

Edmonton Bicycle and Touring Club  
Annual General Meeting  
Whitemud Creek Community Centre  
951 Ogilvie Blvd NW, Edmonton  
January 26, 2014

**Meeting Chair:** Alan Schietzsch

**1. Call to order:** The meeting was called to order at 1805h by Alan Schietzsch

**2. Attendance:** Total attendance: 56 Number of executive in attendance: 8

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

**Moved by** Frank Potter, **seconded by** Alberto Rodriguez to adopt the agenda as presented.

**CARRIED**

**4. Approval of 2013 AGM minutes**

**Moved by** Don Peddie, **seconded by** Larry Zelazo to adopt the minutes as written.

**CARRIED**

**5. Annual Report from the Executive:**

**President** – Dan Boonstra

Please see attached report presented by Dan.

**Safety and Education** – Charles World

Charles notified the membership that rides such as the Target the Tour Rides will start at the Strathcona Olympiette Center this year. Attendance for the Target the Tour Rides was excellent with 120 riders coming out for the Classic Ride and 40 riders turning out for the Fundamentals Ride. Cycling 101 saw 25 people register and 6 people complete and graduate from the 8 week course. There are now 2 new Canbike Certified Instructors: Charles World and Neil Warhaft, in addition to Scott Keast. There were many excellent rides put on by club members: Get Hi Ride (Freeman and Sonja Taylor, Tim Doskoch), West End Riders (Frank Potter) and Rookie Rides (Annie McKitrick and Gaye Carter) to name just a few.

The Board discussed 5 specific goals for the coming year and safety is one of the goals that the Board will work on this year. There was one reportable accident in 2013 and the goal is zero accidents for 2014. If members have any ideas or suggestions on this subject they are encouraged to speak to Charles World or Neil Warhaft.

**Membership** – Freeman Taylor (absent, Dan Boonstra presented report)

The club has gained almost 100 members over the past year. The club has worked to increase its visibility through information tables at Trade Fairs the Tour de l'Alberta (TDA) and the Tour of Alberta.

Breakdown of membership:	<u>2012</u>	<u>2013</u>
First (single) member	363	444
Second, family members	93	115
Members under age 18	24	13

Age demographics have not changed much in the last year – the largest group is still the 50-59 year range (39%) with the 40-49 year range at 24.6% and the 60-60 year age at 16.2%. There are 12 members who are 70 or more years old.

The number of members expressing interest in being trip leaders decreased to 12.5% (from 15.6% last year), and Dan reminded members that there is opportunity to co-lead a trip, this is not something that needs to be taken on by only one person. The number of members expressing interest in volunteering at any level decreased to 43.5% (from 45.8%). Dan thanked all the people who are willing to step up and volunteer.

**Publicity** – Sonja Taylor (absent, Dan Boonstra presented report)

The bike club set up tables at the following trade fairs in April: St. Albert, Sherwood Park, Morinville and Ft.

Saskatchewan. There was an information table at MEC BikeFest in June and a stand at the Tour of Alberta on September 4th. EBTC bookmarks were inserted into participant packages for the TDA. Thirty-five year jerseys are still available for purchase. A promotional video to celebrate the club's 35 year anniversary was produced and is posted on the EBTC website.

#### **TDA Highlights – Chris Chapman, Dan Boonstra**

The date of the TDA for 2014 is Sunday July 27<sup>th</sup>. This was the 6<sup>th</sup> year that the TDA was held in Morinville. The number of riders who participated in the different rides were as follows: 5 km (65), 15 km (112), 50 km (247), 100 km (687), 150 km (200) and 185 km (253). The 150 km route was added to provide an additional route to challenge people who have done the 100km ride but may not want to do the 185km ride just yet, and also to increase safety for the 100 km riders by decreasing the number of riders starting at that time slot. There were over 280 volunteers, 28 official sponsors and 2 not-for-profit organizations who took part.

The trade fairs helped to publicize the TDA and boost the number of riders who participated. The ride tends to attract new riders and there were 575 first time riders in 2013. Seventy-four percent of riders indicated that they would ride the TDA this year (2014). Some people travelled quite a distance to ride in the TDA: 31 riders came from Saskatchewan, 6 from BC, 1 from Arizona, 1 from Texas and 1 from Hong Kong.

#### **6. Presentation of accounts – Treasurer – Annie McKitrick**

Annie extended a thank you to Debbi and Bryan Wallace for their help this past year.

The financial statements were distributed to members at the meeting.

#### **Receipt of Auditor's Report**

The auditors for 2013 were Debbi and Bryan Wallace. Their report indicates that based on their review, nothing has come to their attention that causes them to believe that the financial statements do not, in all material respects, reflect the club's financial position as of December 31, 2013.

#### **Statement of Operations (Income and Expenses) presented for information**

Annie presented a detailed account of sources of revenue as well as expenses for the club. The following items were noted:

- Club expenses and revenues were generally on budget.
- The TDA financials were separated from EBTC for 2013, but were integrated in the Statement of Financial Position.
- The net income from the TDA was \$6868.43
- TDA Sponsorship provided about \$11,000 in cash to the club but if all the sponsors' goods and services are added in, the value of the benefit to the club is closer to \$50,000.
- Assets acquisition: this year a number of bike racks were bought as well as a tent with our logo to be used at various events.

#### **Statement of Financial Position (Balance Sheet) presented for information**

Annie presented the balance sheet to attendees, highlighting the following:

- The club's income and expenses break even most years.
- Income is derived from membership registration, TDA revenue and the agreement with the Alberta Peloton Association.
- The club tries to balance income and expenses for overnight trips and if there is money left over, it is paid back as a refund.
- A long term club member was involved with the Hillary Ride, therefore it was decided that the club would make a donation to the ride.

**Moved by Don Peddie, seconded by Scott Keast to accept the financial statements as presented.**

**CARRIED**

## **GST Review**

Please see attached report presented by Annie.

## **Budget presentation for 2014**

Annie presented the proposed budget for 2014 and indicated that this is a very conservative budget. The budget was increased for storage locker fees and room rental costs for meetings. In 2014, the cost for the volunteer brunch will be less as it is anticipated that Morinville will be taking over this expense. The amount for honorariums has been increased to \$1800. This is money paid out (\$20.00) to people who lead a day ride and is intended to re-imburse trip leaders for gas used to pre-ride the cycling route, printing costs for maps, etc. It was noted that many people do not take the honorarium, but \$1600 was paid out in 2013. There will be no change in membership fees for 2014 – the club members would have to approve a membership fee increase now in order to increase the fees for 2015.

The budget includes the \$2500 for the trade mark license fee from the Alberta Peloton Association, as well as the estimated GST arrears payment from 2005 – 2013 of \$10,000 and the bookkeeping support and accounting fees for GST. This deficit of \$13,405 would be paid out of the club's surplus. This is another issue that the membership will have to make a decision on – what to do with the surplus that currently stands at \$68,719.66.

Once a Memorandum of Understanding has been reached between EBTC and Morinville, the budget will be revised accordingly.

**Moved by** Alberto Rodriguez, **seconded by** Greg Pommen to approve the 2014 budget with the anticipated revisions.

**CARRIED**

## **7. Appointment of 2014 Auditors**

Maureen Lanuke and Chris Chapman have indicated their willingness to stand as auditors for 2014.

**ACCLAIMED**

## **8. Old Business**

None

## **9. New Business**

### **2104 TDA and Partnership with Morinville – Charles World**

The executive has deliberated over the past year as to what direction to take with the TDA. With more than 1500 riders and 200 volunteers, the size of the event has grown so large that the financial risk to the membership and the risk of volunteer burnout has become significant. Morinville has expressed interest in taking the event and growing it. Morinville is negotiating a Memorandum of Understanding with EBTC and while Freeman Taylor and Charles World are currently involved, they are looking for EBTC volunteers to sit on the Steering Committee which will have equal numbers from EBTC and the Morinville. (Thank you to Maureen Lanuke and Chris Chapman for volunteering).

The Memorandum of Understanding will outline areas of responsibility, for example:

- Profit sharing will be 50-50 between EBTC and Morinville and will not include management expenses, cost of salaries.
- Morinville will look after the financial end, providing seed money and also take over the registration of riders; this will limit the financial risk to the EBTC.
- EBTC will provide some logistics support such as route planning and some volunteers
- EBTC will keep the trade marked name – it is still our ride so we will continue to market it
- Advertising – the committee will limit marketing to community newspapers (not radio) and it will be on the Morinville website; Morinville has invited EBTC to share their table at the Trade Show.

It is understood that there is an emotional attachment to the TDA – the roots of the ride will not be forgotten. The governance structure is not in place as yet, it will be part of the Memorandum of Understanding. Charles indicated that the executive is not looking for endorsement from the club membership to enter into this

agreement with Morinville, it is not a fundamental change from what the club is doing; it is just eliminating the financial risk to the EBTC.

**Recognition – Long Term Service Award** – presented by Charles World

Al Carlson is the recipient of this year’s Long Term Service Award. He has held many positions on the Board including Club President in 2002, and leads many rides including the Jasper to Banff Ride, Wednesday night Show and Go, Bakery and Ice Cream Rides, etc. Al is always there for the last rider – to keep them company and give them encouragement. Al is a devoted cyclist; he is kind, compassionate and all around good guy.

**35 Year Promotion Video** – Greg Pommen

Greg played the video for the members in attendance. It is an excellent promotional piece that shows what the EBTC is all about.

**Membership Fee Review** – Annie McKittrick

There is a motion from the board to increase the membership fees for 2015 by 10% (includes GST and Karelo fees). Under the by-laws, the fees have to be approved 1 year in advance. Karelo fees consume a large portion of the membership fees. At this point, the Karelo fees for the coming year are unknown, as is final total for the GST arrears. The outcome of the negotiations with Morinville is unknown. The 10% increase would help cover the GST for the membership fees and the Karelo processing fees.

The board would like to enter 2015 with the motion approved in case EBTC finds itself in a deficit situation. This gives the board the option to increase membership fees in 2015, but this option does not have to be exercised if it is not needed. Between the uncertainty of the cost of the GST arrears and the work being done with Morinville regarding the TDA, the EBTC is in a period of transition.

**MOTION:** To amend the board’s motion as follows: Keep the registration fees at \$30.00 but add the GST and Karelo costs to the \$30.00.

**Moved by** Maureen Lanuke, **seconded by** Chris Chapman

**Discussion:** Members felt that the 2 proposals were not significantly different and that the preference was to keep the motion as the board suggested. Members are encouraged to use Karelo because it eliminates the need for volunteer time or to pay someone to do membership related activities and it gives EBTC valuable membership information

**DEFEATED**

**A vote was called on the original motion:** To approve the Board’s request to increase membership fees by 10% (includes GST and Karelo processing fees).

**CARRIED**

**Motion on Trademark** – Dennis Woo

**Motion:** To require that any changes to the ownership of the trademark “Tour de l’Albeta” or “Tour of Alberta” be determined by the membership as a whole and not by the EBTC Executive .

**Moved by** Dennis Woo, **seconded by** Neil Warhaft.

**Discussion:** By-laws state that a special meeting can be called with 30 days notice. Quorum would be 7 for the AGM or a special membership meeting. One member felt that the motion should be withdrawn as this was too important to the club to make a decision without more study of the by-laws and investigation of the implications to the club. It was noted by another member that because the motion was on the agenda, it required that a vote be taken.

**A vote on the Motion was called:** To require that any changes to the ownership of the trademark “Tour de l’Albeta” or “Tour of Alberta” be determined by the membership as a whole and not by the EBTC Executive .

**CARRIED**

## 10. Nomination and Election of Officers

Officers	President	Charles World has been nominated and accepts the position. This is the first year of a 2 year mandate.
	Vice President	Freeman Taylor has been nominated and accepts the position. This is the first year of a 2 year mandate.
	Secretary	Doug Glodek has been nominated and accepts the position. This is the first year of a 2 year mandate.
	Treasurer	Annie McKitrick will continue for the 2 <sup>nd</sup> year of her 2 year mandate
Directors	Membership Co – ordinator / Email Co - ordinator	Larry Zelazo has been nominated and accepts the Membership Co – ordinator position. This is the first year of a 2 year mandate. He will continue for the 2 <sup>nd</sup> year of his 2 year mandate as Email Co-ordinator.
	Education and Safety Co-ordinator	Neil Warhaft has been nominated and accepts the position. This is the first year of a 2 year mandate.
	Newsletter Co-ordinator	Scott Keast has been nominated and accepts the position. This is the first year of a 2 year mandate.
Advisors	Touring Co-ordinator(s)	Anne-Marie Adachi will continue for the 2 <sup>nd</sup> year of her 2 year mandate. Tim Doskoch has been nominated and accepts the position. This is the first year of a 2 year mandate.
	Suppliers and Equipment Co-ordinator	Wayne Grover has been nominated and accepts the position. This is the first year of a 2 year mandate.
	Social Co-ordinator	Nadine Leenders has been nominated and accepts the position. This is the first year of a 2 year mandate.
	Webmaster	Vacant
	Social Media Co-ordinator	Greg Pommen has been nominated and accepts the position. This is the first year of a 2 year mandate.
	Publicity Co-ordinator	Sonja Taylor will continue for the 2 <sup>nd</sup> year of her 2 year mandate
	Volunteer Co-ordinator	Gaye Carter will continue for the 2 <sup>nd</sup> year of her 2 year mandate.

The position of Librarian has been abolished and the resource materials have been returned to club members. The Social Media Co-ordinator position has been created to take better advantage of media such as Facebook and Twitter as a way to get information about club events out to the membership.

**11.** The chairman requested that members give some thought to standing for the vacant positions and any interested parties are to forward their names to the Executive.

### **12. Notices – Annie McKitrick**

The 55+ Canada Games are looking for volunteers in August 2014. Anyone who would be interested in this opportunity should speak to Annie.

### **13. Motion to Adjourn**

No formal motion was made to adjourn the meeting. Meeting adjourned at 2020h.

**Recording Secretary:** Lorraine Keast



A couple of board members examined the potential liability that EBTC was facing as we had not been complying with the GST regulations as it applies to non profit organizations. The TDA registrations, tda jersey sales coupled with EBTC membership, jersey sales (in some years) and trip revenues had brought the organization beyond the threshold that organizations have to start charging GST. The board voted to contract with an accountant to provide an assessment and opinion as to the club's potential liability regarding the GST. An initial examination of EBTC statements of revenues and expenses from 2007-2013 by the accountant confirmed that EBTC should have been collecting GST in past years and remitting this to the federal government minus the GST input. The accountant explored the relationship between EBTC and the TDA and concluded that the TDA could not be isolated as a separate division of EBTC. The accountant also reminded EBTC that the Board was personally liable for any arrears owing to the federal government. We also reviewed previous opinions that had been expressed informally by EBTC members on this issue.

At its January 16, 2013, the EBTC board voted unanimously the following:  
That the board of EBTC agrees to negotiate with the Canada Revenue Agency with the help of the accounting firm MNP to pay GST owing from 2007 to 2013 and that EBTC registers to obtain a business number and collect GST on the appropriate items for 2014 and as long as it is applicable.

The board also agreed to do a lot of the detailed work itself so as to limit the cost of the accountant. Many thanks to Doug Glodek who has spent many hours providing excel files to the accountant and in n going through the files to detail all the GST that we have paid in previous years.

We have therefore allocated in our budget for 2014 an estimated amount of \$10,000 from our surplus funds to pay any arrears owing to the federal government. For 2014, the board decided not to charge GST on membership but will have to begin charging GST on other revenue items.

Since the revenue for the TDA may no longer be posted to EBTC in 2014 as we are negotiating with Morinvile to take over the registration and contract for the TDA, we may not need to continue to collect GST beyond 2014.

Annie McKitrick

Treasurer EBTC

## 2013 President's Report

### Edmonton Bicycle and Touring Club

The Edmonton Bicycle and Touring Club celebrated its 35<sup>th</sup> year anniversary this past year, demonstrating the popularity and longevity of a passion we all share in cycling. We've produced a commemorative [Jersey](#) and [video](#) to celebrate this milestone. It's been fitting that we ended the year with 570 members, the first year over the 500 mark! Allow me to point out a few other highlights of 2013.

The Tour de l'Alberta held on July 21, 2013 was the club's largest event this year, and a record-breaking 1564 riders will substantiate that it was the biggest and best edition ever! I want to thank Chris Chapman, the Director, and the Town of Morinville for hosting the Tour. A big thank you to all our sponsors and volunteers, as well.

Mark your calendars for July 27, 2014 for the 20<sup>th</sup> anniversary edition of the Tour de l'Alberta. We're looking forward to our continued partnership with the Town of Morinville as they take on additional organizational responsibilities.

As a club, we were also very excited to see a professional race come to Alberta in September called the *Tour of Alberta* that welcomed 120 professional cyclists from around the world. This race is organized by the *Alberta Peloton Association (APA)*. The EBTC and APA have a Trademark License Agreement that allows the APA to use the *Tour of Alberta* name for their event for five years. I'm hoping the EBTC and APA can develop their partnership even further as the race organizing committee prepares for their second event in 2014.

The club has also organized a number of overnight and day rides along with a number of weekly ride series. Our members have enjoyed participating in the Rafter Six Ski Trip, Silver Triangle, Caroline Ride, Blue River Adventure, Jasper to Banff, Thunder Lake, Logan's Pass, and Cycling in Jasper. Weekly series included Wednesday Night Skis, Target the Tour Classic, Target the Tour Foundations, Cycling 101 and 103, Rookie Recreational Rides, Show N' Go, Friday Afternoon Escape, Get Hi Hill Improvement, Westend Weekly Wriders, Fall Walks, and Slay the Birkie. Thank you to the organizers of these events. I also want to thank all the members who stepped up to organize single day rides throughout the year.

I would like to recognize our 2013 Volunteer of the Year, Scott Keast. Thank you for all that you do for the club, Scott! Find out who will receive our 2013 Long-term Service award at the Annual General Meeting on January 26, 2014.

I would also like to thank Ron Chapman for his services on the Board. He was President for most of this last term until his work took him out of town. It was hard for me to fill his shoes as Acting President.

Be sure to [renew your 2014 membership](#) and [order a 35 Year Jersey](#) if you haven't already done so. [Check our website](#) often, think about organizing a day ride or weekend trip, and consider running for a Board position. But most of all, I encourage everyone to conquer your cycling and fitness challenges in 2014 and to have fun doing it!

Cycle life to the fullest!

Best regards,



Dan Boonstra  
EBTC Acting President