



Nanaimo Motocross Association
2010 Annual General Meeting
December 5, 2010

Agenda

- Welcome and Call Meeting to Order
- Attendance
- Review Agenda
- Introduce Current Executive
- President's Report
- Treasurer's Report
- Director Reports
 - Secretary – Sandy Sherman
 - Site Manager – Vacant
 - Track Manager – Andrew Belin
 - Watering Manager – Mike Macdonald
 - Membership Manager – Linda Sutherland
 - Promotions Manager – Harold Youland
- Questions / Feedback for Current Executive
- Recommendations
- Executive and Volunteer Roles Overview
- Election Overview
- Elections
- Introduce New Executive
- Welcome and Questions / Feedback for New Executive
- Meeting Adjourned

Current Executive

- President – Dave Barnes
- Vice-President – Vacant (formerly Kelly Rowlett)
- Treasurer – Vacant (acting Jaye Pugh)
- Secretary – Sandy Sherman
- Site Manager – Vacant (formerly Rob Wolfe, Kelly Rowlett)
- Track Manager – Andrew Belin (formerly Dan Smith, Lowell Pugh)
- Watering Manager – Mike Macdonald
- Membership Manager – Linda Sutherland
- Promotions Manager – Harold Youland

Presidents Report

- NMA Mission
- Other Notable Volunteers
- Goals and Objectives
- Priorities
- Accomplishments
- Challenges
- Recommendations
- Sponsors
- VIMX Overview
- Key Indicators

NMA Mission

“The Nanaimo Motocross Association is a family oriented non-profit club committed to promoting organized motocross in the region. This is accomplished by providing our members a safe environment for riders of all skill levels to enjoy the sport of motocross and spend time with family and friends.”

Other Notable Volunteers

- Brian Coburn
- Dan Nikirk
- Don Sutherland
- Linda Hansen
- Jen Youland
- Elaine Blackburn
- Sam Macdonald
- Lowell Pugh
- Kim Brunelle
- Russ Sherman
- Ken Clark
- Maurice Vanderbash
- Ken Kennedy
- Ross Sherman
- Nick Syrotuck
- Bruce Donaldson
- Mark Swanwick
- Frank Syrotuck

And there were may others that helped out during work parties, races and other events

Goals and Objectives

The goals below have been developed to support the overall NMA mission:

- Define goals and priorities based on membership input
- Promote a fun and family oriented member culture
- Provide excellent benefits and value to members
- Provide excellent promotion and exposure to sponsors
- Grow club through membership
- Increase club support through sponsorship
- Promote and grow the sport of motocross in the region
- Provide facility, tracks and events for riders of all skill levels
- Expand and improve the Wastelands motocross park facility
- Work closely with other Island clubs/tracks to promote motocross
- Community support, involvement and exposure

Priorities

- Establish consistent and reliable equipment sources and sponsors
- Revisit all previous sponsors to confirm continued support
- Acquire new sponsors
- Seek manufacturer support (Honda, Kawasaki, Yamaha, Suzuki, KTM, others)
- Increase involvement and support of local bike shops
- Remove signs for any sponsors not actively supporting the club
- Increase exposure of race and non-race events
- Increase spectators during race events
- Minimize the use of the facility and track by non-members
- Minimize risk of insurance liability exposure (due diligence, facility insurance conditions, signs, safety risks, etc.)
- Bring in new riders and members to the club
- Significantly enhance watering system (storage, truck, sprinklers, hoses, etc.)
- Create a long-term plan for the track(s)

Priorities...

- Make significant track changes and improvements to layout, obstacles, surface
- Enhance the club social culture by having more fun and social events
- Provide as many organized groomed/watered practice days as possible
- Increase the number of non-race events and activities at the track
- Increase community support and club profile (attend community events, support charities, etc.)
- Reestablish the barrel track, create a small wheel track and create an ATV track
- Continued site improvements (roads, pit sites, safety, signs, fencing, clean-up)
- Improve spectator viewing areas and facilities
- Conduct riding schools for all skill levels
- Create a track advisory working group with various people and levels of riders
- Potentially acquire track consulting and design advice from experts?
- Continue to enhance website as a membership management, networking and communication tool

NMA Perpetual Awards

- The **Mike Belinski Award** is given to a rider who refuses to let setbacks or lack of trophies curtail his/her love of the sport and display of sportsmanship. This is the “True Grit” Award. Mike was given this award the day he passed away. To **Ross Sherman** for great attitude and “never give up spirit” throughout the year and even after his bad crash in Edmonton during the Nationals.
- The **Al Holloway Award** is a volunteer award that recognizes the extraordinary contribution and energy of any volunteer(s) to the Nanaimo Motocross Association. To **Lowell Pugh** for all his contributions this year with the major track reversal in addition to grooming and maintenance throughout the year despite the fact that worked out of town most of the year.
- The **Harold Johnsen Award** is also a volunteer award that acknowledges a volunteer’s assistance for all clubs, with a willingness to pitch in wherever needed. Harold is also known for expressing his love of our sport by encouraging riders, even those competing against his own daughters. To **Elaine Blackburn** for her work on VIMX, working with CMRC and administrative help with Campbell River, NMA and other tracks during race events.
- **Most Sportsmanlike Rider Award** – Presented to the rider that has shown that winning isn’t everything. He is a true sportsman by being humble in victory and courteous in defeat. To **Steven Macdonald** for his great attitude and sportsmanlike behavior in victory and defeat.

A special award presented to **Brian Coburn** for his volunteer contributions this (and last year). Brian along with Mike Macdonald both worked tirelessly on the water system before, during and after our events. Brian was always willing to help out with whatever was needed.

Accomplishments

- Defined NMA's Mission Statement
- Define club overall goals and objectives
- Major track reversal and modifications in the spring
- Significant water system upgrade and maintenance
- Continued improvements in overall track layout, design and safety
- Spring Open House with riding schools (Beginner/New and Junior), STS suspension clinic
- 2 Spring and 1 Fall Series Races including ANQ and BCs Round 1
- Fall riding schools – Advanced Dusty Klatt, Beginner/Junior Bruce Donaldson
- 3 site and track work parties
- Small wheel track created and barrel track area restored
- Alternate track material trial on portion of track

Accomplishments...

- Most sign-ups of any track (556)
- Test Ride Days: Westwood Power CanAm day, Spunky's KTM
- Member and community communications and promotions – website, email, shirts, stickers, posters, radio, Nanaimo event calendars
- NMA Membership promotional t-shirts and stickers
- NMA website – website, membership, sign-ups, communications
- Increased number and amount of sponsorship
- Contributed to the VIMX Rider Fund
- Awarded 4 NMA Perpetual Awards
- Start line and gate drainage
- On site manager at track through summer
- Scanned copies of important club society and facility agreement documents

Challenges

- Executive availability and resignations
- Revenue and expenses
- Lack of consistent Track Manager
- Lack of Nanaimo based Executive and volunteers
- Equipment and operator availability
- Grooming – equipment, operator and weather
- Work parties were not well enough organized
- Meeting times were not consistent enough
- Weather for track maintenance and at races, work parties
- Bank membership and signing authority changes

Recommendations

- New Executive meet soon after AGM
- Schedule next AGM earlier – in November
- Consider promotions company to get sponsors and promote the club
- Consider a late winter track day and membership drive
- More promotional activities for club and events (radio, TV, schools)
- Locate more reliable pool of equipment and operators
- More consistent track grooming schedule
- Race set up and take down volunteers
- Form a track input/planning committee
- Facility improvements (grand stands, signs, gravel, wild flowers, grass, pit/camp sites, more fencing, etc.)
- Investigate a more reliable water supply – well

Recommendations...

- Watering sprinklers for corners
- Better communications outside meetings – email and phone meetings
- Lock the storage trailer and move track hardware from tower
- Locate consistent new monthly meeting location
- Consider alternate bank for club accounts
- Investigate government sports grants available
- Work closely with VIMX to pursue return of the Nationals to Nanaimo
- Better tracking of sponsorship contributions, especially equipment

Sponsors – Huge thanks to them all!



Canadian Tree Services

Fournier Excavating



Hub City Paving

Big Iron Contracting

VIMX Overview

- Island MX organization represented by all 5 clubs/tracks on the Island
- Became the CMRC official sanctioning body for the Island region this year along with CMRC on the mainland
- Will coordinate all organized MX racing and events on the Island
- Recently assessed CMRC vs. CMA and voted to say with CMRC for a number of reasons:
 - CMRC is the premier MX sanctioning body in Canada
 - CMRC has granted VIMX as the sanctioning body for the Island region along with BCMA for the mainland
 - CMA licenses are less but we wouldn't get the CMRC rebate
 - Only 3 tracks in BC are CMA with once considering CMRC
 - Real possibility of returning Nationals to Vancouver Island
- Will work with BCMA and CMRC to grow and promote MX on the Island and in BC
- Desire to hire promotions company for sponsorship and promotions
- Desire to get Nationals back to Vancouver Island

Key Numbers

Indicators	2010	2009
Total Sign-ups	556	945
Average Sign-ups / Race (2009 4 races plus BCs)	185	236
High / Low Sign-ups	199 / 165	270 / 191
Memberships	240	307
Island CMRC Memberships	211	214
Day Passes	41	44
Sponsors	22	18
Gate Fees	\$3,265	\$7,266
Races	3	4
Track Grooming (includes before and after races)	7	7
Riding Schools	4	2
Total Revenue (excluding in-kind)	\$44,849	\$72,099
Total Expenses (excluding in-kind)	\$66,874	\$62,747
Revenue / Member	\$186	\$234
Expense / Member	\$278	\$204

Treasurer Report

- Financial Summary
- Financial Notes

Financial Summary

Total Revenue excluding In-Kind Donations:	\$44,849.61
Total Expenses excluding In-Kind Donations:	<u>\$66,874.67</u>
Net Income	-\$22,025.06

Still may owe approx. \$300 for banquet expenses. GIC Legacy Fund cashed.

In reviewing our Balance Sheet:

Current chequing account:	\$4,473.20
Member Shares:	\$5.02
Account Receivables:	<u>\$209.00</u>
	\$4,687.22
Less Accts. Payable:	<u>\$1,494.24.00</u>
Balance:	\$3,192.98

Not including Westwood Power and Marine pending receivable of \$1,000.00

Start-up Costs (estimated):

- \$2,455 Insurance
- \$350 New lock and 200 keys
- \$325 Member cards and stickers

Financial Notes

Total revenue was down by \$28,372:

- \$1,461 Concession sales (last year at BC's concession)
- \$4,000 Gate admissions (BC's brought in more gate rev)
- \$2,392 Memberships (despite price increase of 15%)
- \$1,635 Riding schools (had 2 schools in 2009)
- \$10,101 Race sign ups (BC's in 2009)
- \$2,147 Sponsorship \$
- \$4,850 Track rentals (Big Easy Concert last year)

Increase in operating expenses over 2009 of \$3,499:

- \$2,685 T-shirt/sticker purchases (increase in membership price should have covered)
- \$1,881 Garbage (dispose of block bldg, metal, old irrigation)
- \$9,762 Irrigation upgrades
- \$1,105 Riders Tax (VIMX to offset banquet costs)
- \$2726.00 Security/Staff/Keys (\$1768 for site trailer and \$941. for keys, lock, cards & stickers usually purchased before year end)
- \$434.00 Website (prepaid till Aug. 2011)
- \$6,448.84 on addition of dirt to track (unexpected costs, had only expected a fuel bill and some transport costs)

Director Reports

- Secretary – Sandy Sherman
- Site Manager – Vacant
- Track Manager – Andrew Belin
- Watering Manager – Mike Macdonald
- Membership Manager – Linda Sutherland
- Promotions Manager – Harold Youland

Questions / Feedback for Current Executive



2011 Executive Voting

- Need President, Vice President, Treasurer and Secretary plus minimum of 1 other Elected Directors
- NMA has 9 roles that are recommended as Directors
- Process:
 - Acceptance or declination
 - Nominee(s) opportunity to speak briefly
 - If only 1 nominee they win by acclamation
 - If more than 1 nominee, silent ballot voting
 - If position successor is not elected, current continues
- Order:
 - President, Vice President, Treasurer, Secretary, Site Manager, Track Manager, Watering Manager, Membership Manager, Promotions Manager

Executive Roles and Responsibilities

Role	Responsibilities
President	<ul style="list-style-type: none">• Attend and Chair monthly meetings• Work at all club events• Public spokesperson, promoter, and positive leader for the club• Encourage involvement of members, sponsors, advertisers, and promoters• Be a signing officer
Vice President	<ul style="list-style-type: none">• Carry out the duties of the President during his/her absence• Help president to oversee all operations of club and racing events• Fill one or more volunteer positions• Work at all club events• Attend monthly meetings• Be a signing officer
Treasurer	<ul style="list-style-type: none">• Maintain and keep the financial records, including the books of account, necessary to comply with the Society Act• Act as an official signing authority (Treasurer plus one of either the President or Vice)• Draft budget forecast, track, organize and analyze spending• Invoice, and collect receivables, ensure all payment requirements are made• Prepare and provide financial statements• Prepare and provide treasurers reports for monthly meetings and AGM• Collect and allocate all membership monies• Ensure all coordinators have adequate floats and funds for raceday• Race day staffing payouts• Collect all monies from tower and gate on racedays• Attend monthly meetings

Executive Roles and Responsibilities

Role	Responsibilities
Membership Manager	<ul style="list-style-type: none">• Act as the rider and membership liaison to the club• Updating yearly membership package• Educating oneself on the sanctioning body racing rules• Being involved in rider sign-up at events• Taking and addressing rider complaints on race day• Communicating feedback both positive and negative to the Board• Assist all prospective members to obtain memberships or day passes• Coordinate and evaluate membership surveys• Attend monthly meetings
Site Manager	<ul style="list-style-type: none">• Responsible for the overall site on an ongoing basis<ul style="list-style-type: none">• Visit the track once monthly for inspection• Act as point person for any issues on site during the year i.e. tower break ins, gate issues, garbage, spring run off• Ensuring sponsor signs are posted visibly according to the current sponsor list• Arranging for oil drums and garbage cans to be emptied regularly• Organizing work parties<ul style="list-style-type: none">• Prepare work party duties and supplies list and submit to webmaster for posting• Arranging applicable equipment and tools such as pressure washers etc.• Organize volunteers• Race Day<ul style="list-style-type: none">• Organizing PA system and radios• Ensuring banners, flags, and hay bale covers are up, and taken down after races• Arranging toilets, generators, fuel, propane, garbage bin delivery and pick up• Attend monthly meetings

Executive Roles and Responsibilities

Role	Responsibilities
Secretary	<ul style="list-style-type: none">• Conduct the correspondence of the society, issue notices of meetings of the society and directors, and keep minutes of all meetings• Has custody of all records and documents of the society except those required to be kept by the Treasurer• Maintain the registrar of members• Organize all pertinent details for club meetings, and AGM• Prepare and distribute club information emails including events, meetings, news, etc• Distribute club information to webmaster and respond to website emails• Maintain sponsor list• Prepare announcer notes, race schedules, waivers, and all required forms for events for front gate and sign up tower• Prepare and distribute a monthly or quarterly newsletter, including arranging contributors and content• Attend monthly meetings
Track Manager	<ul style="list-style-type: none">• Prepare a track grooming program for the year within a budget• Initial grooming after winter, before all special events (races, practice days, riding schools etc) as well as ongoing grooming for members enjoyment• Ensuring safe track design and marking any jumps deemed for Pros Only• Arranging grooming equipment• Coordinating Track Irrigation and water• Liaison with equipment sponsors and ensuring appropriate sponsor recognition• Ensuring delivery and placement of hay bales on the track• Attend monthly meetings

Executive Roles and Responsibilities

Role	Responsibilities
Watering Manager	<ul style="list-style-type: none">• Set up / clean up of pumps and ensure that they are operational• Co-ordinate with Track Manager for maintenance grooming and race events• Water track and coordinate helpers to assist during event• Ensure sprinkler heads and watering system is in good repair• Bring necessary equipment to event (gas, oil, parts & supplies)• Ensure all equipment is properly maintained as required• If unable to attend event, arrange for replacement and advise Race Event Staff Coordinator• Report to Race Event Staff Coordinator• Attend monthly meetings
Promotions Manager	<ul style="list-style-type: none">• Responsible for promoting our club and events• Updating yearly sponsor package• Bike Shop Liaison – sponsorships, event posters, information flow• Maintaining strong relationships with current sponsors• Find new sponsors• Ensure Sponsor recognition in events and advertising• Seek out advertising opportunities• Fax or email press release to media week before race and update Steve Marshall Ford for their community events cruiser and free ads• Be available to answer media questions, give interviews, etc.• Have good knowledge of club history, admission rates, race times, club details, etc.• Obtain copies of race results from Results Coordinator and fax or email to media• Attend monthly meetings

Elections

- President
- Vice President
- Treasurer
- Secretary
- Site Manager
- Track Manager
- Watering Manager
- Membership Manager
- Promotions Manager

Volunteer Roles and Responsibilities

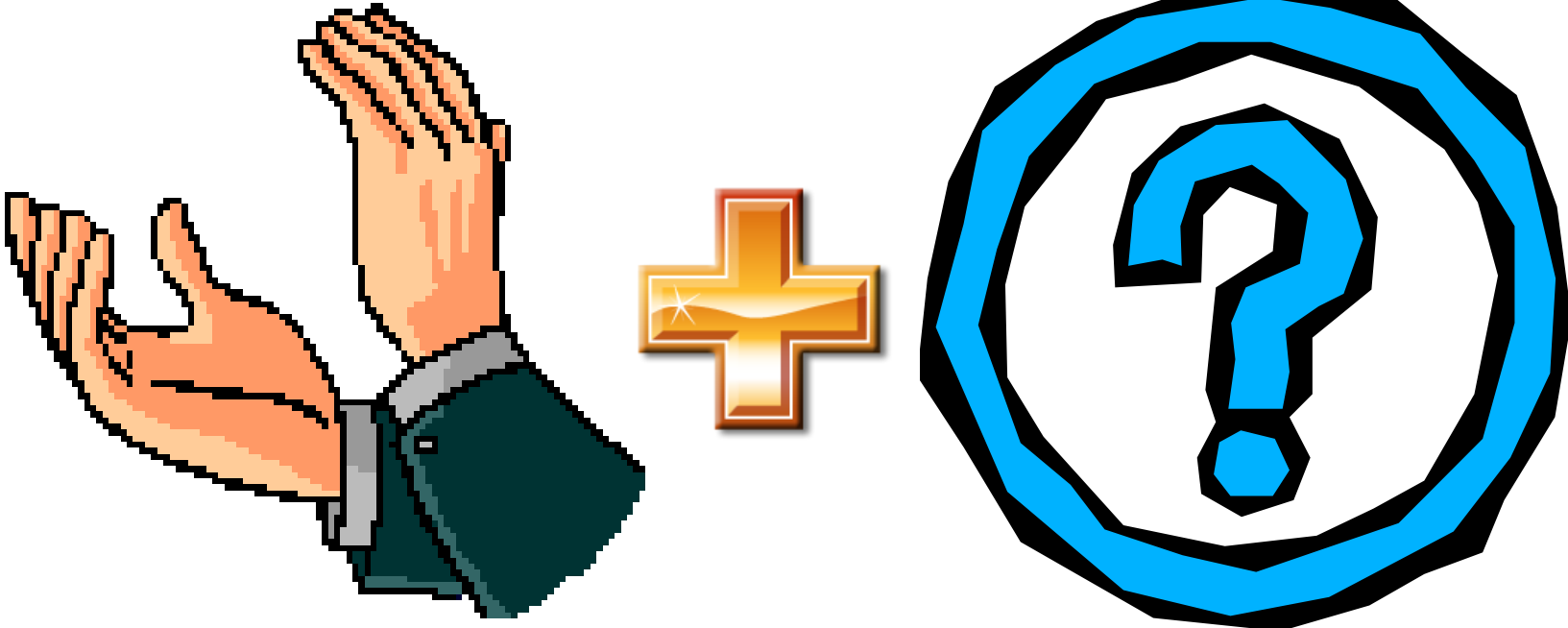
Ongoing Roles:

- **Event Volunteer Coordinator**
- **Website Coordinator**
- **Watering Coordinator**
- **Tower Coordinator**
- **Trophy Coordinator**
- **Vendor and Concession Coordinator**
- **Flagging Coordinator**
- **Series/Results Coordinator**
- **Garbage Coordinator**
- **Groomers**
- **Club Historian**

Event Roles:

- **Referee**
- **Announcer**
- **Start Gate Person**
- **Finish Line Flagger**
- **Admission Gate Person**
- **Staging Person**
- **50/50 Person**
- **First Aid**
- **Flaggers**
- **Tower Runner**
- **Concession Persons**
- **Lap Counters**

Welcome and Questions / Feedback for New Executive



Meeting Adjourned!

- Draw for Family Membership
- \$25 off next year's memberships
- Meeting adjourned – **Thanks for coming!**