

MEETING MINUTES

07 FEBRUARY 2023 / 6:00 PM / GOOGLE MEET

ATTENDEES

Mike G - President

Anna M - Treasurer

Kate N - Secretary

Penny B - Membership Coordinator

Andrew S - Ride Coordinator

Deb C - Communications Coordinator

MINUTES

QUORUM CONFIRMED & CALL TO ORDER: 6:00 PM

- Meeting minutes from 2023/02/01 approved as distributed

ACTION ITEMS

Completed:

- Volunteers notified of their acceptance as Officers
- Officers have been added to meeting invites
- Cooperators insurance has been cancelled
- Biemme has been contacted for pricing for 2023 kit and initial quotes have been received

ADMINISTRATIVE REPORT:

Cooperators Insurance:

- Policy has been cancelled and cancellation fee was waived upon request
- Awaiting final details of additional cost or credit to be returned

KCC 2023 Kit Order:

- 2022 cost will apply to items that have previously been ordered
- Executive requests cost for socks, gloves, insulated jerseys and pants
- Kate to provide a pricing proposal for 2023 at the March meeting

Account password and other access requests:

- Google drive and email have two-factor authentication for security
- Executive Committee members encountering access challenges may contact Kate via telephone for assistance

FINANCIAL

Treasurer's Report

- Report not available
- Anna to provide report via email in advance of March meeting

MEMBERSHIP

2023 Member Price

- \$51 for OCA membership
- \$50 KCC membership for adults / \$20 KCC membership for youth
- Plus applicable taxes

Registration Preparations:

- Outstanding Items:
 - President's Welcome Message - Mike to draft by Feb 10, 2023
 - Updated Risk Management Policy - Kate to prepare by Feb 10, 2023
 - Web link update - Kate to prepare by Feb 10, 2023
 - Mike & Kate to meet on Feb 11, 2023 to submit documents to Penny
 - Penny will confirm completion
 - Kate will send out Registration Invitation via Mailchimp & Social Media

NEW BUSINESS

Social Media:

- Facebook page and group will remain public
- Deb to confirm OC required scripting for all posts promoting non-OC activities
- Kate will grant access to scripting to Annabelle
- Kate will add Deb & Annabelle to Facebook admin team
- Deb will review and approve all social media posts in advance of posting on behalf of the Executive Committee

Temporary Historical Photos Process:

- KCC did not have a photo release as part of registration prior to 2020
 - Craft an updated Photo Release policy and backdate it to 2006

Website:

- Many linked documents that need to be updated on the website
 - Deb to provide a list of documents requiring update
 - Kate will change the year on current documents to avoid updating documents annually
 - Deb to upload on to the media library, and update future changes

- Website Changes Required:

- Remove:

- Screening Policy - Deb
 - Prince Edward County Cycling Link - Deb

- Replace:

- In Map Resources page on the KCC Website: PDF Ride Maps with Strava Links - Andrew

- Add:

- Photo Page & Historical Photos - Deb
 - President's Welcome - Mike to Draft / Kate to Post

- Related Actions:

- Make KCC Strava public access - Andrew
 - Reach out to Bike Shops to confirm discount programs - Kate & Mike
 - News page will be updated as communications are needed

Event Planning

- Rollout Meeting

- Organized by Mike, Deb & Penny
 - Tentative date - April 15 or 22, 2023 - Morning
 - Proposal for Event @ March Meeting

- Rollout Ride

- Organized by Andrew & Kate
 - May 6, 2023 @ 11:00 am - Logie St. Park

- Ride Leaders:

- A - Mike
 - B - Andrew
 - C - Kate

- Spring Trip

- Organized by Andrew & Pat
 - Avoid conflict with HRER trip June 13 - 15
 - Proposal @ March Meeting

- Fall Trip

- Organized by Mike and Deb
 - Avoid conflict with HRER Sept 12 - 14

- Proposal @ March Meeting
- Community Event Invitations
 - Country Living Show - Community Groups Booth - Declined
 - 2023 Tissot UCI Track Cycling Youth Day Event – Declined

UNFINISHED BUSINESS

- Emergency First Aid & CPR Training for Executive & Ride Leaders
 - Organized by Kate
 - 1 day in person course
 - Target date March 18, 2023
 - Invite
- Ride leaders
- Ride Leader Training
 - Organized by Mike
 - Proposal @ March Meeting

MORE NEW BUSINESS

- Concussion Protocol Review
 - KCC will defer to the Ontario Cycling protocol
 - Booklet to be investigated from OC to add to First Aid kits
- Helmet policy updates to be added to the risk management policy
 - Certification
 - Helmet expiry
 - Impact guidelines
- Guest Rider Program to be updated to Ontario Cycling Standard

ANNOUNCEMENTS

- None

ADJOURNMENT

- Meeting adjourned by Mike at 7:25 PM

Next meeting March 7, 6pm via google meet