



North Shore Mountain Bike Association
Board of Directors Meeting Agenda
Tuesday, May 2nd, 2017
7:00pm to 9:30pm
Held at BCBR

North Shore Mountain Bike Association

Our Vision:

We are a **volunteer** driven **non-profit organization** dedicated to caring for a **sustainable trail** network within the **community**.

Mission: Trails for all, trails forever!

Meeting Chair: Jenny Beazley

Meeting Secretary: Penny Deck

Time Keeper: Penny Deck

Call to Order, Roll Call & Determine Quorum

Directors Present: Todd Fiander, Penny Deck, James Brooks, Jenny Beazley, Cynthia Young, Michelle Major, Jaclyn Delacroix, Cooper Quinn, Vince Béasse, Seb Mueller, Brian Earle

Executive Director: Christine Reid

Guest(s): Ryan Pugh, Brent Hillier

Regrets: Cynthia will need a late-slip around 8 or 8:30pm

Next Meeting: Tuesday June 6th, 2017 - 7 pm

Called to order at: 7:00pm

1. **Approval of April minutes** (5 mins, Jenny)
 - April Board Meeting Minutes:
 - Add link from Penny...
 - April Meeting Minutes Moved by ___ and seconded by ___
 - Approved minutes are available by request. The NSMBA publishes a quarterly summary

Meeting chronology and timeline (max 150 mins)

1. Approval of April Meeting Minutes	5 mins
2. General Business & Round Table	20 mins
3. Brent Hillier to present on Griffen Switchbacks & Trailforks	15mins
4. HR Discussion (in camera)	10 mins
a. Ryan to give update on his first few months	
5. Advocacy & Trails	20 mins
a. Vince to present update on MTBA Summit	
b. Vince to follow up on Advanced Trail Proposal	
c. Vince to present on Societies Act and ByLaw	
6. Executive Director's Update	20 mins
a. DNV Q1 Submission Review//Volunteer Leveraging	
b. 10for20 timeline and support	
7. Financial Report	5 mins
8. Grants	5 mins
9. Community Partnerships	5 mins
10. Membership	5 mins
11. Races (Fivers)	10 mins
12. Trail Academy	5 mins
13. 20th Anniversary Planning	10 mins
14. Youth	5 mins
15. Volunteers	5 mins
16. Other Business	5 mins
TOTAL TIME	150 mins

2. General Business (20 mins, Jenny)

Follow-up from last meeting/Ongoing business

- Recaps:
 - TAP Builders Meeting, Thursday April 6th
 - NSMBA readout to DNV Council, Monday 10th April
 - Independent Builders Meeting, Tuesday 11th April <CQ>
 - Metro TAP Builders Meeting, Thursday 13th April
 - NSMBA/NSTRA/Prof Dog Walkers Meeting, Tuesday 25th April
 - NSMBA Town Hall, Wednesday 26th April
 - Jay Hoots - follow up discussion on maintenance for Inter River
 - DNV Risk Management Consultant, Thursday 27th April <CQ>
 - Fiver #1, Thursday 27th April

- Post-Fiver DNV meeting, Monday 1st May <BE>
- Round Table (Each Director provides 2 min update, if applicable)

New business

3. Griffen Switchbacks and Trailforks (15 mins, Brent Hillier)

Goals:

- Briefly discuss Griffen Switchbacks permit application
- Receive Trailforks overview
 - Bulk Trail Reports
 - Subscribing to Trail Reports
 - Adding Work Hours to Trail Reports (could replace Penny's forms?)
- Discuss roadmap for new features & priorities. How can we stay aligned moving forwards?
 - Catalogue & review TTFs on annual basis by 'qualified personnel'
 - What other features might benefit other trail organizations? How can we pitch together for a grant at the MTB Symposium in Revelstoke?

New business

- Consider timeframe for next follow-up meeting

4. HR Discussion – New Roles (10 min, Jenny) – [In camera: this is to permit an open discussion](#)

Mark: Update - 60 hours for L-Ex complete

New Roles:

- Administrator: Ryan Pugh – will be joining us and giving an update
- All employees will take turns rotating through Board meetings to provide Board visibility (approx. 2-3 per year). Christine will represent those not present
- Student role (funded) & 1 seasonal trail crew role closed and candidates for interviews to be determined. Interview Panel will be Pat, Jenny and Christine

New business

[<In camera portion ends>](#)

5. Advocacy & Trails (15 mins, Jenny, Cooper & Vince)

- Committee: Cooper & Penny (leads), Digger, Brian, Jaclyn, Vince, Cynthia
- Independent Builder meeting summary
- DNV TTF Risk Management Strategy
- Metro TAP permit granted & Upcoming Metro Van Meeting
- Goals: develop trails strategy (1, 3, 5 yr strategy) and determine level of transparency
- Working on strategy and contacts for Tsleil-Waututh Nation

Follow-up from last meeting/Ongoing business

- Penny presented on new online forms for [trail assessments](#) and [work reports](#). Updated with [Volunteer Form](#)
- MTBA Summit - who to invite and what to discuss. Brainstorm session [MTBA Symposium Advocacy Roundtable](#)
 - Space organized for Sept 12-18th - Who can come?
- NSMBA Bylaws update [New Society Act Bylaws](#)
- Vince to address Board on updates for the [Fromme Advanced Trail proposal](#). Any questions at this time? Will follow with DNV next month.

New business

6. Executive Director's Updates (10 mins, Christine)

Follow-up from last meeting/Ongoing business

- [Q1 Submission](#)
- 10for20 Bike Raffle Timeline and Content
 - Production Team : Tristan, Pete, Jeff
 - Seb watermark
 - Chris & Ryan learning online raffle system
 - Could hint at something in our newsletter to stay tuned for on the Friday.
 - Content Review for our website - Launch Friday May 12th
 - Launch to Pinkbike on Friday May 12th
 - Launch NSMB.com Friday May 12th
 - Send a separate enewsletter to membership on Monday May 16th
 - Trickle out other content over 6 weeks.
 - Can sell physical tickets, would like to avoid but have the capability
 - Party Saturday June 24th at Narrows Pub - Raffle Winner determined!
 - communicate party to those who have purchased tickets as well as membership
 - Get Bike to winner and tell the story - wrap it up - share!
- Events (taking over from Sieneke)
 - **Assistance required from Board**
 - AGM 2017 - Choice based on TH experience
 - 20th Anniversary Party - 4th Nov
 - Vince & Chris visited the location
- May eNews: **Content due to Christine Monday May 8th**
 - eNews Topics:

- SRAM Winner & membership Prizing - announce new winner : Already written
 - Thank you Town Hall Meeting - slides
 - TAP 2017 Sponsors
 - Trail Update/TAP Trail Days Recap : Pat & Cynthia
 - Trail Calendar
 - Fivers : Brian
 - Presentation to DNV Council Recap : Christine/Vince
 - <http://app.dnv.org/council/default.aspx?filename=20170410cc&type=MP4&start=0&end=8072> NSMBA portion starts at 30:58 & goes to 1:07:43
 - Academy dates
 - Sombrio Community Trail Day - June 3
 - Filzer Youth Trail Day - June 4
 - West Van Trail Plans
 - **Bike Day in Canada 2017 is happening on Thursday, June 1 (?)**
- Update regarding Becky/graphic design
 - [Logo Icon](#)

New business

- Shore Corps Strategy Meeting - probably updated by Penny & Team but incase
- Digger Kneeds Knees
- NSMB.com

7. Financial Report (5 mins, James)

Follow-up from last meeting/Ongoing business

- Current state of finances [6 month cashflow forecast](#)
- Registered Charity Information Return – end of March? Done and Mailed April 1
- Identify budget for symposium,
- Staff Operational Budget,

New business

8. Grants (5 mins, Michelle & Christine)

- Committee: Michelle (lead), Vince, Christine, James
- Goals: Plan out Grants for the year & follow-up reports

Follow-up from last meeting/Ongoing business

- Regreening Program - waiting to hear back
- MEC Capacity Grant – Submitted, with request to cover partial cost of Executive Director role
- Summer Student - \$7395.00 funded, 15 weeks, 600 hours, \$17.50/hour

New business

- BC Gaming Grant - started to work on and will be asking for help from various people to pull their sections together. Can apply again between July 1 and Aug 31, 2017
 - BC Parks Grant - due June, potential for all access trail
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9. Community Partnerships (5 mins, Cynthia)

- Committee: Cynthia (lead), Cooper, Christine, Jenny
- Goals: renew TAP, build out Corporate Sponsors, develop new partnerships

Follow-up from last meeting/Ongoing business

- TAP sponsorship update - RBC / Polygon / McNeney McNeney Spieker - NEW TAP Adopters.
- Signage for new trail/adopter relationships printing this week
- meeting with Arc'teryx this week to propose continued / expanded support
- working on solidifying other partnerships and updating logos on NSMBA website + Trailforks

New business

- sponsorship structure discussion (in kind vs. cash / acceptable amounts for each)
 - partnerships including memberships must have membership portion covered by cash? (if memberships are wanted by the sponsor)
 - corporate membership as a type of sponsorship?
 - streamlining the sponsorship options to provide clarity to potential partners
 - [sponsorship document from 2015](#)
 - [sponsor "CRM"](#) (in quotes, cuz it's not a CRM - YET!!!)
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10. Membership (5 mins, Cynthia)

- Committee: Cynthia (lead), Cooper, Christine, Seb + Volunteers
- Goals: Devise campaigns to boost membership; Pop-up membership booths

Follow-up from last meeting/Ongoing business

- WE'VE PAST THE HALF-WAY POINT!
- Pop Up Membership Drive was a huge success - 45 memberships sold! April 22nd - Vince cooked bacon / Cynthia sold memberships / Michelle, Digger, and Cooper helped out - Thank-you!

Other dates: if any directors are available on a Saturday or Sunday or a weeknight to run a membership pop-up drive, I will coordinate the rest for you. Anyone? Anyone?

New business

- Membership Prize Giveaway with SRAM is being promoted - PIKE is being shipped / winner to be announced in eNews. Next prize is at 1280 memberships - LYRIK
- Pop-up Membership Drive #2 - May 27 9am - 1pm @ Fromme Water Towers - **who will be the**

bacon baron? I will smile and wave and sell those memberships!!!
#membershipsarethebestships

11. Races (5 mins, Brian)

- Committee: Brian (lead), Volunteers
- Goals: manage handover for when Brian “retires” in November

Follow-up from last meeting/Ongoing business

- Fiver planning updates
 - Offsite apres in future
 - Zero tolerance on alcohol - we *will* be having DNV spot checks!
 - Messaging for permit cancellation on June 8th (Fromme, Lynn Valley Bikes)

New business

12. Trail Academy (5 mins, Penny)

- Team: Penny, Martin, Benjamin

Follow-up from last meeting/Ongoing & New business

- curriculum is updated, minor revisions still need
- 2 successful academies, 1 more in May
- working to schedule 2 advanced academies, plus regular opportunities for Shore Corps
- Entire team to attend board meeting in June to give Spring Academy readout & curriculum rewrite update

New business

13. 20th Anniversary Planning (10 mins, Vince)

- Goals: organize kick-ass party! [20th Anniversary Party Brainstorm](#)

Follow-up from last meeting/Ongoing business

- Pipeshop booked: <https://drive.google.com/drive/folders/0B4vVLaAD4KOJNG9fUE95U3gtV1k>
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New business

14. Youth (5 mins, Jaclyn)

- Committee: Jaclyn (lead), Cynthia, Christine, Digger
- Goals: build upon program started by Nick

Follow-up from last meeting/Ongoing business

- Lynn Valley Days

New business

- Collingwood trail days
 - Youth trail maintenance program - update
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15. Volunteer Management (5 mins, Michelle)

- Committee: Michelle (lead), Christine, Penny
- Goals: create a process framework to better catalogue and leverage volunteers and measure their contribution

Follow-up from last meeting/Ongoing business

- Database status
- Volunteer google form being used until application is complete.

New business

- Canadian Ski Patrol offering services?
 - Beaver Scouts: Jaclyn, Christine
 - Tentree - Team trail day: Cynthia, Penny, Christine - CY spoke with Jacqueline from tentree - they want to host a team building trail day for approx.20 ppl on a Thursday or Friday in June or July (11am-5pm-ish). Options proposed are King of the Shore or Natural High. Cynthia co-ordinating with Pat and Sean to see who has the bandwidth for this and builder availability. tentree's long term goal is to TAP a trail in 2018! Do a dance. A TAP DANCE!
 - Sales Force option?
 - Google Forms: Volunteer/Paid hours? - Penny
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16. Any Other Business (5 min, all)

Adjournment of Meeting at :