

**Bicycle Nova Scotia Board of Directors**  
**MEETING LOCATION**  
**September 2020**  
*Minutes*

**Present:** lola, Dwight , Jeff, john Trites, Maryellen, Steve, Jeremy, Lorenzo, Susanna

**Staff: Steve,**

6:30 Welcome & call in other board members  
 6:30 - 640 Review of Minutes/action items from June 2020  
 6:40 - 700 Standing items (Budget, New Proposals/Funding, Staff)

Staffing structure  
 700-720 Steve's list  
 720-740 Sexual Harassment policy  
 740-750 Cyclocross  
 750 - 815 Sector Updates (red flags, important issues)

815-830 Short items/Voting items:

- ORA

8:00 Meeting Adjourns

	ITEMS	DISCUSSION POINTS	ACTIONS/DECISIONS
1.	<b>Action Items From September</b>		-Policy manual to be approved by Sept 15 <sup>th</sup> , send to board (Susanna) - Action: develop one pager on infrastructure (where we are working and on what) - Website updated

			<ul style="list-style-type: none"> <li>- Follow up on AT Policy Framework (Susanna)</li> </ul>
2.	<b>Standing Items</b>	<p><b>Municipal projects</b></p> <ul style="list-style-type: none"> <li>- Hubbards update</li> <li>- Bridgewater plan</li> <li>- Provincial meeting on Sept 22 (moved to Oct 1)</li> <li>- Christine Eisan Release of AT policy framework</li> <li>- Website addition on complete networks and include list municipalities</li> </ul> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>- Steve parental leave for six months</li> </ul> <p><b>Proposals:</b></p> <p>Bike Passport update:</p> <ul style="list-style-type: none"> <li>- 4K figure in case the inkind donations for the project flal through or if connect 2 want to rework our budget</li> <li>- Inkind – speaking with KHS cycling, \$1200.00</li> <li>- Businesses have offered to put in various draw prizes</li> <li>- Two good grand prizes and a few other</li> <li>- Administrative and other costs covered</li> <li>-</li> </ul> <p><b>Additional funding</b></p> <p>\$4600.00 from COVID Re-opening, no PRO funding yet but have applied for PSO funding</p> <ul style="list-style-type: none"> <li>-</li> </ul>	<p>Meeting needed with Hubbards community (Alison to convene)</p> <p>Motion to commit 4K in contingency funding for this project</p> <ul style="list-style-type: none"> <li>- ME moves, Dwight seconds</li> </ul>

2.	Staff report	<ul style="list-style-type: none"> <li>- Update on socks</li> <li>- Books sales</li> <li>- Steve will do another push for holidays</li> <li>- Should we get shops to buy outright, reduce the fees to 19-20.00 (minimum of 10 books)</li> <li>- Website update – pages coming back on line, and where we have member discounts...</li> <li>- Clubs page, more information on what to expect for people who are new to cycling for people who join a group ride.</li> <li>- Outstanding: incident report form and tracker back up and running</li> <li>- Insurance claim form, emailing directly from the website is a problem, Hebbs are working on this</li> <li>- Leasing agreement, 2 years long, leasing agreement, up in November</li> <li>- 2.5% increase at 3:% or less</li> <li>- Space on the 4<sup>th</sup> floor if it comes up / storage space and cycle NS pamphlets stored there</li> <li>- HCC, space ??</li> <li>- 5-6 touring questions every two to three week.</li> </ul> <p><b>Book sales discussion:</b></p> <ul style="list-style-type: none"> <li>- Sales have met minimall expectations (3000 printed, ~350 remaining)</li> <li>- Gives us a presence in all of the bike shops</li> <li>- Book for a variety of good reasons has about 106 rides</li> <li>- Consider whether we do a second book, Haynes..volume 10.</li> <li>- Look seriously at whether we should enhance our visibility and provide a positive product.</li> <li>- Steve to call Nimbus, they do have numbers with the last royalt, see what is left on inventory.</li> </ul>	
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		<ul style="list-style-type: none"> <li>- Second book additional book with different rides. (April discussion)</li> <li>- People asking for a continuous provincial tour route</li> </ul>	
3.	<b>PRO/ PSO Reporting</b>	<p><b>Question. Re PSO / PRO tiers reporting for October meeting</b></p> <ul style="list-style-type: none"> <li>- PSO pushed evaluation back by a year</li> </ul>	
4	<b>AGM planning</b>	<b>Start AGM prepping for specific updates (2020-2021)</b>	<b>Board nominations, and who is re-offering</b>
	<b>Next meeting</b>	<b>October 14<sup>th</sup>, 2020</b>	
	<b>Adjourn</b>		

Submitted by: Susanna Fuller