

Executive Meeting

06 DECEMBER 2022 / 7:00 PM / VIA GOOGLE MEET

ATTENDEES

MICHAEL G – PRESIDENT

ANNA M – TREASURER

KATE N – SECRETARY

AGENDA

Minutes

- Kate is unable to open the November and AGM minutes
- Kate will convert to a usable format and submit for approval via email
- Mike and Anna will approve via email for distribution

Bank Signing Authority

- Anna has prepared a letter to notify CIBC of the change
- Letter will be sent by PDF to Kate for signature
- Anna will countersign and send to CIBC
- Mike and Kate will contact the bank to schedule a time to sign for the changes prior to the next meeting

Notice of Change of Directors

- Anna has prepared Notice of Change
- Notice has been approved by Mike and Kate
- Anna will mail the Notice of Change prior to the next meeting

Cheques

- Invoice for Three Loud Crows has been received
- Anna will generate a cheque to pay the invoice and will send to Kate for signing and mailing to Three Loud Crows

Risk Management Policy

- Policy has been updated effective 2022-12-06 and adopted

- Updated policy has been posted to the website

Ontario Cycling Association

- Application for the OCA has been submitted
- Executive agrees to handle any required updates and approvals via email in order to ensure the application is completed and approved prior to January 1, 2023

Insurance

- Kate will handle the cancellation of the Cooperators insurance policy once the OCA registration has been approved

AGM Results Email

- Email was sent to past and present KCC members and posted to the KCC Facebook page thanking everyone for an excellent 2022 and introducing the new directors, as well as calling for volunteers for 2023.

2023 Club Cycling Kit

- We will review whether to offer a cycling kit in 2023 at our March meeting

ACTION ITEMS PRIOR TO NEXT MEETING

- 1. Approve and distribute 2022 November & AGM minutes**
- 2. Complete bank signing authority change**
- 3. Complete Notice of Change process**
- 4. Send cheque to Three Loud Crows**
- 5. Complete OCA registration & secure insurance coverage**
- 6. Cancel Cooperators Insurance**
- 7. Prepare 2022 KCC Tax Return**

AGENDA FOR JANUARY 3, 2023

1. Confirm completion of Action Items from December 2022 minutes
2. Prepare OCA and CCN Bikes for 2023 Membership Registration
3. Draft and approve membership registration notice
4. Select officers for 2023 KCC Executive
5. Away trip plans for 2023