation Report** – Bike lanes are currently being proposed for the Disralli Freeway. Current meeting and discussion with the Winnipeg Dirt Jump Association going well.

12) **New Business** – none to report.

13) **Next Meeting** - set for April 23 at 6:30 pm. **Jon Benson to book room at Sport Manitoba.**

14) **SPECIAL BUDGET MEETING** – set for Monday May 7 at 6:30. **Jon Benson to book room at Sport Manitoba**

Reports

Presidents Report March 22 2007

President's Report

Office Staffing Levels Summer/ Fall

A meeting with Mike McKee and Blue Cross took place on Thursday March 8 2007 regarding Mike's work status. Effective that date, he will no longer be in the office. His medical situation will be re-assessed for us in mid-July by Blue Cross and they will give us an update by the beginning of August as to Mike's work status.

I will be requesting that Mike return the Office security pass and keys at this time. All office requests and business information should only be forwarded to Board members and Jon at the cycling office. Please remove Mike's personal e-mail off your e-mail requests, e-mail groupings, forwards and any committee correspondence, as he is not available at this time.

Coaching Staff Positions

I would like to recommend that our Coaching needs be evaluated and our coaching positions be reposted on a yearly basis. We are seeing less and less of our Provincial team using our Coaching Staff as their primary coach and we need to look at whether we should be paying for a full- time coach if we are not getting the commitment from our athletes. (Dave can speak more about this). (Sport MB considers Marian full-time based on the Salary we are paying him.)

With the 6-month staffing evaluations being put into place, we are presently giving our coaching staff actual tasks that they are required to perform. (See attached coaching responsibilities presented to both Marian and Rick on Feb 16 2007.) They will be evaluated on these required tasks and their evaluations will be presented to the Board with an action request.

I would like to see the coaching evaluations take place quarterly rather than every 6 months so we can make any adjustments needed in our programs to meet the needs of our Athletes. Our Provincial Team Committee will be able to determine our coaching staffing requirements. I would like to bring our evaluation dates and any staffing level changes in line with our need to budget and our Sport Manitoba Funding Submissions so we are not playing catch-up.

I propose to the Board that our Coaching Staff Evaluations be presented to the Board in mid-January mid-April, mid-July, and mid-October. This would allow enough time to plan for the next year, with the actual evaluations taking place at the beginning of the reporting months.

License in Process

I propose that we charge the general membership fee of \$25.00 for a License in Process. Our Chief Road Commissaire supports this as we should be encouraging cyclist to become members, the race course should not

be a "free-for-all" venue, and it would signal the intent to get a full license. It is not a high fee and would allow for some insurance coverage for the rider.

The purpose of this license is to allow a cyclist to try an event. According to the Commissaires, we need to have a set process that will only allow someone to apply for the License in process once.

I propose the attached be entered as the License in Process Policy:

The new Community based Cycling Coaching Program

The new NCCP Model for sport has determined the need for non-competitive sport programs. For cycling this would be a new training opportunity to involve the community clubs of all areas in the Province.

The new program is designed with eight lessons that can be conducted on any flat surface. (Parking lot or field) by Community Level Coaches. This new program introduced to both Dave J and Ruth S in Victoria would allow cycling instruction to be more accessible to the general public and allow the community clubs to become involved.

I propose that we start planning to begin the Community Club program next season, by Planning a program in conjunction with the existing Kids of Mud Program, presenting the new program to the community clubs, and training new Community Level Coaches in fall so they are ready to go for the next cycling season.

This new program would allow us to significantly increase our numbers (all kids would need to be a member of the MCA), increasing the access to cycling, build a better base for Kids of Mud, our Junior Development Team, and our Provincial Team Programs.

I would like the Board to approve this new venture and allow the planning process to go to the Kids of Mud Committee.

I would like to request that the Board approve that the balance of any cost incurred by Ruth Schappert and Dave Johnston for the Learning Facilitator's Course held in Victoria BC March 2-4 2007 be paid to these two MCA Members.

Ruth's Total Cost \$ 1031.62 minus Winnipeg Region Funding of \$200.00 and Coaching MB funding of \$250.00 for a total of \$581.62

Dave J's Cost = 1231.51

•

License in Process Policy

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

The License in process shall be valid for 10 days to allow the rider to purchase a full race license. If they do not purchase a license in those 10 days they become a general member of the MCA only.

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

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 of people who have applied for the License in Process at the previous races and must enforce the one application per year rule. Commissaire 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 Office within 2 days of each race.

Manitoba Cycling Association March 22 2007

Vice Presidents Report

Partners in Cycling



VICE
MARCH 18, 2007

PRESIDENT'S REPORT SUBMITTED BY RICHARD NICHOL

I have four items that could be added to the upcoming meeting agenda. I have submitted two draft policies (attached) for preliminary review and discussion by the Board members as a result of discussions at the January Board meeting. Given the short time leading up to the next Board meeting on Thursday March 22nd. I suggest that:

- Both the two policy items be placed on the agenda as information/ notice items only and that they be discussed in more detail at the following Board meeting in April.
- The item regarding attendance at the CCA AGM is primarily a budgeting issue it can also be tabled until the next meeting or considered as part of the budget setting process.
- Women to Watch Grant Applications is a formalization of the Board's electronic discussion and should have a Board resolution/ approval for the decision to match the grants for the \$250 for the Women Watch Coaching Grant (K. McSherry and R. Schappert) and \$250 for the Women to Watch Athlete Grant)(L. Kirchmann).

1. Proposed Personnel/ Staffing Policy:

In response to the discussions concerning the possible lack of well documented personnel policies and procedures in the MCA. I have prepared a draft policy for the Board review and discussion. You will note that I have put question marks in areas where I am not sure of the Board's past practices and/ or current preferences. I have also looked at the Employment Standards Code of Manitoba on the websites contained below. Since I am not fully familiar with this legislation, its regulations and application relative to Provincial Sports Organizations I suggest that the Board may want to have the final version of this policy reviewed by Mr. Palamar before adoption to ensure that it complies with current Manitoba labour law

<http://web2.gov.mb.ca/laws/statutes/ccsm/e110e.php>

<http://www.gov.mb.ca/labour/standards/factsheet,doc,whats-new-2007.html>

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. In addition these types of decisions were not formally documented at the next board meeting.

A recent example of this practice is the two discussions regarding “Women to Watch Grant Applications” that were recently discussed via email amongst Board members with no follow up on what the decision of the Board was. The attached Draft Electronic Voting Policy proposes a more formalized process for discussions and subsequent recording of the for the Board member’s consideration. Given the short time leading up to the next meeting it is suggest that preliminary comments or concerns could be provided back to me before the next board meeting in April.

3. **Attendance at Canadian Cycling Association AGM:**

Article 13 of the Canadian Cycling Association’s constitution provides for the participation of three delegates from each of the Provincial Sports Organizations as outlined below:

(a) The number of delegates from the member associations shall be three as follows: the provincial delegate designated by the member association (1), one (1) delegate representing High Performance, and one (1) delegate representing Development. The three delegates may be the same person or may be different people, as the member association decides.

It is my understanding that past attendance at the CCA AGM may have been only by the President of the MCA due to funding concerns. To ensure that the Board has an ongoing relationship and fosters better understanding between the two organizations the MCA Board may want to consider budgeting for and sending more than one MCA representative to the CCA AGM.

4. **Women to Watch Grant Applications:**

This is a housekeeping matter that requires a resolution supporting the Women to Watch grant applications by K. McSherry, R. Schappert and L. Kirchmann.

Respectfully submitted

Richard Nichol



MANITOBA CYCLING ASSOCIATION

Draft Employment Staffing and Employment Procedures Policy for Discussion March 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, _____ 2007

MANITOBA CYCLING ASSOCIATION

Draft Electronic Voting Policy March 2007 For Board Discussion

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 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 "yes" votes from two thirds (majority) of those eligible to vote means that the motion does not pass.
10. The Secretary ensures the vote is recorded in the minutes of the next formal Board meeting.

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

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

Dated this day of , 2007

Provincial Program Coordinator's Report

Manitoba Cycling Association
 Provincial Program Coordinator's Report
 March 22, 2007

A meeting was held with the members of the Provincial Program and their parents on Friday, March 16th. Details of the upcoming Spring Camp were finalized and expectations and responsibilities for the coming season were reviewed.

With the information gathered at Friday's meeting and pending budget approval the committee will be able to proceed for planning for the coming season.

Respectfully submitted
Dave Johnston
Provincial Program Coordinator

Mountain Bike Co-ordinator's Report

MTB Coordinators Report March 2007 Board of Directors Meeting

- 1)Item 3-Feb 19/07 mtg-Schedule has been posted. For future race schedules we need to ensure that all site/time/contact info is included prior to sending to Jeff Malcovich for posting.
- 2)Item4-Quotes from Pacer Products and Accurate-see attached.
- 3)Item 5-third timer found in storage unit-?functional?
- 4)Item 7-Inventory-see attached
- 5)Item 8-Need to arrange who/when to remove stickers.
- 6)Item9-Posting of minutes
- 7)Item 10-Bingo status
- 8)Commissaire Clinics-Dave J.
- 9)Coaching Clinics-Dave J.
- 10)Item 13-MB Cup Jersey Contest is now posted-Louis Garneau will be the vendor.
- 11)Item 14-Birch Ski Area-Board suggested to approach Manitoba Lotteries directly for a bingo but according to their website this is not allowed, the PSO must allocate a bingo. Still awaiting proposals from affiliated clubs for funding alternatives for Birch.-I will present the JYD proposal.
- 12)Quad/Trailer Use Policy-see attached
- 13)BMX Report-Winnipeg Dirt Jump Association-met with the City of Winnipeg with favourable results and their next meeting is with local counsellors. I have been included as the BMX racing director and will represent the MCA's interests and support of this venue. Timeline for opening is hopefully spring 2007 with a BMX jump park, a trials area, and space for a sanctioned BMX racetrack. I have requested members for a BMX subcommittee and have so far received interest from George Mason (WDJA), Dave Benson, and Tim Woodcock. I hope to get at least 5 members before calling a meeting.

Pacer Power products [pacer@shawbiz.ca]

Quote:

Husqvarna 340 Chainsaw: 40cc, 16" bar & chain, 2-yr complete warranty / lifetime ignition, (includes carrying case, filing kit and mix oil). Very powerful, lightweight saw.
Reg: \$399.00 **Quote: \$369.00**

Pair Husqvarna commercial safety chaps: Reg: \$94.57 **Quote: \$87.00 (best performance / highest safety standard)**
or pair Husqvarna consumer safety chaps Reg: \$59.95 **Quote: \$49.95 (great value)**

Husqvarna commercial safety helmet assembly (6pt suspension, earmuffs, steel mesh visor etc.)
Reg: \$68.75 **Quote: \$58.00**

Echo PB-755 backpack power blower 63.3cc, Reg:\$789.00 **Quote: \$709.00 (monster power!)**
or Echo PB-620 backpack blower 58.2cc Reg: \$579.95 **Quote: \$540.00**

Echo SRM-3110 commercial brushcutter, 31cc (blade, bicycle style handles harness etc.) Reg: \$699.00 **Quote: \$589.00 (monster power / great price!)-note has line head and blade standard**
or Husqvarna 326RX commercial brushcutter 24.5cc (blade, bicycle style handles harness etc.)
Reg: \$589.90 **Quote: \$545.00**

5 gallon gas can **\$13.99**

4L chain oil **\$9.99**

1L easy measure Opti-2 bottles **\$17.99**

Thanks for contacting us. If you need help with any item, or if you have additional questions do not hesitate to call.

Regards,
Ed Medges
Product Manager

Pacer Power Products
3000 Main St. Wpg
(204) 475-5477
www.pacerpower.ca

$\$369 + \$87.00 + \$58 + \$709.00 + \$589.00 = 1356.00 + 176.28\text{tax} = \1532.28

Note-gas can, oil, chainsaw toolkit, brushcutter line conversion not included

Accurate Lawn & Garden
344 Pembina Hwy
284-5950

1-Stihl Chainsaw MF-230	\$329.00
1-Carrying Case	\$35.00
1-Helmet System	\$48.00
1-Chaps	\$70.00
1-3.79L Chain Oil	\$13.00
6-200ml Oil Mix	\$18.00
1-10L Fuel Can	\$7.95

1-Stihl Brushcutter FS-85	\$489.00
---------------------------	----------

(bike handles)
 Option B FS-90 4 mix \$539.00
 Less emissions
 1-blade kit adaptors/guard \$29.00
 2-chisel blades \$52.00
 1-1lb trim line \$17.00

1-Stihl Backpack blower BR-420 \$539.00
 Option B BR-600 4 mix \$699.00

Total \$1707.95 + tax=\$1929.98
 Option B 4 mix
 \$1857.95=tax=\$2099.48



Vehicle Use Policy

Quad and Trailer

RESERVATIONS-Booking the Quad

- Vehicle use requests must be made, on the prescribed form, to the Manitoba Cycling Association office (the office) in advance of the date required.
- In the case of conflicts in booking dates requested, the order of priority for use of the quad/trailer is as follows"
 - Organizer of next event requiring use of quad for course creation/setup
 - Organizer(s) of following event(s) requiring use of quad for course creation/setup
 - MCA affiliated clubs for trail or site maintenance
 - MCA members-for use in venue creation

COSTS

- Gasoline (and oil if required) is to be paid for by the user(s)
- The user(s) will be responsible for any deductible in the event that an insurance claim results from their use of the quad/trailer.
- The user(s) will be responsible for any damage costs incurred as a result of their use of the quad/trailer.
- The quad must be returned with a full tank of gas, the user is responsible for filling the quad with fuel.

DRIVER QUALIFICATIONS

- All quad drivers must be at least 18 years old and have knowledge of safe operating procedures for quads.
- Only persons preauthorized by the office may operate the quad.
- For the safety and well being of the operator and passenger (note only 1 operator and 1 passenger maximum may be riding on the quad while it is being operated), it is recommended that both parties wear a helmet and appropriate clothing, footwear and eye protection to prevent personal injury.
- Driving privileges will be revoked if the person(s) operating the quad is doing so in a manner that endangers themselves or others (including wildlife), as well as if the equipment is being abuse.

RESPONSIBILITIES

- The operator must operate the quad in a safe manner and obey all posted signs in the area of operation (ie.-No trespassing, No motorized vehicles etc.)
- Appropriate personal protective equipment should be worn when operating the quad.
- The operator and passengers are prohibited from smoking, consuming alcohol (during or prior to operating the quad), using illegal drugs, or prescription drugs that may alter the ability to safely operate the quad.
- The operator must not use cell phones or radios while the quad is moving.
- The operator must not exceed the vehicle load capacities-one operator and one passenger.
- Any accidents must be reported to the law enforcement authorities and the Manitoba Cycling Association.
- The quad must not be operated on public roadways where it is prohibited from doing so.
- Any fines resulting from violations are the responsibility of the operator.

QUAD/TRAILER PICKUP AND DROPOFF

- The vehicle keys and logsheet are to be picked up at the MCA office during regular working hours.
- Arrangements should be made prior to pickup to ensure the vehicle is available and that staff will be at the MCA office.
- The quad/trailer location will be disclosed by the MCA office.
- When the quad/trailer is to be returned the keys, any receipts for repairs, and the logsheet must be promptly returned to the MCA office.

VEHICLE MAINTENANCE

- All quad/trailer maintenance is the responsibility of the Manitoba Cycling Association.
- If the quad/trailer is damaged or needs repair, the operator should notify the MCA office and return the quad. The quad/trailer should not be operated until repairs have been made to avoid any further damage to the vehicle.

IF AN ACCIDENT OCCURS

- Take all reasonable steps to protect life and property.
- Contact the police and comply with police instructions.
- Do not assume or admit fault Others will determine liability or negligence after investigation.
- Report the accident to the MCA office (204-925-5686) as soon as possible.

Quad Trailer Checklist

Date(s) of use: _____

Person(s) Using Quad & Trailer _____

Date & Time of Return to MCA _____

Checklist:

Trailer:

Tires: proper inflation tire condition safe

Hitch: properly attached to tow vehicle and secured with safety chains

Lights: electrical connections secure and lights & signals operating

Tailgate: properly latched and quad secured with tiedown straps

Quad:

Tires: proper inflation tire condition safe

Oil: oil level checked and filled if required

Lights: all lights operational

Brakes: brakes tested to ensure proper operation

General Condition: visual inspection for broken or loose items, leaks

Return Checklist

Keys Returned: Gas tank full: Vehicle condition same as when taken:

Deficiencies or Damage: _____

Feb 2007

Quad/Trailer Use Request

Date: _____

Date(s) quad/trailer is required: _____

For whom is the quad/trailer required?: _____

Location of quad operation: _____

Name(s) of operators: _____

Note-No person under the age of 18 is permitted to operate the MCA quad.

What is the quad/trailer being used for?: _____

Contact Information:

Name(s): _____ Address(es) _____

Phone Number(s): home _____

Work _____

Cell _____

MCA-Storage Unit Contents as Feb 20/07

Signs				
Quantity	Item	Size	Discipline	
65	Coreplast-Race in Progress	38``x15``	Road	
6	Coreplast-Race in Progress	4`x4`	Road	
2	Coreplast-Race in Progress	3`x3`-orange	Road	
6	Magnetic-Race in Progress	approx 18``x24``	Road	for vehicles
In black duffle bag	Note-these are canvas signs to be used with pegs			
1	Camera Tripod		Road	
1	Large white canvas	24x24 approx	Road	question if for canopy
2	Start Line	24x24	Rd&mtn	
4	Finish	24x24	Rd&mtn	
1	Parking	24x24	Rd&mtn	
1	Feed Zone	24x24	Rd&mtn	
7	Race Route	24x24	Rd&mtn	
7	Race in Progress	24x24	Road	note-6 are from WBC
1 each	1Km, 2Km, 2Km, to turnaround		Road	
1 each	500m, 250m, 100m, 50m to finish		Road	
1	Coreplast-``Awards Dinner Sign``	8``x24``		
29	Road style cone with base	36``	Rd&Mtn	
47	Orange cones	12``	Rd&Mtn	
36	Orange cones	27``	Rd&Mtn	

Banners				
1	Start on one side Finish on other	very large	Rd&mtn	
1	Winnipeg CycleTouring			
Equipment				
7	Brooms		Road	Various states of repair
1	Thule Roof Rack		Rd&mtn	question-fit van
1	Timer in box		Rd&mtn	question if functional
2	small coolers-1 red 1 blue		Rd&mtn	
1	Electric-2 wheel grinder		Rd&mtn	
1	mechanics stool		Rd&mtn	
1	HED disc rear wheel		Road	no axle or bearings
10	white pails-1 with sponge and brush		Mtn	
1	White MCA canopy-in black bag and frame in black rectangular bag		Rd&Mtn	
2	Tents-mosquito type			
9	Helmets and pads-OLD			
1	First Aid Kit	black tool box	Rd&Mtn	
1	Pink Rubbermaid Container-contains miscellaneous number plates			
1	Paperboy style Sunlight canvas bag of safety vests-many			
Office				
9	Files boxes with MCA documents			
18 cases	Cyclists Map of Winnipeg			
2	Empty White cardboard file boxes			
Miscellaneous				
1	Blue Rubbermaid-filled with electrical cords and light string			
1	24inch wide roll of brown paper			
1 box	Leftover Provincials t-shirts			
1 crate	Miscellaneous flags/stop sings			
NON MCA Items				
8	Boxes of Body Building Files			
11	Large Coreplast Signs			
3	Boxes containing coffee mugs and garments-labelled			
2	Posing Podiums –in 3' x3' boxes			