

Bicycle Nova Scotia
Directors Minutes
May 8, 2019

Attendees: Lola, Susanna, Tim, Rob, John, Mike, Mary Ellen, Jeff, Steve,
John, Darryl, Nate
Staff: Steve

Review of April Minutes/Action items:

1. Data/File Storage Issues: Staffing contracts need to be confidential with limited access controls. Financial files need to be retained for 7 years. Risks associated with putting HR and other sensitive documents on Google Drive.
ACTION ITEM: It was agreed that sensitive files/data documents would be stored on BNS computers.

Short Items:

1. Nominations for the NS Trails Federation are open until May 14th.
ACTION ITEM: Susanna will package up the nominations.
2. ACTION ITEM: Agreement to support Short Tract up to \$500 for insurance costs subject to a commitment to using the BNS logo.
3. The Green New Deal request was tabled.
4. Signage for Road cannot be located. Steve agreed to search for it and will email Shaun.
5. It was agreed that there should be generic medals for youth. The estimated cost is \$180/36 medals or approximately \$4.50/medal plus another \$1.50 to add the name. It was noted that the medals need to identify themselves as BNS medals.

6.Paracycling Opportunities: Darryl reported an excellent turnout for the paracycling event at the Canada Games Centre. Cyclesmith were fantastic in their support. One participant posted a video of herself from the event. Darryl looking at opportunities to expand interest of para athletes in cycling. Currently looking to identify teens who might qualify for the 2025 Canada Games. This would be enabled by further use of the Canada Games Centre for paracycling. The cost is \$16/lane/hr. He is looking at a rental of a lane for 20-24 weeks starting Fall 2019 for a total rental cost of \$320.00. Although BNS sector support is \$500, it was noted that Support for Sports would be a source of funding. Another funding source would be the Rick Hansen Foundation. Paul Tingley was noted as the contact person for the paracycling grants.

ACTION ITEM: Darryl and Jeff to meet.

7.Insurance: There have been changes to the BNS liability coverage. Current cost for youth members is \$9.90/member and \$10.90/non BNS member. The cost has been reduced to \$9.00/member with a loss to BNS of \$0.90/member. One issue is the impact of administration costs in designing the rate structure.

ACTION ITEM: Steve will circulate a couple of options for consideration.

In addition, there is the question of whether the youth rates should be stratified and also whether a UCI license would only be required if racing outside NS.

ACTION ITEM: Committee struck consisting of Lola, John, Shaun, Nate, Lorenzo and Darren with a view to this item being on the 2020 AGM.

8.Strategic Planning: The 2015 Strategic Plan was circulated. Question is whether the Strategic Planning exercise to discuss the appetite for

trying to change the cycling/car culture. It was noted that John had recently met with the Minister of Justice, Mark Furey, to discuss the outcome of a recent Antigonish cycling accident. There has been a volunteer call-out for an Infographic on MVA safety issues such as managing your visibility in the sun, trail etiquette etc.

NO ACTION.

9. Staff Report: Question of file/data storage system. Possible alternatives include MS or Google File Sharing.

ACTION ITEM: Steve to make recommendation.

10. Bike Book Marketing: Marketing Committee met May 8, 2019 and marketing for bike book well in hand.

NO ACTION

Standing Items:

Budget: Budget is still a work-in-progress. Next step is Mike to ask sectors to identify budget needs.

ACTION: Mike to send request for proposed sector budget to sectors.

ACTION ITEM: Susanna to circulate budget proposal.

Staffing Update:

1. A revised contract for Adam is in place. Contract has been updated to August 2019 with adjustments to address misalignment between contract terms and number of days worked.

2. Steve is coming on Full-time for the May 15 – August 15th period as the staff Administrator. BNS gets financial support of \$18,000 for this position as a Tier 2.
3. Two summer students will be hired with applications closing May 22. The salaries will largely be covered by Canada Summer Jobs with BNS required to top up in the amount of \$2,500.
4. A revised employment contract for Ben is required. Ben is required to raise his own salary.

ACTION ITEM: Susanna will circulate.

5. John had a 6 month contract with Sports Nova Scotia funding 75%.

ACTION ITEM: The contract needs to be updated.

6. WOW – The proposal is to provide Lynn Pascoe an honorarium of \$2,500 for the invaluable work done in support of WOW.

ACTION ITEM: Susanna looking into a source of funds for this.

7. Sports NS admin: BNS has been offered to share a SNS administrative person with BNS being assigned 25% of this time. This has the advantage of providing BNS a bigger voice at the SNS table. The cost is \$5,000.

ACTION ITEM: Agreed that this offer would be accepted.

Keji Event: Lola recommended adoption of a Race Organizers Indemnity agreement to ensure that the organizers met the requirements of Parks Canada. This was approved.

ACTION ITEM: Mary Ellen agreed to review draft indemnity agreement.