

**Edmonton Bicycle and Touring Club  
Annual General Meeting  
Delwood Community Hall, 7515 Delwood Road  
March 6, 2010**

**Meeting Chair:** Alan Schietzsch

**1. Call to order:** The meeting was called to order at 1820h.

**2. Attendance (show of hands):**

Executive members: 12

Members of bike club : 40

Total attendance: 52 members

Alan commented that it was good to see the AGM so well attended, as it shows that members have a interest in the bicycle club.

**3. Review and approval of agenda:**

There were no changes to the agenda and the meeting proceeded with the agenda as presented.

**4. Approval of 2009 AGM meeting minutes:**

**Moved by** Maureen Lanuke, **seconded by** Angela Ziemann, to approve the 2009 AGM minutes as written.  
**CARRIED** (unanimous)

**5. Annual Report from the Executive**

**a) President – Eileen Hall**

- Thank you to the members in attendance and the current executive
- Storage locker for club equipment has been rented
- ETBC now has a registered trademark for the Tour de l'Alberta® and Eileen thanked Maureen Lanuke for her hard work which resulted in obtaining the trademark
- The policy manual was updated to add scheduled weekly ride coordinator honorariums
- Updated trip expense and trip coordinator training for filling out expense documents

**b) Vice-President – Sid Bennett**

- Over 100 people volunteered at club events during the past year, Sid thanked them for their time
- Special thank you to Scott Keast who did an excellent job leading the Cycling 101 course as well as the Target the Tour Rides, in preparation for the Tour de l'Alberta®
- There were over 110 rides last season which included: evening events, weekly day tours, community support rides (Bikeology, MS 150 Marshall's Ride, MS 150, the Ride to Conquer Cancer) and 2 multi day rides (Golden Triangle, Mountain Parks Classic- Jasper to Banff)

**c) Membership - Anne-Marie Adachi**

- There were 333 members registered this year, which is down from 377 members last year
- Demographics: 175 single members

64 families of 2 accounted for 128 members

33 members belonged to families of 3 or more

This totals 336 instead of 333, as 3 more people registered after Anne-Marie had taken the statistics off of the the Karelo system.

#### Age Distribution:

9 years and under: 4	40 – 49 years: 94
10 – 19 years: 13	50 – 59 years: 122
20 – 29 years: 16	60 – 69 years: 45
30 – 39 years: 33	70 years and older: 4

This totals 331 instead of 333 as 2 people did not report their age on the membership form.

- 50 people (15%) indicated on the membership form that they were willing to become a trip leader and Sid will follow up
- A significant number of people (120 = 35.7%) indicated a willingness to be a volunteer

#### **d) Publicity – Nancy and Dale Smigerowsky**

- Nancy provided details on various club promotional activities such as:
  - distribution of posters to bike shops, post secondary schools, fitness clubs, etc.
  - ETBC leaflets in participant packages for MS Ride and Great White North Triathlon
  - display board presentations (MEC, Zoo Ride, etc)
    - The highlight media event which provided excellent visibility for the club, was the “Bike Trails and Monkey Tails” ride on Canada Day (suggestion courtesy of Dan Boonstra)
  - Over 50 ETBC members participated in a club ride through the river valley and then became the official Canada Day Cake Cutters, handing out cake to thousands of Zoo attendees

#### **6. Presentation of Accounts – Dan Boonstra**

##### **a) Auditor's Report**

- The auditors for 2009 were Debbi and Bryan Wallace
- The financial statements were reviewed and found to be accurate and the report is attached
- Alan thanked Debbi and Bryan for doing the review for this year

##### **b) Statement of Financial Position (Balance Sheet)**

- Dan reviewed the highlights of the balance sheet and answered questions as they arose
- The success of the Tour de l'Alberta® (TDA) provided a positive boost to the clubs financial position this year.
- Maureen Lanuke questioned why there is no statement of interest earned. Eileen Hall responded that accounts which provide the flexibility and ready access to funds when needed for bike club business return only 0.2% interest. Other accounts may provide 0.75% or 1 % interest but withdrawals are only allowed once per month, or once per year respectively.

**Moved by** Maureen Lanuke, **seconded by** Regina Shtybel, to request that the executive investigate alternatives such as a high rate cashable GIC, to currently held bank accounts; and to allow the executive to decide the appropriate amount to invest in the new vehicle(s).

**Amendment to above motion** by Dennis Nolan, to explore other investment vehicles (such as dividend funds) and not restrict the search to GICs.

**Motion as amended** “To request that the executive investigate alternatives such as high rate investment vehicles: GICs, dividend funds, etc., to currently held bank accounts; and to allow the executive to decide the appropriate amount to invest in the new vehicle(s).”

The new motion was voted on and was **CARRIED** (20 in favor, 5 opposed).

**c) Statement of Operations (Revenue and Expenses)**

- Trip revenue was down for 2009, as the club only had 2 major trips which provided \$11,861 in revenue instead of the typical \$20,000 when the club runs 4 multi day rides
- Merchandise revenue was also down from 2008, as the club has not purchased any new merchandise since the purchase of 225 30<sup>th</sup> anniversary jerseys (which were accounted for in last year's budget). The remaining inventory of 85 jerseys will likely last 2 to 3 more years.
- A member questioned the cost to purchase the jerseys versus price to members to buy, as it appears that the jerseys cost the club more than they are being sold for. This is in accordance with club policy of returning money to the members by selling at or slightly below cost. Jerseys are viewed as helping to attract members as it advertises the club when worn on rides.
- A deficit of \$6845 was forecast, however instead, the club experienced a net surplus of \$23,086 for the following reasons:
  - The TDA provided the bulk of the surplus of around \$20,000 due to higher than expected number of participants and sponsors.
  - Jerseys: More were sold than expected due to the Zoo ride on Canada Day
  - Budgeted \$3000 for audio-visual equipment, but this was not purchased this year.
  - \$5000 was budgeted for revamping the club website, however a free open source solution was used, which Ernie and Greg have been working on in their free time.
    - A question arose regarding the reporting of net expenses for a club event instead of a detailed listing and whether this is a change in procedure. Is this due diligence? Dan responded that 97-98% of true expenditures and income are captured.
    - A member inquired about the fixed asset line shown as \$1.00 on the balance sheet. Dan indicated that this is a way of accounting for items that cost over \$300 and are fully depreciated in the year they are purchased.
    - A member queried why massage therapy income at TDA was \$500, while expenses were \$820. Dan explained that a number of tickets for massage were sold, however, a number of people did not show up therefore the money was refunded. Next year, this will not be an issue, as the massage therapists will be set up to be a sponsor and will not charge for their services in return for the exposure that they will receive at the event.

**Moved by** Maureen Lanuke, **seconded by** Chris Chapman, to approve the financial statements for 2009 as presented. **CARRIED** (unanimous)

Alan thanked Dan for providing a clear picture of the financial position of the club.

**d) Appointment of 2010 Auditors**

Danny Quevillon nominated Debbi and Bryan Wallace to be the auditors for the 2010 financial statements. Debbi and Bryan accepted. **CARRIED** by acclamation

**7. Budget Presentation for 2010**

Dan Boonstra highlighted the following points of the proposed budget for 2010:

- The bottom line on the budget indicates deficit of \$11,000, but due to excess funds available, there is an opportunity to put money towards education and safety training for members
- Dan indicated that he would like to work with the incoming treasurer to create a separate account from the operating budget for capital projects or other major expenses. By keeping this money separate from the operating budget, it would eliminate the appearance of a negative bottom line.

- Expenditure for Club Events is projected to be higher for this year, as the club's most expensive event, the Volunteer Dinner did not occur in 2009, but was carried over to January 2010.
- \$3000 has been set aside for more education courses such as Level C First Aid, Board Seminar, CANBIKE, etc for members and/or volunteers; as well as \$3,310 for purchase of audio-visual equipment and a defibrillator. These funds will help to fulfill the bike club commitment to increase focus on safety and education for the coming year.
- In the case of the TDA, it is expected that the club will break even this year. we are hoping to reach 1200 riders this year (there were 895 riders in 2009).
- Only about 25 copies of Spokes are provided in hard copy and these go mainly to bike shops.

**Moved by Sid Bennett, seconded by Don Peddie, to approve the budget for 2010 as presented.**

**CARRIED** (unanimous)

## **8. Old Business**

In the minutes from the 2009 AGM, it was requested that a membership fee review be conducted.

- Last year an unusual fee structure resulted in the following:
  - 1<sup>st</sup> member fee of \$30, 2<sup>nd</sup> member fee \$10 and each additional member \$17
  - For 2010, it was proposed to amend the fee structure to the following:
    - 1<sup>st</sup> member fee of \$30, additional family member 18 years or older \$15 and each additional family member less than 18 years old \$5

**Moved by Nadine Leenders, seconded by Scott Keast, to adopt the proposed membership fee structure**

**CARRIED** (unanimous)

- A member queried if an increase in membership will increase insurance costs
- Eileen replied that we are insured under RCAA. EBTC and Elbow Valley Cycling Club are members of the RCAA. This is done since insurance companies want a large pool (1000) to be attractive to insure.
- EBTC has recreational insurance, not a racing insurance.
- Insurance costs are based on the number of members, not a flat rate.

## **9. New Business**

### **a) New ETBC Webiste**

Ernie Mah provided members with a demonstration of the new ETBC Website

- Currently runs in parallel with existing website, but soon will become the default website
- Ernie demonstrated several exciting features of the new website including moving graphics and a pictorial history of the club
- Other features: events, gallery, membership; and all past newsletters have been loaded on
- An enormous amount of time and effort went into the development of this new website and the members thanked Ernie for his time and hard work with a resounding round of applause

### **b) Recognition of Members**

1. Long Service Award – Don Peddie
2. Celebration of 20 years on the executive – Ernie Mah

## **10. Election of Officers**

1. **President** – Eileen Hall nominated Sid Bennett. Sid accepted. Carried by acclamation
2. **Treasurer** – Eileen Hall nominated Chris Chapman. Chris accepted. Carried by acclamation
3. **Secretary** - Keri Barringer returns as secretary. This is the second year of her 2 year mandate.
4. **Vice-President/Touring** – Sid Bennett nominated Lauren Dyck-L'Heureux. Lauren accepted.  
Carried by acclamation
5. **Membership Coordinator** – Anne-Marie Adachi returns as membership coordinator. This is the second year of her 2 year mandate.
6. **Education & Safety Coordinator** – Scott Keast agreed to serve a 2<sup>nd</sup> term. Carried by acclamation
7. **Supplies & Equipment Coordinator** – Sid Bennett nominated Freeman Taylor. Freeman accepted.  
Carried by acclamation
8. **Social Coordinator** – Chris Chapman nominated Ellen Ainsley. Ellen accepted.  
Carried by acclamation
9. **Webmaster** – Greg Pommen & Chris Sommerfeldt return as webmasters. This is the 2<sup>nd</sup> year of their 2 year mandate.
10. **Librarian** - Greg Pommen & Chris Sommerfeldt return as webmasters. This is the 2<sup>nd</sup> year of their 2 year mandate. Bernie Bloom agreed to assist the librarian.  
Carried by acclamation
11. **Publicity Coordinator** – Nancy & Dale Smigerowsky return as publicity coordinators. This is the 2<sup>nd</sup> year of their 2 year mandate
12. **Newsletter Editor** – Ellen Ainsley nominated Chris Chapman. Chris accepted. Angela Ziemann volunteered to assist the newsletter editor.  
Carried by acclamation
13. **Volunteer Coordinator** – Chris Chapman nominated Ron Chapman. Ron accepted.  
Carried by acclamation

Alan thanked all returning board members as well as the members who have agreed to serve on the board for this coming year.

A member questioned if it was possible to add a place on the new website for non-members of the bike club to sign up as a volunteer. This will be investigated.

**Moved by** Danny Quevillon, **seconded by** Greg Pommen, to empower the executive to fill vacant board positions (if all positions are not filled during the AGM, or if a position becomes vacant during the year).

**CARRIED** (unanimous)

**Moved by** Angela Ziemann, **seconded by** Nadine Leenders, to adjourn the meeting.

**CARRIED** (unanimous)

Meeting adjourned at 2020h.

**Recorder:** Lorraine Keast