

Minutes of the Kawartha Cycling Executive Meeting  
November 16th. 2015 at Spokes for Folks

In Attendance: Mike Gorman, Art Hornibrook, Pat Staneland, Deb Smith, Andrew Staneland, Deb Craven, Craig Wilson, , Jim Wemyss, Rob Ferguson, Gunter Meyer

1. **Agenda Review:** Jim moved to accept the agenda. Motion second by Gunter. Carried.
2. **Address from the President:** Andrew addressed the executive commending them on their work and dedication to the club. Andrew proposed a structure change within the executive with each member having a job description as well as pairing a backup. (Copy of speech attached).
3. **Minutes of October Exec Meeting:** Deb S. motioned to accept the minutes. Seconded by Craig.
4. **Executive Meeting Follow-up:**
  - a) Bike Trip Binder – Pat has not yet put together the trip binder including guidelines on how to plan a club bike trip
  - b) Cycling Training Fund 2015/2016 – four grant applications have been or will be submitted. The funding requested by Laura McCarthy for work on the Rail Trail from Lindsay to Fenelon Falls has not granted. The second to the MTO to support a CAN BIKE training session for the Boys and Girls Club next summer for kids between 9-14 years of age (submitted by the Boys and Girls Club.) The third and fourth submitted by the KCC to cover a CAN BIKE 2 course in April and a CAN BIKE instructors course in May/June.
  - c) Andrew, Mike and Craig will organize a method to maintain the sale of kit.
  - d) Art and Andrew did meet to discuss ride updates.
  - e) The Constitution of KCC will be amended for the 2016 AGM.
5. **Minutes of the AGM:** Gunter motioned to accept the minutes. Seconded by Craig.
6. **Financial Update:** Please refer to the comprehensive Financial handout as prepared by Craig for specifics (dated November 1, 2015).
  - a) Craig presented the club's year ending financial report which showed a closing bank balance of \$5,479.46.
  - b) With Mike stepping from the President position, he is required to notify the CIBC bank of that change.
  - c) Andrew has met with the CIBC and acquire his signing authority for the club.
  - d) Art is required to meet with CIBC regarding signing authority.
7. **Kit Sales:**
  - a) Inventory sold at the AGM included 2 pairs of socks and 1 gift certificate
  - b) Deb S questioned how to let the membership be aware of the kit inventory still available (total of \$576 worth of kit). At present info is sent via email blast by Brian McFazen or on Facebook. The deadline for ordering kit to ensure delivery for May 2016 will also be communicated in this manner. In Brian's email he will supply a link to the CCN site to purchase kit items.
  - c) Andrew will update the website catalogue & Rob will work with Andrew to show the club logo on items on CCN.
  - d) Mike suggested using a code system of each item of inventory to track the selling on inventory for next year
  - e) It was mentioned by perhaps an earlybird incentive should be available to members to encourage kit sales
8. **Website/Facebook:**
  - a) Andrew has been going through the website doing updates
  - b) Andrew has requested that if anyone notices things missing on the website to contact him

- c) At the present there is no link to CCN membership. This will be done once the cost is up to date.
- d) KLC pages are presently turned off but will be reactivated once updates for the 2016 event are done
- e) Deb C continues to add to the KCC Facebook page. Deb is also working on getting a presence on Twitter & Instagram. A Twitter account has already been acquired.

9. **Executive Duties:** (Please refer to attached document)

As the new President, Andrew felt that all members of the executive should have roles and responsibilities. Also there should be no Directors at Large. Using the standards used by the Haliburton Real Easy Ryders executive and the KCC Constitution, Art put together a document describing a role and responsibilities for each member of the executive. These were reviewed and a few changes made. It was also felt there should be a backup for each position. Art will rewrite the document with all appropriate changes and distribute to the executive for approval.

10. **Survey Results Summary:** (Printout of Monkey Survey results available. Also results noted in minutes of AGM)

As a result of the survey Andrew presented a document (attached) of possible 2016 Rides. The document was discussed with the following results.

- a. Thursday rides – will remain as is. Andrew & Art have put together the Thursday ride schedule for 2016. Art will be the Ride Coordinator with Deb Craven as backup.
- b. Sunday Rides –
  - I. Morning - there will be a morning ride that will start from Lindsay and coordinated by Dermot Doyle. There will be 3 groups all starting together on the same route. The A group will cycle faster (>28km/hr) and farther, the B group >25km/hr at a medium distance and C group averaging 23km/hr at a shorter distance.
  - II. Afternoon – The afternoon start will alternate between 2 locations (one in Lindsay, one in Fenelon Falls). It will be coordinated by Deb Smith with Jim Wemyss as backup. The distance will average 40-50km at ~23km/hr.
- c. Tuesday Ride – Mile would like to continue the Tuesday evening time trials. He also suggested a possible 16 lesson Skills Development course.
- d. Wednesday Evening Ride –
  - I. The 30-40 km ride at >23km/hr will remain the same starting from Lindsay and coordinated by Jim Wemyss with Deb S as backup
  - II. A second evening ride will be offered at a slower pace with a distance of ~20km also starting in Lindsay. Ruth Wilson will be contacted as possible ride coordinator.
- e. Friday Ride – Andrew proposed a monthly Friday morning trail ride. The distance will range from 20-50km at a pace of 15-20km/hr. Gunter will coordinate the ride with Andrew as backup.
- f. Anytime ride – these are the impromptu rides that get organize by email communication. They average 40-60km at a pace >22km/hr. Discussion came up regarding OCA coverage for such a ride. It was felt that the OCA would need 48 hours' notice for member coverage.
- g. Spring Away Trip –

- I. Petit Train du Nord - Bill Morris proposed a trip to cycle the Petit Train du Nord. Andrew put together a cost of what the trip may be and it was felt by the executive that such a trip may not be suitable to all members. The trip will be offer to the members however it would not be considered the club spring trip.
- II. Spring Trip – Mike suggested cycling in Ottawa leading into the Father’s Day weekend (June16-19) so members could also see the Preston St. Race
- III. Fall Trip – September 20-22

**11. Kawartha Lakes Classic Discussion:**

- a) 2016 event will be held on Saturday August 27th
- b) There has already been a meeting of the organizing committee for the 2016 event. Boston Pizza/Canadian Tire will again be the lead sponsor. The committee are starting to line up sponsors.
- c) George Skerrett will do emergency preparedness for the event..

**12. Banquet:**

There was positive response from this year’s banquet. The plan for next year to return to the Lindsay Golf and Country Club. There was a question of changing the banquet to a Friday evening. The proposed date in Friday October 28<sup>th</sup>.

**13. Next Meeting – Monday, January 11th, 2016 at 2:30pm at Spokes for Folks**

Deb S motioned to end the meeting. Seconded by Deb C. Carried.



## **Presidents Notes: KCC Executive Meeting Nov 16<sup>th</sup> 2016**

First I would like to thank everyone for all their hard work over the past year and for remaining on the board for another season. Continuity in small organizations is important and I feel we have a strong group of board members representing a wide range of cycling interests.

As your new president I want to work toward continuing with our successes and improving our operations and ride offerings for 2016 and beyond.

The Survey results indicated that for the most part members are happy with the operation of the club and also pointed out some things we could change regarding rides. We will be discussing the survey results later on in the meeting.

Based on the survey results and numerous discussions with various club members I have prepared a summary sheet of possible ride offerings which we will review later in the meeting. The summary is really intended as a discussion starting point and will hopefully lead us towards developing a ride schedule that everyone is happy with.

With respect to operating the club effectively and efficiently I want to talk for a minute about our structure.

I want everyone on the board to feel fully engaged in the activities of the club. I would prefer to have no more directors at large, rather directors with a title that has a job description attached to it.

The Proposed job descriptions that we will discuss today will be a good starting point and I want everyone's input on how all of the items listed can be divided up equally such that we are assigning requirements to directors with those strengths or alternatively to directors who are willing to take on new roles where they maybe learning new skills.

Please review the proposed job descriptions and today will be a first attempt at identifying requirements and matching them to individuals.

Secondly I want to ensure that we all work in partnerships such that everyone has another board member who they can rely on for backup should the need arise. The backup would be responsible for bringing updates to the meeting and handling the activities of the board member who is away.

This will ensure that we can continue forward without having to defer items at meetings. I feel that our timelines get very tight when items are deferred.

In closing - Most importantly I want to insure that the Kawartha Cycling Club is a fun club to belong to. I also want to ensure that The Executive Board of the Club is a fun board to belong to. We are a volunteer board and I think we all get a lot more out of this volunteer work if we are having fun. I know I certainly do.

**Since this is a cycling club, lets all get out there and ride our bikes as often as we can.**

Thanks you again for being part of the Bard and I look forward to working with everyone throughout the year a a wide variety of projects.



## Executive Roles and Responsibilities

**President: *Andrew Staneland*** – Back up: Art Hornibrook

- Direct the activities of the Club
- Schedule and Chair meetings
- Key contact with the OCA and all other official cycling bodies (except regarding financial matters)
- Collects incident reports and forwards to OCA and Secretary
- Collects try-a-ride information and forwards to OCA and Secretary
- Solicit agenda items from other executives for Executive and AGM agendas and forward to the Secretary.
- Prepare welcoming member letter and forward to the VP for implementation on CCN
- Act as signing officer
- Coordinate an annual review of Executive Roles and Responsibilities at seasons end or as required if sooner
- Promote the Club and its activities throughout the community
- Other duties as required through the season

**Vice – President: *Art Hornibrook*** – Back up: Craig Wilson

- Act for the President when required
- Act as signing officer
- Coordinate the identification of Executive nominations for the AGM
- Organize elections at the AGM
- Annually update Policies and Procedures and document as required
- Coordinate the annual review of the Risk Management Policy and amend as required
- Send revised (if required) policy to the President for OCA communication, secretary for filing, and CCN for membership application
- Key contact with CCN regarding set up issues related to membership, kit sales and the Kawartha Classic.
- Respond to enquiries from the Club's admin e-mail address
- Other duties as required through the season

**Secretary – *Pat Staneland*** – Back up: Deb Smith

- Prepares Agendas for meetings and distributes
- Keep the minutes of all meetings (Executive and AGM)
- Collect all matters related to the Club and retain in a manner that complete records of the Club activities are maintained
- Other duties as required through the season

**Treasurer – *Craig Wilson*** – Back up: Art Hornibrook

- Attends to all financial matters of the Club
- Maintains complete records of all financial transactions
- Acts as signing officer
- Pay all expenses and invoices ensuring all payments are supported by valid receipts
- Prepare monthly financial cash flow statements for executive review
- Prepare and present year-end financial statements for the AGM
- Review and renew (if approved) the Directors and Officers insurance
- Acts as Club contact with the OCA and CCN on all financial matters
- Handles financial aspect of “kit” sales
- Other duties as required through the season

**Social Media Coordinator – *Deb Craven*** – back up Gunter Meyer

- Update Facebook, twitter, Instagram and u-tube
- Works with the Membership and Communications Coordinator
- Other duties as required through the season

**Membership and Communications Coordinator – *Gunter Meyer*** – Back up Rob Ferguson/ Deb Craven

- Prepares and distributes (or delegates to Brian McFadzen) the KCC enews to all members on a timely basis.
- Maintains Club e-mail list. Keeps prior years’ list active until July
- Receive and verify any manual membership applications and enter on CCN website
- Update application package and forward to VP for CCN posting
- Banquet organization
- Mid-season BBQ organization
- Other duties as required through the season

**Ride Coordinators – Art Hornibrook/Deb Craven; Deb Smith/Jim Wemyss: Gunter Meyer/Andrew Staneland**

- Prepare a draft copy of annual cycling schedule and ride description
- Forward schedules and descriptions to the Webmaster for website posting and to VP for CCN posting if required
- Annually review rides and maps and update as required
- Arrange Ride Captains for each ride
- Review Ride Captains duties and responsibilities annually and communicate to Captains prior to season start
- Review try-a-ride and incident reporting requirements and communicate to ride captains
- Annually review website safety information and update as required
- Communicate via Membership and Communications Coordinator or delegate any ride changes
- Ensures all riders are Club members

**Trip Coordinator – Pat Staneland – back up: Rob Ferguson**

- Solicit interest from membership in organizing an away trip
- Assist trip leaders in event preparation
- Provide an updated standard practice for away trips
- Annually review the years trips and report at the AGM
- Maintain on file (and forward to the secretary for filing) all trip plans
- Other duties as required through the season

**Webmaster: Andrew Staneland – Back up Pat Staneland/Art Hornibrook**

- Maintain the website
- Ensure website is up to date prior to the new season
- Maintain Kawartha Classic webpages
- Post all meeting minutes on the website
- Maintain upcoming events
- Maintain ride maps and schedules
- Update google Calendar
- Ensure links to CCN function properly



**Kawartha Lakes Classic Cycling Tour Coordinator – *Deb Smith*** - Back up: Art Hornibrook

- Lead an established team as follows:
  - Administration, publicity, promotion & fundraising – Dave Tilley
  - Route development, mapping and signage – Dermot Doyle
  - Sponsorship leadership – Art Hornibrook, Jim Wemyss
  - Financial reconciliation – Craig Wilson
  - Site management – John McEachen
  - M/C – Gunter Meyer

**Community Advocacy Coordinator: *Rob Ferguson*** – Back up: Art Hornibrook

- Works with other groups either directly or through a delegate to ensure our cycling interests are heard.
- Currently acts as KCC representative on the City of Kawartha Lakes Sports & Recreation Council
- Ensures we are represented on the Green Trail Alliance, Trans Canada Trail and Pathways to Health committees
- Attends meetings with the City or MPPs that focus on active transportation and/or cycling.

**Immediate Past President – *Mike Gorman***

- Act as advisor to the Executive and carry out duties as requested
- Attend all Executive meetings and the AGM
- Recruit active Club members to serve on the Executive
- Coordinate KIT sales with Treasurer

**Director(s) without Portfolio**

- Attend Executive Meetings
- Lead special projects throughout the year



## Possible 2016 Season Ride Offerings

Item No	Day	Start Time	Description	Distance (KM)	Average	Frequency	Notes	Proposed	Ride Coordinator	Backup
								Start Location		
1	Sunday	9:30 AM	UCC Style Ride 3 Groups with Sweep	50-60	> 28 Km/hr, > 25 Km/hr, >23 Km/hr	Weekly	Note 1	Alternating Lindsay/Fenelon Falls	Dermot Doyle	
2	Sunday	1:30 PM	Typical KCC Sunday Aft Ride	40-50	>23 km/hr	Weekly	Note 2	TBA - Prefer 2 Locations only	Deb Smith	Jim Wemyss
3	Tues/any day	None	Time Trial	Based on Strava Segments	As fast as you can go	Anytime	Note 3	Per Strava Segment	Dermot Doyle	
4	Wednesday	6:00 PM	Typical KCC Wed Night Ride	30-40	>23 km/hr	Weekly	Note 4	Lindsay Recreation Centre	Jim Wemyss	Deb Smith
5	Wednesday	6:00 PM	Slow Pace short Wed Night Ride	10-20	15 km/hr	Weekly	Note 5	Lindsay Recreation Centre	Ruth Wilson	
6	Thursday	10:00 AM	Regular Thursday Ride	30-60	18 to 25 km/hr	Weekly		Varied - per schedule	Art Hornibrook	
7	Friday	10:00 AM	Friday Trail Ride	20-50	15 to 20 km/hr	Monthly	Note 6	Monthly per schedule	Gunter Meyer	Andrew Staneland
8	Anytime	10:00 AM	Instant/Short Notice Ride	40-60	>22 Km/hr.	Usually Spring and Fall	Note 7	Monthly per schedule	Brian McFazden?	

Note 1	Ride will include a distance event Monthly Propose 2 start locations - Lindsay/Fenelon Falls. Based on Strava Gran Fondo Badges Propose May 75 km June 100 km July 125 km August 160 km	Must develop Sweep Schedule??  Regular 50-60 Km. ride will always happen. Longer Distances will be an option once a month.
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Note 2	Route Maps required for each ride	Maps to be posted on Web
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Note 3	Each Week a different Strava Segment will be picked - Details to be worked out. Results will be comunicated to Riders via Stra Burn Fairbairn is an example.
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Note 4	Route Maps required for each ride Proposed to start at Same place each week
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Note 5	This is a new rider introduction type ride and for those who want to go for an easy ride with other members in the evening.
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Note 6	Monthly Schedule May - Fenelon - Kinmount Rail Trail June - Lindsay - Uxbridge Rail Trail July - Lindsay - Peterborough Rail Trail Aug - Peterborough - Hastings Rail Trail Sept - Fenelon - Kinmount Rail Trail	This ride is intended for Hybrids and MTN Bikes. Slower paced ride to enjoy the scenery and have some fun. Bring a picnic lunch to eat on route.
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Note 7	The instant/ short notice ride is a club ride put together when there is no ride scheduled but a good weather window of opportunity presents itself. This fall is a Good example, Would like to have OVA club insurance in place for thse rides.
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