



**North Shore Mountain Bike Association**  
Board of Directors Meeting Agenda  
Tuesday, June 6th, 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!

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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, Jaclyn Delacroix, Cooper Quinn, Vince Béasse, Seb Mueller, Brian Earle

**Executive Director:** Christine Reid

**Guest(s):** Ben Humphreys, Martin Newman

**Regrets:** Michelle Major

**Next Meeting:** Tuesday July 4th, 2017 - 7 pm Determine July, August, September dates and locations

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

**1. Approval of April & May minutes (5 mins, Jenny)**

- Board Meeting Minutes:
  - [April Minutes](#)
  - [May Minutes](#)
  - April Meeting Minutes Moved by \_\_\_\_ and seconded by \_\_\_\_
  - May 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 April & May Meeting Minutes	5 mins
2. General Business	10 mins
<b>3. Trail Academy: Ben, Martin &amp; Penny</b>	<b>20mins</b>
4. HR Discussion ( <a href="#">in camera</a> )	15 mins
5. Advocacy & Trails	
<b>a. NSMBA 101 review: Vince</b>	<b>20 mins</b>
6. Executive Director's Update	10 mins
7. Financial Report	5 mins
8. Grants	5 mins
9. Community Partnerships	5 mins
10. Membership	5 mins
11. Races (Fivers)	10 mins
12. 20th Anniversary Planning	5 mins
13. Youth	5 mins
14. Volunteers	5 mins
15. Other Business	5 mins
<b>TOTAL TIME</b>	<b>130 mins</b>

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**2. General Business (10 mins, Jenny)**

- Recaps:
  - Trail Day Weekend
  - BOD Communications
    - Fivers
    - Lower Espresso (to be covered in HR update)
  - Economic Impact Study (do not share wider until we're given go-ahead)
    - <https://drive.google.com/open?id=0Bx7N5-qt1ELEYnFxTmViTGfqaEU>
    - <https://drive.google.com/open?id=0Bx7N5-qt1ELEcmttTIBkam9SR2c>

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**3. Trail Academy Read Out (20 mins, Ben, Penny & Martin)**

Summary

- Arc'teryx & Race Face continue to sponsor program; Arc'teryx also to support youth program
- Content updates to Trail Academy complete; 3 Academies presented to date, 1 more this month
- Additional projects: builder resources, advanced theory, nature walks, public education
- Engagement of Shore Corps increasing
- Youth Academy proposal sent to schools, curriculum development in progress, deliver first session by September 30th

#### [Presentation to Board](#)

#### [Link to PDF of updated Academy Slides](#)

Resource for Academy Curriculum Development (including Advanced Academy):

<https://www.pcta.org/volunteer/trail-skills-college/trail-skills-college-course-curriculum/>

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

Update on Michelle

New Roles:

- Summer Student and Trail Crew hired

Mark: Update - 60 hours for L-Ex complete. L-Ex permit revoked due to work beyond DNV permit scope

Employee Reviews to be scheduled June/July to follow up with 3 months since hiring

Bonus

**<In camera portion ends>**

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#### **5. Advocacy & Trails** (20 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
- Metro Van Meeting
  - Committed to quarterly meeting cadence
  - Bringing permit process to mid-Dec to avoid delays
  - Chainsaws can't be used for clearing trees, just maintenance
  - Received complaints
  - New standards to be published imminently. Existing features grandfathered.
- DNV TTF Risk Management Strategy
- Working on strategy and contacts for Tseil-Waututh Nation

#### 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 June 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.
- A brief history of CBC and Metro, how did we get where we are today (Vince)

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

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

- Volunteer Hours since Jan - [DOCUMENT](#)
  - Directors - 1001
  - CMHC - 62 + 8 (TAP) = 70
  - METRO - 60 (TAP)
  - GROUSE - 3
  - DNV - 338 + 422(TAP) = 760
  - DNV - Seymour - 6 + 391 (TAP) = 397
  - Total - 1449.25 + 881 (TAP) = 2330
  - Missing # from Cynthia, Cooper, Brian, Todd & does not include Hours from Mark and manually submitted work reports approx. 500+ more hours unaccounted for.
- MTBA Symposium. Participants and submission
- Directors "From the Trails"
- Will have a half year spend available at July Meeting - [Trail Planning Document](#)
- Poster board vs. TV and carousel.
- 10for20 Bike Raffle
  - selling is going well
  - Party and Raffle Draw are Saturday June 24th at the Narrows Pub : Digger Kneads Knees
  - James is winning resellers, and Rachid is killing us all!
- Events (taking over from Sieneke)
  - **Assistance required from Board**
  - AGM 2017 - Monday Nov 20th at Capilano Room Memorial Center - waiting on insurance to pay and lock this in.
  - 20th Anniversary Party - 4th Nov
  - Lynn Valley Day & Parade - need support for booth and parade - June 17
  - Seymour Salmonoid Society Father's Day event - 18th June - NSMBA Booth
  - MEC AGM June 22nd same day as Fiver. We need support!
- May eNews: **Content due to Christine Monday June 12**
  - eNews Topics:
    - SRAM Winner & membership Prizing - announce new winner : Alreadywritten
    - New Hires: Jenny
    - Trail Update/Trail Day Weekend Recap : Pat & Cynthia, Penny (Corkscrew info)

- Trail Calendar
    - Fivers : Brian
    - Bike Raffle
    - Bike Raffle Party
    - BCBR Volunteer Support?
    - Lynn Valley Day Parade and Booth Story
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  - Update regarding Becky/graphic design
    - [Logo Icon](#)
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## 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,
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## 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. Unsuccessful
- Summer Student - \$7395.00 funded, 15 weeks, 600 hours, \$17.50/hour - HIRED!

### 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.
- BC Parks Grant - due June, potential for all access trail
- Christine submitted donation request for tool spend to Canadian Tire.
- Empress By Pass All Access Trail , do we want to spend \$15 to \$20K here? Can we do this in 2017 or 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.”***

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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

- Update on Arc'teryx sponsorship of Trail Academy / Youth Academy --- \$5000 approved! (Youth Trail Academy team: please review [Partnership agreement](#) to be sent to Arc'teryx this week)

#### New business

- [sponsorship structure proposal document](#)
  - Shimano wants to donate 4-6 [back-packs](#) with NSMBA embroidery (potential Fiver Finals prizing?)
  - lots of good stuff this month, with donations from Cafe Orso, Granville West Group, Obsession
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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

- More members than in 2016!!!
- Pop Up Membership Drive was a success - 20-ish memberships sold! May 27 - James cooked bacon / Cynthia sold memberships / Digger and Christine 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

- We ran out of Trail Passes this month! MET Printing has been amazing and donated more.
  - 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

#### 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

#### New business

- 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 - 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 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!

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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
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Adjournment of Meeting at :