

## **BNS Board Meeting Minutes 30 March 2017**

### **Attendance**

Ryan Lindh, Zach Steinman, Lola Doucet, Gaynor Ferguson, John Trites, Scott Davis, Susanna Fuller, Chuck, Sutton, Mary Ellen Donovan, Lorenzo Caterini, Madeline Lawler Melissa Ross, Ben Buckwold, Jesslyn Fowlie, Allan Scott

### **Regrets**

Mike Kennedy

### **Welcome Board**

Introductions of all present. Welcome.

Call to order 6:45

### **Review of Minutes**

No minutes from previous meeting.

Agenda approved by Chuck Sutton and John Trites.

### **Funding**

Funding comes from government, project funding and core funding (every 3 years and every year we submit a report \$8000, based on how we score) block funding (June), education advocacy, cultural and heritage, Welcome cyclist program, Department of Energy, Trail ride project, Project (standard cycles dept. health and wellness), marketing.

Sport for sport we need to apply for it and we are in the last stages \$20,000. Participation funding \$5,000 a year, competition and grassroots short track.

Competition side Canada Games is supported by sport for sports, we need to be on podiums nationally and internationally.

Get committees for each group using Facebook on BNS that deals with bikes so it is all shared which also feeds website. You can start a Facebook page it must follow the BNS criteria. Then you bring it back to the board for approval. If you need funding this is where it will be approved.

Lola got her BNS license and all board members need one and tell Allan what sectors you need. Registrar BNS you can check off different sectors and Allan can provide a link to those sectors and who is interested that sector.

Drop box is where all information is collected. Madeline has a guide for this. Board minutes will be here and minutes for your sector so it is available to everyone.

Emails as a board member some have business that might be a conflict, it will go to BNS email and to your private with a trademark signature.

Server information has to be set up and this was sent out November 16 2016, this will be resent and letter heads. Board affiliations and board responsibilities so we can have orientation for few times, board source is useful what you should be doing, strategic plan, conflict of interest all should be signed and an organisational structure diagram. All is in the drop box. How to we bring up a conflict interest speak to the chair, then when it comes up in the agenda then bring it up.

## Insurance

Directors Insurance is available to all directors.

Insurance is done by Mary Ellen. QC and BC were not part of the original insurance which had two policies one for competition and one for recreational, there was confusion of when this policy came into use and cross covered. This created problems which is not good if we had a claim. This year we have changed insurance with cycling Canada liaised with insurance provide to suit our needs so we are with Marsh as the Broker, which is the same insurance broker with BC.

This puts in place the same issue and clean up things and reduce two policies to one. We feel that this is better and no extra money and covered Blue route. Then we are looking at that when introduced with clubs and affiliated club and this produced questions and hopefully they will be on board. We have now FAQs and Facts on the new insurance. No queries as yet from Allan Scott. We should all read the FAQs and facts on the new insurance. The FAQs are living document if you get questions then forward to the board and they can take them forward to Marsh. We also have one waiver form but you could use your own waiver which would be submitted to BNS and then Marsh will check it over so it is in the Sutton fold simplifying everything.

Registering the zone 4 system does a good job of stepping through the process with waivers.

The mountain bike guide rules and regulations is not a risk management guide it covers it but it a document for races. Sutton doesn't have a risk management guide. They liked the document we had so it was a standard for all. The more that is in the document the more we will be liable. There should be committee for Risk management document. Or we can manage a risk or remove it and leave it up to the organisers. Mary Ellen needs to look at this document for litigations. Suttons agreed that we have a document by the end of

March and now April we have a rough document for that date. They look at it that we are the expert. It would help if BC has one. We have a race organiser guide for road, mountain and cyclocross and then we can do a recreational ride. Commissaire decide whether the race takes place for road. This needs to be nice and simple. The document does not cover any risk management. What one should be doing as an organiser look at the course and not individual pieces of the course and what is acceptable and not acceptable. Ryan's document Updated Race with current rules and hosting an event, Mary Ellen to look at.

We should reach out to the CCA so that a sign up to say steep downhill or sharp turn. Divide into two exercise the insurance document and the courses document. The commissaire is making good calls and a walk through the course, and check the signage. As long as due diligence has been done then we should be OK. Ryan is not the Downhiller he does Cross country races too.

Attendees list and BNS zone 4 system, if not a member they can join OEM (One event Membership), and BNS sanctioned race. Parks need to see the policy or do we need to get a new letter saying you are insured for this race. This needs to be followed up by Marsh. The waiver needs to be updated and on the same waiver on zone 4. On zone 4 we currently have 3 waivers we need this streamlined.

Six-week race time trial race are we covered. Marsh we can have a series as one event coverage for this to apply we need to be part BNS. This is going to be asked of Marsh.

Short track series and are not BNS members but club members are they insured. Sanctioned club races are covered but, not part of the point series. \$16.50 per person BNS needs to get the \$16.50 for every person in that club, when we invoice and when we are invoicing.

The FAQs from the insurance company needs to be sent out to all clubs. A call needs to be made to the president of the club. Madelyn, Jesslyn

and Allan will sort this out. Sanctioned form for all club rides, which then need to go on the website.

Bicycles Plus changed things on the fly and it was a notice to the club and not to BNS. Keep track of rides and who is ride leader and it is being changed for road works on this route or weather conditions. If you are not part of the club you are not covered for insurance, but if you have BNS insurance then they would be covered and need to sign a waiver.

Anyone over 70 years old has no insurance or AD&D.

## **Pictures**

Pictures were taken of members or sent to Lola and Adam Barnett.

## **VP Mountain Bike Trails Renewal**

Chuck was missed who took over from several people, so we keep him this year and then put his position up for renewal next year. Lola motioned his role, seconded by Scott.

## **Commissaire**

Michelle has been acting as chief Commissaire and so is Zach and we need a class A commissaire and this will be Pat MacDonald he needs to move up with recommend from the board. Stacey is class A but she hasn't been commissaire here in NS as she wants to be doing Nationals. If she wants endorsing she hasn't actually inside our province. For the commissaire who are working in the province. Pat is named as chief road commissaire and Michelle Marcinkiewicz chief mountain commissaire. Motion that Pat takes the course Zach motioned and seconded by Ryan all agreed by the board.

## **Sector updates**

Women on Wheels new logo, being developed.

Chuck looking at Spider Lake trails developed with Oasis do we want to do this or use association to take on the management piece to manage a number of trails BNS could offer insurance to the people managing the trails. MacDonald park BNS is in charge of the trail network. How do we want the go about this as number of to be developed and it is too big, so do we have a committee under BNS? Chuck looking with Marsh and Spider Lake at cost to insurance and a campaign to invite trail organisations to manage the trails and develop them. Do we have the capacity to manage this? BNS is not in charge of every trail we can give them support them how to do this. We will most probably want to be trail managers as and when they come up. We have the capacity with Marsh and help share the liability with the work done. But we need DNR, NS power, Landowners and environment involved with this. Will BNS act as the trail group, BNS has a role in this and will he put a proposal together. A management plan needs to be implemented which would report into the BNS Board. Insurance does cover Trails. If it brings more membership, then it would give us more of a voice and more administrative time.

Can bike we can ask Lyn what is happening?

Ben and Susanna met with Eddie Philmore and liberal MPs in the province and walk them through the blue route sometime in June when we have all the MPs in town. Tourism of NS sends out a fact sheet and puts a package together for MPs.

Canada Games selection committee has been form and Lola is Chair, with Zach, Lorenzo Ryan selection criteria has been finalised.

Sponsorship Workshop for Madeline, developing your sponsorships how to put a value on the sponsorship and several of the Provincial Sports Organisations. Cost of the course and a bus ticket home and Airbnb cost. She works for skiing, kayaking and BNS.

Mary Ellen proposed and Scott Seconded all board agreed.

Madeline only does 4 hours we would like to increase her time to 12 hours motioned by Lola and seconded Lorenzo. Board agreed.

Participation Funding \$5000 Jon and Lola went to and need from Mike and Helga to see if we are getting it, and if we are how much have we used, if we are not then see why as we should be getting it. We could re issue the numbers in the sport as we have more members. Competition members and or recreational but we can use the money more for competition.

Race Plates we need to buy them sooner rather than. We have three layouts to pick from 93 cents each total \$840, 700 numbered plates various colours and 50 blanks. Shipping \$35. We cannot wait for sponsors as we need them now. If we get sponsors, we can put their logo on the bottom. We haven't got a package as yet as this is still working project. Scott and Ryan working on race plates. Price may vary a bit. Motion by Susanna and Mary Ellen Seconded. Board agreed. Sponsorship on plates we will still pay \$5 a plate. One year plates. Money generated from Plates to be used on chips.

Cyclesmith want to use the chips and they are buy 25 extra chips and then we'll own chips. \$525 is what we are charging Cyclesmith.

Credit Card RBC waiting for approval hopefully back by Monday 3<sup>rd</sup> April 2017.

## **How do we keep track of OEM?**

OEM offsets the cost within two weeks towards a license. If bought online then it can be flagged, the catch is on the day OEM so they can go to Madeline. Madeline can compile a list and give to the race organisers the day before. OEM are a member of BNS.

Close of meeting 9:34pm

Next meeting is 12th April 2017 6:30 - 9:00pm at 647 Bedford Highway, Suite 101, Bedford. (End of Larry Uteck left and right.)