

Edmonton Bicycle and Touring Club  
Annual General Meeting  
Whitemud Creek Community Centre  
951 Ogilvie Blvd, NW Edmonton  
February 22, 2015

**Meeting Chair: Charles World**

**1. Call to order:** The meeting was called to order at 1810h by President Charles World who was also acting as Chair. Char welcomed the attending members to the AGM and introduced the Board of Executives. Lorraine Keast agreed to be Recording Secretary for the meeting.

**2. Establishment of Quorum**

Char informed the membership that quorum has been set at 4. As there were approximately 36 members in attendance, quorum was exceeded.

**3. Review and Approval of Agenda**

Char asked the membership to review the agenda and if there were any additions to the agenda. The agenda was accepted as presented.

**ACCEPTED**

**4. Approval of 2014 AGM minutes**

**Moved by** Neil Warhaft, **seconded by** Dennis Nolan to approve the minutes as written.

**CARRIED**

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

**President's Report – Charles World**

Please see attached report, submitted by Charles World

Char commented that all rides are organized by volunteers, and that the club provides the opportunity to EBTC members to be able to ride every day of the week.

Char informed the membership that the following members of the board were retiring: Annie McKittrick, Nadine Leenders, Gaye Carter, Freeman Taylor and Sonja Taylor. Char thanked all of the retiring board members for all of their hard work this past year. He also thanked Nadine Leenders who arranged the excellent meal for the AGM.

The 2015 Trip Planning Meeting is on March 15 at the Hostel.

**2014 Publicity Highlights – Sonja Taylor, presented by Charles World**

Please see the attached report, submitted by Sonja Taylor

**Membership- Anne-Marie Adachi, presented by Larry Zelazo**

Please see the attached report, submitted by Anne-Marie Adachi

The number of members registered in 2014 was 510, down from 572 in 2013. This could be the result of the EBTC website going down. People were not able to access the website which would have directed them to Karelo where they could register to be EBTC members.

The age demographics observed in previous years continued in 2014, with the 55 years and older segment making up the largest group. The under 18 years of age segment has been shrinking over the past few years.

**Financial Position – Charles World**

The Board is very concerned about fiscal responsibility and has reviewed the club's financials. The club currently has a cash balance and GICs. Annie will speak to this when she presents her Treasurer's Report.

Char thanked the Board for all their hard work. There were many challenges this past year and he thanked the Board for all of their support.

### **2014 TDA Report – Charles World**

Char notified the membership that the bulk of the work for staging the TDA has now been transferred to the Town of Morinville (hereafter referred to as “Morinville” in this document). EBTC will continue to receive benefits such as payment for the use of the trademarked TDA name (\$2500/year), reduced TDA registration fees, and EBTC will receive exposure through advertising as a stakeholder in the TDA. EBTC will no longer be subject to the financial burden of the TDA, but we will not receive the income from it either. The intent is to continue to move away from the TDA and focus more on touring and doing more rides.

Morinville will be making an announcement this weekend that the date of the TDA will be changed to August 9, 2015. Their arena has been condemned and they are building a new one but it will not be ready for this summer. The Community Centre has been made available for the TDA, but it necessitated a change in date for the event.

One member asked if the decision to transfer the TDA to Morinville was brought to the membership. Char replied that this information was brought to last year’s AGM, along with the reasons why this would benefit the EBTC. The TDA is a huge amount of work – last year, Char and Freeman put in more than 200 hours personal time each, to help Morinville organize the TDA. This is not sustainable. The TDA has become a \$150,000 commercial event and that presents too large of a financial risk to the club. Morinville would like to grow the TDA to 10,000 riders, build a hotel, and further increase the exposure of Morinville, not necessarily make money from the event.

There will continue to be some support from EBTC – Anne Marie A. has agreed to set up the signs for the TDA and Char has agreed to serve as an organizational member on their Board. EBTC will not assume responsibility for organizing volunteers for the event. Morinville wanted someone from EBTC to serve on the organizing committee for 10 years, but EBTC has entered into a Memorandum of Understanding for 3 years only – with an annual review and a 30 day clause that allows either side to exit from the agreement. The EBTC Board did not want to bind future Boards to a long term agreement that may not serve the membership should unforeseen circumstances arise.

### **Safety and Education – Neil Warhaft**

Char World and Neil Warhaft have completed the Cycling Instructors course this year. Cycling 101 was held on May 10, 2014 and there were 15 people who registered. Cycling 101 will be offered again in 2015.

### **Miscellaneous**

Char informed the membership that the Board also revised the By-Laws so that they more accurately reflect the current requirements of the club. Two new policies were drafted, one was a privacy policy and the other was a media recording policy. Thank you to Dan Boonstra for completing the work required to register the trademark for the Tour of Alberta (English name).

## **6. Old Business**

There was no old business to discuss.

## **7. Financial Report – Annie McKitrick**

Please see attached reports for the following items, submitted by Annie McKitrick

### **Auditor Statement**

Annie thanked Maureen Lanuke and Dan Boonstra for reviewing the Statement of Financial Position of the EBTC.

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

Annie noted the following information: the club has \$86,796 in the bank. There are term deposits in 3 different GICs.

### **Statement of Operations (Income and Expenses)**

Everything is on budget for 2014. Annie highlighted the following points from the report:

- There is a change in policy for trips that are booked through Karelo. Karelo charges a \$30.00 per person processing fee and in the past, the club would refund the full amount to a person who had to cancel. Going forward, the amount paid minus the \$30.00 processing fee will be refunded to a member who has to cancel a booked trip.
- Merchandise revenue from sale of jerseys came to \$1,855.
- Membership dues brought \$12,071 in income.
- EBTC made a GST payment of \$1435. New this year is the \$4,195 paid to enlist the services of a lawyer to ensure the correct amount of GST was paid.
- A consultant was also employed to build a new EBTC website after the previous website was hacked / crashed.

Annie McKitrick and Wayne Grover (Equipment Co-Ordinator) have conducted an inventory of the assets in the storage unit and updated the inventory list. Some assets related to the TDA were transferred to Morinville, some assets that are deemed to be no longer of any use to the club will be sold. In total, the club has about \$11,700 of assets in the storage unit.

One change in practice that has been instituted is that instead of using credit cards to make purchases on the club's behalf, invoices will be used which must be signed off by a board member. Also, the club will be putting more money into GICs, rather than leaving large amounts in a chequing account that could be hacked or diverted.

The club has a surplus right now, but without the income from the TDA, this will not last long because the \$12,000 from membership dues is not enough to run the club. Some of the assets will be sold: old computers, roof racks and camping equipment that the club no longer uses. In a response to a question from a member, Annie noted that equipment is depreciated and are expensed out at \$1.00 on the Balance Sheet.

It is good to have some money in reserve because the club cannot anticipate when an expense will occur – two recent examples are the crash of the EBTC website and the GST payments. The membership fees for 2015 will increase by 10% (as approved at last year's AGM) and it is anticipated that this will cover the payment of GST. The club spends \$2,600 per year to store equipment and a smaller storage unit could be used if more equipment was culled. The Board has discussed this and will continue to look at this option. Note: anyone in the club can use this equipment if putting on a club event.

### **EBTC Proposed 2015 Budget**

Annie pointed out the following items on the proposed budget:

- The income from the TDA is \$0.00
- The income from the Trademark license fee for the TOA and TDA is \$5,000 (\$2,500 each)
- Honorariums listed as an expense is paid to cover gas for organizers of rides
- Insurance – anticipating an increase in insurance costs, but it may not be as much as what is listed on the budget
- Karelo fees are \$600; it is felt that the club receives good service from this provider
- Website and IT has been budgeted out as \$5,000 this year, which may be a little high – it may be closer to \$3,000
- Administration costs are kept as low as possible
- Rental fees – this is hard to estimate so it has been increased for the 2015 budget
- \$3,000 has been added in for legal and other professional services which may not be needed, but it is better to have it in, just in case

**Moved by** Terry Fannon, **seconded by** Alan Schietzsch, to adopt the EBTC 2015 Budget as proposed.

**CARRIED**

8. Appointment of Auditors for 2015

Dennis Nolan and Gaye Carter have been nominated to be the auditors for 2015.

**Moved by** Dan Boonstra, **seconded by** Alan Schietzsch to accept Dennis and Gaye as the 2015 auditors.

**CARRIED**

9. New Business

New Website Presentation – Gaetan Grondin

The previous website was about 30 years old. This year it went down twice, on the third time it went down completely and could not be recovered. The Board voted to have a new website built.

The new website is easier to use and more intuitive. Gaetan pointed out the features of the new website with a slide show presentation. The following items were highlighted:

-There are 3 main areas people can access to 1) become a member, 2) sign up to volunteer and 3) register for an event.

-There are links to Facebook and Twitter

-About: club executive can put in their picture and email address. The key responsibilities and duties of each position is documented there as well

-Event: there is a calendar → click on a month → hover over a day and information comes up on rides with description of event and links to maps, organizer, etc. Link to Karelo is there if a member wants to register for the ride.

-Resource: access to articles and article archives can be found here. There is a library section with downloads of maps and other information. Newsletters are also under this section.

-Volunteer: previously volunteers were putting their personal information on an open document; now member details are hidden unless the person accessing the information has a password. Volunteers can sign up and the event chair will receive an email.

-Membership: Through this tab it is easy to access Karelo, By-Laws and Policies.

The next discussion will be how to maintain the website so that the club does not end up with a 30 year old website again. The services of a web designer named Kim has been contracted for \$6,600 all in. She is here in Edmonton and she is available to help Gaetan whenever he needs it.

## 10. Nomination and Election of Officers

Officers	President	Charles World will continue for the 2 <sup>nd</sup> year of his 2 year mandate.
	Vice President	Vacant
	Treasurer	Fernande Nowlan has been nominated and accepts the position. This is the 1 <sup>st</sup> year of a 2 year mandate.
	Secretary	Tim Doskoch took over from Doug Glodek part way through the previous year and will continue for the 2 <sup>nd</sup> year of the 2 year mandate.
Directors	Membership Co-Ordinator / Email Co-ordinator	Larry Zelazo will continue for the 2 <sup>nd</sup> year of his 2 year mandate as Membership Co-Ordinator. He has agreed to stand for a further 1 year term as Email Co-Ordinator. This is the 3 <sup>rd</sup> year of a 2 year mandate.
	Education & Safety Co-Ordinator	Neil Warhaft will continue for the 2 <sup>nd</sup> year of his 2 year mandate.
	Newsletter Co-Ordinator	Scott Keast will continue for the 2 <sup>nd</sup> year of his 2 year mandate.
Advisors	Touring Co-Ordinator	Anne-Marie Adachi has agreed to stand for a further 1 year term. This is the 3 <sup>rd</sup> year of a 2 year mandate.
	Supplies & Equipment Co-Ordinator	Wayne Grover will continue for the 2 <sup>nd</sup> year of his 2 year mandate.
	Event Co-Ordinator	Donna McKay has been nominated and accepts the position. This is the first year of a 2 year mandate.
	Webmaster	Gaetan Grondin will continue for the 2 <sup>nd</sup> year of his 2 year mandate.
	Social Media Co-Ordinator	Greg Pommen will continue for the 2 <sup>nd</sup> year of his 2 year mandate.
	Publicity Co-Ordinator	Vacant
	Volunteer Co-Ordinator	Vacant
	Advisor without portfolio	Tilly Jensen

Members voted to accept the nominated members to the Board. Char welcomed the new executive members.

**CARRIED**

## 11. Motion to empower executive to fill vacant positions

(if all positions are not filled)

**Moved by** Gaetan Grondin, **seconded by** Neil Warhaft to empower the executive to fill any board positions that were left vacant at today's AGM.

**CARRIED**

## 12. Motion to Adjourn

**Moved by** Larry Zelazo to adjourn the meeting.

**CARRIED**

Meeting adjourned at 1910h

**Recording Secretary:** Lorraine Keast

