

Minutes of the Kawartha Cycling Club
Executive Meeting
April 3rd, 2017 2:00 pm. at Spokes for Folks

In Attendance: Mike Gorman, Deb Smith, Andrew Staneland, Deb Craven, Rob Ferguson, Craig Wilson, Deb Craven, Jim Wemyss, Gunter Meyer, Bill Morris

Regrets: Art Hornibrook, Pat Staneland

1. Jennifer Robertson - Public Health Nurse with H.K.P.R. District Health Unit

Jennifer did a presentation to the KCC exec on Concussions which is a Brain Injury. The main Take aways from her presentation were 1) The OCA has a good Concussions Policy and 2) Ride leaders need to be aware of how to recognize a concussion based on a series of guidelines. It was felt that the KCC will have to adopt a Concussion Policy based on the OCA Policy. Most importantly we must have a procedure in place where someone with a suspected concussion is prevented from riding the remainder of a ride and is offered help by 2 persons. In this case one person would stay with the concussed rider and the second would ride immediately back to the ride start location and get their car and drive to the location of the crash to pick up the injured rider. The two assistants would then proceed back to the ride start and figure out how to get the injured rider home.

2. Agenda Review:

The agenda was moved to be accepted by Bill Morris. Motion second by Jim Wemyss. Carried.

3. Minutes of February Exec Meeting:

- a) Bill Morris motioned to accept the minutes. Seconded by Jim Wemyss.
- b) Follow up items from the February meeting were discussed in this meeting.
 - I. Contact Rick Lund-Pettersen re Banner – Deb Craven will contact Rick and indicate we would like to have pricing by April 30th so we can go ahead. After that date we will proceed with our own suppliers.
 - II. All other items were discussed within the meeting

4. Financial Update:

Please refer to the comprehensive financial report as prepared by Craig for specifics (dated April 3rd. 2017) Mike motioned to accept the financial report, Seconded by Deb Smith.

- a) 2016 Income Tax has been done. Recent correspondence from Revenue Canada indicates we have a \$0.00 balance owing.
- b) There have been 3 payouts by CCN to date for a total of \$679.72
- c) Membership – to date there are 41 members. Andrew asked about the free membership won by David. David will register and submit the receipt for reimbursement. Cheque has been issued to Rick Lund Petterson who paid membership for David.
- d) Deb Smith has been added as having signing authority on cheques for the KCC.

5. CCN-KCC Club Registration Set-Up and Mail Chimp Notifications:

- a) Deb Smith will contact CCN regarding her phone number on the membership card and try to get it changed.
- b) Deb Smith will also find out from to CCN where to download email addresses for Mail Chimp and advise Andrew when the list is ready for use.

- c) Andrew will send out Mail Chimp notification for the Bike Tune up workshop & Can Bike Course by Monday April 17th 2017.
- d) Deb Smith will send out a KCC Join Now Mail Chimp as soon as the list is ready.
- e) Deb Smith has agreed to send out Thursday Ride email notifications to members in addition to the Wednesday and Sunday Ride notifications.
- f) Andrew Staneland will continue to send out Trail ride email notifications.

6. Kit Sales:

- a) The present Kit order has been delivered to all but 1 member.
- b) Mike Gorman to confirm to Andrew the kit prices from Champion Systems are correct.
- c) Rob Ferguson will update the Kit Catalogue Spreadsheet.
- d) Andrew Staneland will contact CCN and ask them to open the store for 3 weeks from April 20th to May 11th.
- e) Mike & Deb have agreed to pad up the order if there is a shortfall on items in order to meet minimum order requirements as they have done in the past. Items ordered by Spokes for Folks will be sold in the shop at regular retail markups.

7. 2017 Ride Offerings :

- a) Sunday PM ride – start locations will vary between Lindsay & Cambray with a few rides from Dunsford. These rides will be lead by Deb Smith and Jim Wemyss
- b) Wednesday evening road rides will continue as previous. These rides will be lead by Deb Smith and Jim Wemyss
- c) Wednesday evening Casual ride – Now led by Gunter Meyer with Pat Staneland as backup will continue until the end of August.
- d) Thursday rides – will continue to run as usual with minor changes. Each ride will have a ride captain. Please see the attached schedule of rides for appropriate leaders.
- e) Trail rides – will be lead by Andrew Staneland and Gunter Meyer. There will be 2 trail rides a month. Each ride will be on Monday. The ride will not fall on the Monday of a holiday weekend.
- f) Andrew Reconfirmed the Try-a-Rides –There has been a new policy from OCA regarding try-a-ride. The club is only allowed to offer 2 try-a-ride rides per month. Each ride may have an unlimited number of riders. It was decided by the executive to aim for the try-a-rides to be held on the 1st Wednesday or Thursday of the month. The OCA requires one week advance notice of such an event. Note: We will now try to refer to Try a Rides as Try Out Rides to conform with the OCA description.
- g) Annual Club Membership Ride –Will be held on Sunday, September 10th in the afternoon. It is open to all members of the club regardless of level of cycling expertise.

8. OCA Club Development/Excellence Summit 2017:

While this was not discussed at the meeting I have left it on the minutes as a reminder that we will work on this file as time allows throughout the summer.

- a) Compliance with these expectations is requested by the OCA by 2018.
- b) Andrew will review the list of the expectations from the OCA. And suggest which items on the list will be reviewed by the executive in order move forward with a plan of action.

9. **Website:**

- a) Andrew has updated each page of the website for 2017.
- b) The 2017 Ride Schedule is being updated to reflect the ride leaders for each ride as per the ride leader spreadsheet attached with these minutes.
- c) Any new ride maps will be created in Strava as it does not appear to be possible anymore to create maps using PDF format as Andrew did previously.

10. **Facebook:**

- a) Deb Craven will start to push **Join Now** for the KCC as the season approaches.
- b) Deb will advertise the **Bike Tune up Workshop** to be held on April 20th 2017 based on a write up provided by Andrew Staneland.
- c) Deb Craven will also mention the **Can Bike Course** on Facebook.
- d) Deb will also mention that KCC is available on Strava for members who subscribe.

11. **CANBIKE:**

Cycling Canada website is ready for CANBIKE instructors to sign up. Proof of being a CANBIKE instructor, police check and first aid certification required to sign up. Once done, a short refresher quiz needs to be completed. To date we have 5 Can Bike instructors in place.

CANBIKE Course: April 28th – 29th – May 13th 2017.

- a) The Lindsay Police Station meeting room located at 6 Victoria Street North has been booked at a total cost of \$75.00
- b) The following Instructors will be teaching the course. Deb Smith, Pat Staneland, Rob Ferguson and Andrew Staneland. Gunter Meyer will also teach once his Can Bike Instructors license is received.
- c) A planning meeting for the above course is scheduled at Deb Smiths house for Monday April 17th 2017 @ 2:00 pm. To divide the course material.
- d) Andrew will be approaching additional candidates who have expressed interest.

Scott Young School – Can Bike Course: May 1st – 5th 2017 – 11:35 am. – 1:35 pm.

- a) The next meeting with Andre at Scott Young School will be Monday April 10th at 3:30 pm. Please be prepared to meet beforehand to discuss the division of curriculum.
- b) Bells and Water Bottle cages have been ordered from Cycle Lambert and will be delivered Spokes for Folks by Friday. The cost is being picked up by Andrew Staneland and the components are being supplied at cost by Spokes for Folks. The bells and cages will be delivered to Andre at the school on Monday so he can have the students install same as part of the bike tune up sessions he is planning to run.
- c) Water bottles will be supplied by Spokes for Folks at the time of the event.
- d) Cycling caps need to be picked up from Art Hornibrook as they will also be given out to each student at the course.
- e) Deb Smith will inquire of A Place Called Home if we can make donations for tax receipts to APCH and have the funds redistributed back to the KCC as a management fee earmarked as costs for the Kawartha Classic. Funds can then be paid out to Can Bike instructors to cover costs. APCH has accepted our proposal.

12. Away Trips:

- a) The spring trip to Prince Edward County, from June 13th-15th has been well received by the membership with 21 people signed up.
- b) Bill indicated he will prepare an itinerary for the trip by the end of May and handle trip correspondence via his own email list.

13. Community Advocacy Update:

- a) Trail update – Victoria Rail Trail committee are working at how to widen the gates to accommodate ATVs.

14. KCC Banner:

- a) Rick Lund-Pettersen has been spoken to regarding specs for a banner. Deb Craven will contact Rick and indicate we would like to have pricing by April 30th so we can go ahead. After that date we will proceed with our own suppliers.
- b) Deb C & Rob have worked on a design for a feather banner – Note: Please circulate the design so we can have a look at it.**

15. Kawartha Lakes Classic Discussion:

- a) Rob Ferguson has agreed to sit on the organizing committee.
- b) Deb Smith reported sponsors are being approached for the 2017 event and we have numerous sponsors. Bill Morris will approach a few potential sponsors in Bobcaygeon as apparently we have none from the area.
- c) New sponsor packages have been prepared and 2 were given to Bill.
- d) 101 participants are now signed up for the 2017 Kawartha Classic
- e) Event Announcement Cards have been printed and are being placed throughout CKL to help draw awareness for the event.

16. Next Meeting – Monday, May 8th, 2017 at 2pm at Spokes for Folks.

Deb C motioned to end the meeting. Seconded by Rob.