



**North Shore Mountain Bike Association**  
Board of Directors Meeting Agenda  
Tuesday, July 4th, 2017  
7:00pm to 9:30pm  
Held at Steed Cycles

## **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!

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**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, Cooper Quinn, Vince Béasse, Seb Mueller, Brian Earle

**Executive Director:** Christine Reid

**Administrator:** Ryan Pugh

**Guest(s):**

**Regrets:** Michelle Major, Jaclyn Delacroix

**Next Meeting:** Tuesday August 4th, 2017 - 7 pm at Steed Cycles

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**Called to order at: 7:00pm**

**1. Approval of June minutes (5 mins, Jenny)**

- Board Meeting Minutes:
  - [June Minutes](#)
  - June Meeting Minutes Moved by \_\_\_ and seconded by \_\_\_
- Approved minutes are available by request. The NSMBA publishes a quarterly summary

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**Meeting chronology and timeline (max 150 mins)**

1. Approval of June Meeting Minutes	5 mins
2. General Business ( <a href="#">in camera</a> )	10 mins
3. HR Discussion ( <a href="#">in camera</a> )	30 mins
4. Advocacy & Trails	15mins
5. Executive Director's Update - 6 month Review	15 mins
6. Financial Report	5 mins
7. Grants	5 mins
8. Community Partnerships	5 mins
9. Membership	5 mins
10. Races (Fivers)	5 mins
11. 20th Anniversary Planning	5 mins
12. Youth	5 mins
13. Volunteers	5 mins
14. Other Business	5 mins
<b>TOTAL TIME</b>	<b>120 mins</b>

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**2. General Business (10 mins, Jenny) - <[In camera: this is to permit an open discussion](#)>**

- Legal Business

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**3. HR Discussion (30 min, Jenny) – <[Continued in camera: this is to permit an open discussion](#)>**

- Interim reviews completed for all employees, except Christine who is scheduled for August 1st
- Mark Update
  - Social Media Code of Conduct
  - DNV

<[In camera portion ends](#)>

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

- Committee: Cooper & Penny (leads), Digger, Brian, Jaclyn, Vince, Cynthia
- Goals: develop trails strategy (1, 3, 5 yr strategy) and determine level of transparency
- First meeting with Tseil-Waututh scheduled for July 19th
- DNV Meeting scheduled for Wednesday 5th July re: Griffen Switchbacks
- TORCA and FVMBA meeting regarding RSTBC
- Metro have begun replacement of Twin Bridges

#### Follow-up from last meeting/Ongoing business

- Creation of [Builder's Resource page](#) on website (password protected): contains links to online forms and additional documents useful for builders; plan to expand as needed
- MTBA Summit - [Advocacy Roundtable](#) - update by Vince
  - Space organized for Sept 12-18th - Who can come?
- NSMBA 101 - publish in July enews?
  - [NSMBA 101 2017 revisions](#)

#### New business

- Upcoming projects and submissions: Bobsled Spur Road, Dream Weaver Re-route, Griffen Switchbacks, Fromme Advanced Trail Proposal, CMHC Update?, Empress By Pass retrofit (see grants), Ladder Bridge & Log Ride on Corkscrew.
- Cynthia, Pat, Penny & Christine met to determine the next 3 weeks of work and plan out until September - find details [HERE](#)
- IMBA Survey [IMBA Canada Advocacy Group Survey](#)

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

#### Follow-up from last meeting/Ongoing business

- [6 month Review](#)
- MTBA Symposium. Fiver World Series is Saturday Sept 16th. I would like to propose that we shift our check in to Monday Sept 11th and check out to Saturday Sept 16th. This will accommodate those coming early to attend the IMBA Trail Building portion.
- Directors "From the Trails" - James?
- DNV Q2 Invoice is being created
- Share Digger Kneeds Knees!
- 10for20 Bike Raffle = \$31,820 raised.
  - Thank you for your support with this event. We are still reporting back to BC Gaming as we have 90 days to do so.
- Events (taking over from Sieneke)
  - **Assistance required from Board**
  - AGM 2017 - Monday Nov 20th at Capilano Room Memorial Center
  - 20th Anniversary Party - 4th Nov

July eNews: **Content due to Ryan/Christine Monday July 10**

- eNews Topics:
  - Twin Bridges update – Ryan
  - Digger Kneeds knees – Ryan or Christine
  - July Trail Update/TAP Days Recap -Cynthia

- July Academy dates – Penny to update-posted by Ryan - none
- *BC Bike Race NV stage(5) and cheer zone – not doing it*
- “6 easy ways to give back to the trails you love” Martin’s article – Ryan
- 10 for 20 winner, final numbers and thank you –Ryan
- July Fivers-Ryan
- Mosaic Public TAP Day, July 16th– Ryan
- BC Hydro Work update on Seymour-Ryan
- Trail Calendar-Ryan

Corkscrew Update from Metro - Christine

Bear Awareness using local Bear Society to point to for more information - Christine

6 month Review story and infographic - Christine

- Update regarding Becky/graphic design - we need support. Christine will reach out to find someone else to take this on. Christine has scheduled a talk with Barry Duncan this week. Will move onto Campervan Brands if we aren’t able to work something out.
  - [Logo Icon](#)

## 7. Financial Report (5 mins, James)

### Follow-up from last meeting/Ongoing business

- Current state of finances [6 month cashflow forecast](#)
- Identify budget for symposium,
- Staff Operational Budget,
- First step on benefits for staff

## 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

- Jenny & Christine had a phone call with Trevor from BC Gaming. We learned lots and have a plan that we will execute over the next two weeks and then be sourcing feedback from Ryan, John and Michelle.

### New business

- BC Gaming Grant - requirements have been summarized and Ryan will be following up with individuals (Jenny, James, Christine, Vince) to get the information required. Still hoping to have it submitted early July.
  - have consulted with John Kearns who had great points to contribute and will be part of the final review committee when back in the fold on July 15th
- Empress By Pass All Access Trail , do we want to spend \$15 to \$20K here? Is this a 2018 projects? [BC Parks Enhancement Grant](#)

## Empress By Pass Retrofit Proposal

Possible to combine MEC grant to Bridal Path with this? Rick Hansen Foundation grant, Jimmy Pattison Foundation grant could be other avenues.

We also need to run this pass the DNV, from Larry *“Yes BC parks would consider making Empress Bypass trail a barrier free trail. You will also need to get approval from the District of North Vancouver as the western section is on district land.”*

*Hello Vince and Christine.*

*Sorry for the delayed response. We have been pretty slammed here lately.*

*In theory, I would support a barrier free trail as well. That being said, I would want to do an onsite meeting with whomever would be involved in the build, as well as Larry at BCP.*

*It appears as if only approximately 1/3 of the total trail length is on DNV property. District funding, as this point in time, would be an issue. All 2017 budgets have been allocated and we would need to submit a 2018 capital request. Any construction on DNV property would need to be put out to tender, especially if equipment is being used.*

*With respect to the use of machinery (excavator)... again, I would want to meet on site to review this option. I am hesitant to move forward with machine work as the environmental impact often outweighs the benefits. But I am open to at least exploring the idea.*

*I have re-attached this proposal, and Christine’s Trailforks map so that no information is lost as we continue dialogue around this item.*

*Let me know what you think and if we can arrange a meeting.*

*Wayne*

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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

- [sponsorship structure proposal document](#) - have not received any feedback - can we approve this?
- Shimano packs will be used in the Fall for some kind of scavenger hunt and educational initiative - clues to finding the place where a card is hidden
- Neptune Terminals meeting

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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

- 1536 Members, 404 trail passes sold and counting
- Pop Up Membership alongside Adventure Smart on June 24

- MEC AGM June 22 - great to connect with other MEC partners and MEC employees

#### New business

- Jenny sent MET printing a thank-you card for additional print run & their support in general
  - Ryan has been great - getting out all those memberships!
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#### **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)
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#### **13. 20th Anniversary Planning** (5 mins, Vince)

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

#### Follow-up from last meeting/Ongoing business

- Bringing Ryan into this to support reaching out to Vendors.

#### New business

- Set up a committee to meet?
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#### **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 - > 100 raffle tickets sold + some memberships

#### New business

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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 - Had a great meeting with Paul, Penny and Christine on May 10th to see the 'behind the scene workings' of the database. Paul to complete the front end of the CiviCRM application and Paul/Christine to start to populate the volunteer contact information.
- Volunteer google form being used until application is complete.

#### New business

- 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 Fall (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!

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#### **16. Any Other Business (5 min, all)**

- Insurance - 2017 documents received, Vince still following up on outstanding issues.
- The next Cypress Liaison Meeting will be held on Wednesday June 7, 2017 at 4:00pm. Please note that the June meeting will be held in the Cedar Room, on the 3<sup>rd</sup> floor of the West Vancouver Community Centre at 2121 Marine Drive.  
Christine & Jenny
- 2017 MTB hall of fame vote  
[2017 Mountain Bike Hall of Fame ballot.](#)
- Next meeting 1st August at Steed

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Adjournment of Meeting at :