

MINUTES OF MEETING
B.C. RANDONNEURS CYCLE CLUB

Held: Tuesday, Mar. 4, 2014 at MEC head office.

Committee Members Attending: Deirdre Arscott, Chris Cullum, Gary Baker, Darren Machlachlan, Keith Nichol, Andy Reimer, Sylvia Lee, Ryan Golbeck

Attending by WebEx: Stephen Hinde, Mike Croy, Jim Runkel, Bob Goodison

Regrets: Eric Fergusson, Ed Person

Guests Attending: Geoff Campbell

Minutes are available on line, <http://www.randonneurs.bc.ca>. Look for the "About BC Randonneurs" section, bottom right corner of home page.

Please note that any club member can still request an email copy of the minutes by contacting the club secretary.

Called to Order: The meeting was called to order at 7:06 pm

Approval of Agenda:

- Added discussion of the Spring Social to the agenda.
- Geoff Campbell attended as a guest. He responded to the RFP for the website. The discussion of the website RFP was moved up in the agenda.

Approval of Minutes of Previous Meeting:

It was moved, seconded and carried to adopt the minutes of the February 11 meeting as prepared.

Agenda Items:

Web Site

Prior to the meeting, Geoff had sent his response to the RFP to Andy.

Geoff explained that what was proposed in the RFP is very similar to what he usually works on, which is working on creating easy to use WordPress websites. He also explained that a lot of the customizations and features requested in the RFP actually come out of the box from WordPress, so there isn't a lot of specialization that is needed to be done. Geoff would be working on the project along with another developer whom he has worked with before. He confirmed that the \$5000 number is in line with similar projects, though it is a little on the low side. The question of whether the existing database would be used going forward was raised. Ryan expressed that this is the plan and the website would be pulling data from this existing database. Ryan explained that the website is built using Python and data can be pulled through REST APIs in JSON format.

Other points that were discussed were:

- Geoff asked: "Are there any areas on the website that should be password-protected?"
Andy explained there aren't currently any areas of the website that need to be secured.
- Keith suggested that we might want to keep existing results pages as is.
Geoff explained that this can be done just by keeping existing result pages as static pages.
- Stephen wondered how the new website might be displayed on a mobile device.
Geoff explained that there is some built in scaling logic that is used when the display is under particular pixel thresholds (e.g. 500 pixels).

Keith had another contact respond to the RFP. His contact suggested something similar using WordPress. Keith suggested that Geoff would be the better option as his contact would only be able to work part-time on the project.

It was decided that we will wait until the next committee meeting before deciding on a plan going forward. This way we can wait for additional responses to the RFP to come in.

President's Report – Andy Reimer

Andy stated that his big focus for this year is to ensure the new website gets migrated. Nothing else to report.

Treasurer's Report – Darren Maclachlan

Nothing to report. No cheques to issue or to deposit in the bank.

Constitution and Administrative Roles

Nothing to report. Will be moving in earnest in the next week.

Regional Route Coordinator's Report – Southern Interior – Bob Goodison

Bob reported that he got permission to use Demilles market for the Spring 200, which will give access to washrooms. There may be minor changes to the route due to construction. The route for the Spring 300 will be exactly the same as 2011. Bob has sent the changes to the club brochure to Ryan Kurz already.

Regional Route Coordinator's Report – Vancouver Island – Mike Croy

The first 200k brevet was on Sunday and there was a really good turnout in spite of the conditions – 14 riders started. Currently, efforts are underway in getting ready for the Victoria Populaire at the end of the month.

Regional Route Coordinator's Report – Lower Mainland – Chris Cullum

There are some minor changes to the Early Bird 200. Chris has put up a vote on the discussion board for a choice of two routes for the Spring 300. Thus far, the consensus is for the new route. Gary to follow up with Manfred on the status of the April 200, Will on the status of the May 400, and with Nigel on the start time and start location for the Spring 600.

Equipment

Chris has talked to Jeff. Jeff indicated that he is interested in staying involved, but he isn't sure how available he will be. He will know in a month or so. Jeff suggested that someone else should have a key as well in case he is not available.

Financial Responsibility Concerns Raised by Club Member (see Attachments at end of this document; passages are denoted below in italics)

- Mileage Rates for Volunteers

The October 2012 meeting minutes were referenced where this topic was last discussed.

- *“No real detailed examination of the components of mileage rates paid to volunteers (BCR mileage rates appear to have been set by ‘piggy-backing’ on a several other organizations rather than examining the detail of what those rates are composed of*
- *No differentiation between mileage rates for various modes of private transportation (bicycle; e-bikes; scooters; small energy efficient vehicles, etc)*
- *No limit on the maximum mileage paid to a volunteer with regard to a particular BCR Club event”*

For the first point, the committee reviewed it and based on our collective experience at our respective organizations, the committee concluded that the mileage rates used by the BC Randonneurs club are actually substantially lower than is typically used. For the latter two points, it was decided that the committee will make some clarifications to the existing policy. This policy will become part of the Ride Organizers' Checklist.

- Volunteer Selection

“Guidance to BCR Club event organizers with regard to choosing volunteers not only for their ability to carry out their respective volunteer responsibilities, but also with regard to choosing the most fiscally responsible method of using volunteers. E.g. The recent London-Edinburgh-London 1400 was probably the most supported and well-organized 1200 Km randonnée in which I have participated over the past 25 years. In discussion with the organizers, they told me that they insisted that volunteers had to pay their own way to London, England before reimbursement for travel expenses would occur. The LEL had an incredible number of volunteers.”

This point was discussed, and it was decided that a new guideline, to the effect that ride organizer's use local volunteers, if possible, would be added to the Ride Organizer's Checklist.

- Annual Public Reporting of Income and Expenses

“Annual public reporting of income & expenses for BCR Club events, and for the BCR Club as a whole. Also, as a whole, the BCR Club’s Balance Statement should include the funds being held in reserve along with a rationale and goals for the short and long term use of those funds. Interested BCR Club members and event participants need to know that funds are being used in a financially responsible manner.

Financial system checks and balances should be public and sufficiently robust, so that they supersede the common practice of many small informal entities of using a system of ‘personal trust’ between members carrying out responsibilities (particularly financial) on behalf of the entity (BCR Cycling Club in this instance). I suspect that the forensic audit of the Gorge Soccer Club will be recommending some changes to that organizations financial accountability system.

Given that in some years, the Club has approximate income of \$60,000 or more in a year, with only minimal public reporting out of where the money came from and where it was spent, I suggest BCR Club members and BCR Club event participants have a right to know that they are receiving value for money.

It might also be useful to institute a system of external financial audit (perhaps every 5 years) to ensure that the BCR Club’s financial system is robust.”

The financial income that is prepared at the end of each season contains public reporting of income and expenses. The committee discussed this and referenced the discussions recorded in the meeting minutes in Oct. 2013. The committee also raised concerns about ensuring that sufficient funds are held in reserve to account for funds that are needed at the start of each season. The August 2012 meeting minutes contains the discussion surrounding reducing the membership fee from \$20 to \$10.

Andy will draft up a document containing guidelines in response to the concerns raised here.

Spring Social

Andy will be the emcee. There will be 8 people attending from Seattle.

The suggested agenda is:

- BC 12
- Super RandonneurSRando 5000
- Roger Street (Roger and Ali to present)
- Rambling Randonneur
- VI 1200 (Steve to make announcement)
- Fleche / Trace signup reminder
- Iron Butt
- Comment on Spring Series
- PBP pre-registration

Review Action Items

The action items were reviewed. See Action Items section below.

Other business

None.

The meeting was adjourned at 8:15 pm.

Next meeting will be at 7 pm on Apr. 8 at the MEC head office, 149 West 4th Avenue, Vancouver.

Action Items:

New Items:

1. Stephen to bring sign prototype to the Social.
2. Ed to bring clothing to the Social.
3. Gary to follow up with Manfred on the status of the April 200, Will on the status of the May 400., Nigel on the start time and start location for the Spring 600.

4. Andy to draft up a document containing guidelines in response to the concerns raised by a club member in an email sent to the committee.

On-going Items:

1. Colin has contacted Bob and Patti to staff the cabin and Michel to emcee and is awaiting responses.
2. Colin to see if he can find a volunteer driver to pick up Dan and Rita on their way to brunch at Harrison for the Fleche.
3. Gary to contact the Roaming 3X200 and Canada Day Populaire organizers ask them to arrange a pre-ride among themselves.
4. Andy to start working on material for helping to educate members on insurance coverage, waivers and liability.
5. Mike Croy and Gary Baker to review the constitution and roles.
6. Ryan G. will setup an Excel spreadsheet for organizers to enter event results.
7. Ryan G. - is it possible to show the start location for the routes on the website.
8. Chris will follow up with Jeff to see if he will continue as equipment manager.

Completed Items:

1. Gary to contact the organizer for the August 1000 to see if it is possible to route the finish closer to a train station. Gary has discussed with the organizer. The organizer is not keen on re-routing this as it would add significant climbing (over a pass) to the route.
2. Gary to contact Karen to confirm that pins have been ordered.
3. Andy to contact member who sent emails to the executive to discuss an effective means for resolving the matter at hand.
4. Bob Goodison and Ryan K. to update the BCR brochure.
5. Stephen Hinde will investigate some sandwich board signs that he has seen, or possibly a rollup sign from London Drugs. If either (or both) of these look good, Stephen will have a sample made with the new logo.

Appendix

2013-2014 Committee

	Position:
Andy Reimer	President
Stephen Hinde	Vice-President
Ryan Golbeck	Past President, Database Projects
Darren MacLachlan	Treasurer
Sylvia Lee	Secretary
Bob Goodison	Southern Interior Route Coordinator
Gary Baker	LM Route Co-Coordinator
Chris Cullum	LM Route Co-Coordinator
Mike Croy	VI Route Coordinator
Deirdre Arscott	Member at Large
Chris Cullum	Member at Large
Eric Fergusson	Member at Large
Keith Nichol	Member at Large
Ed Person	Member at Large
Jim Runkel	Member at Large

Some of our many volunteers

	Position:
Tracy Barill	Permanents Co-Coordinator, Ride Organizer
Luis Berhardt	Ride Organizer
Richard Blair	Ride Organizer
Bob Boonstra	Ride Organizer
Kevin Bruce	Ride Organizer
Barry Chase	Ride Organizer
Brynne Croy	Ride Organizer
Will Danicek	Ride Organizer
Rick Den Braber	Ride Organizer

Colin Fingler	Fleche Coordinator
Graham Fishlock	Ride Organizer
Keith Fletcher	Ride Organizer
Keith Fraser	Ride Organizer
Mark Ford	Ride Organizer
Doug Fox	Ride Organizer
Carol Hinde	Ride Organizer
Ali Holt	Canada Day Populaire, Co-Coordinator
Roger Holt	Canada Day Populaire, Co-Coordinator
Mikael Jansson	Ride Organizer
Bob Koen	Permanents Co-Coordinator, Ride Organizer
Wim Kok	Peace District, Route Coordinator, Ride Org
Manfred Kuchenmuller	Ride Organizer
Danelle Laidlaw	Pacific Populaire Organizer, Clothing
Doug Latornell	Rando Pony
Phillip Lennox	Ride Organizer
Cheryl Lynch	Data Manager, ACP Rep, Ride Organizer
Dave MacMurchie	Ride Organizer
Alard Malek	Ride Organizer
Steve Mahovlic	Ride Organizer
John Mcgillivray	Ride Organizer
Kristy Lee Mighton	Ride Organizer
Lorraine Nygaard	Ride Organizer
Keith Patterson	Ride Organizer
Karen Smith	Pins & Medal Coordinator
Guido Van Duyn	Ride Organizer

Attachments

[bcr-exec] BCR Executive Financial Responsibility

Ken Bonner <kenbonner@telus.net>
To: exec@randonneurs.bc.ca

Tue, Feb 25, 2014 at 11:14 AM

Dear BC Randonneurs Cycling Club Executive Members:

I have earlier raised concerns about the BCR Cycling Club's financial accountability system with the BCR Cycling Club Executive. A recent article in the local Vic News <http://www.vicnews.com/news/246916651.html> and in today's Victoria Times-Colonist (p. A4) with regard to the financial situation with the Gorge Soccer Association prompts me to once again raise this issue, as I have not seen any recent public evidence of substantial changes to improve the financial accountability the BCR Cycling Club's financial accountability system.

There are several areas of concern:

- Mileage rates for volunteers
 - o No real detailed examination of the components of mileage rates paid to volunteers (BCR mileage rates appear to have been set by 'piggy-backing' on a several other organizations rather than examining the detail of what those rates are composed of
 - o No differentiation between mileage rates for various modes of private transportation (bicycle; e-bikes; scooters; small energy efficient vehicles, etc)
 - o No limit on the maximum mileage paid to a volunteer with regard to a particular BCR Club event
- Guidance to BCR Club event organizers with regard to choosing volunteers not only for their ability to carry out their respective volunteer responsibilities, but also with regard to choosing the most fiscally responsible method of using volunteers. E.g. The recent London-Edinburgh-London 1400 was probably the most supported and well-organized 1200 Km randonnée in which I have participated over the past 25 years. In discussion with the organizers, they told me that they insisted that volunteers had to pay their own way to London, England before reimbursement for travel expenses would occur. The LEL had an incredible number of volunteers.
- Annual public reporting of income & expenses for BCR Club events, and for the BCR Club as a whole. Also, as a whole, the BCR Club's Balance Statement should include the funds being held in reserve along with a rationale and goals for the short and long term use of those funds. Interested BCR Club members and event participants need to know that funds are being used in a financially responsible manner
- Financial system checks and balances should be public and sufficiently robust, so that they supersede the common practice of many small informal entities of using a system of 'personal trust' between members carrying out responsibilities (particularly financial) on behalf of the entity (BCR Cycling Club in this instance). I suspect that the forensic audit of the Gorge Soccer Club will be recommending some changes to that organizations financial accountability system.
- Given that in some years, the Club has approximate income of \$60,000 or more in a year, with only

minimal public reporting out of where the money came from and where it was spent, I suggest BCR Club members and BCR Club event participants have a right to know that they are receiving value for money.

· It might also be useful to institute a system of external financial audit (perhaps every 5 years) to ensure that the BCR Club's financial system is robust.

To be clear, I am not suggesting that there is any financial impropriety is going on, or has gone on, within the BCR Cycling Club. What I am suggesting is that it is prudent to put the BCR Club's financial system in order to prevent imprudent or illegal activities from taking place in the future.

Thank-you for your consideration.

(Note: The BCR Club Executive has my permission to include this email (in its entirety only) to the BCR Club Executive as part of its monthly meeting minutes).

Ken Bonner

RUSA #894; UMCA #1698; CKAP #1255-(West Coast Director);

BC Randonneur #219; Greater Victoria Cycling Coalition #34

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