

May 4, 2011

Attendance:

Harold Youland, Brian Coburn, Derek Mann, Mark Swanwick, Sarah Stipkula, Matt Muenzler, Sam & Mike Macdonald, Tatum Wood

Meeting called to order at 7:25pm

Mark welcomed Tatum Wood to the board as promotions manager

Minutes reviewed and approved

President:

We need more tower keys, Harold will check with Price Keys to get keys cut. The banners need to be washed and cleaned before next race. The tower needs to be organized and cleaned out and we should check into getting another container for the watering supplies. Brian Whitcomb has offered to donate a self storage bin for the track he will pick up and deliver any time we need it. The board needs to review pay scale for volunteers for flaggers and start gate etc as the payouts are at least 5 years old. Thank you to Derek Mann who volunteered to be a finish line flagger at the last race and Myrna for being the ref. Harold will be in charge for hiring all volunteers. The first aid people did an ok job at the race but we did saved \$500 per day hiring Emergency First Aid service. The tower position needs to be a staggered shift as it is too long for someone to stay in the tower all day. We need to find more volunteers for physical portion of the race setting up and take down banners, hay bale covers, collecting hoses, etc. The riders requested the watering be done at night or lunch time not during race. The race went really well overall. We should do trophy presentations at the races and have lots of prizes. The PA system cost too much we need to review budget and possibly purchase our own PA system. Harold received an email that the garbage wasn't picked up we could get someone to pick up bottles and garbage and keep the money from bottles.

Vice president

Again the race went well but we do need communication before and during event. We need to get sponsors get VIP passes we should print off separate passes and laminate for VIP members.

Treasurer

We are approximately in a deficit of about \$1000 and we haven't received any money from KTM

We need to compile a list of duties for the next executive and payouts for all volunteers. We need to have a meeting just before the race so we can discuss the duties of each person and so each person knows what is expected of them. We need to beef up sponsorships and try to get more members on

board. When money comes in from memberships Marla would like to receive the money first so she can balance the funds to the memberships once balanced then she will pay out receipts for items purchased. We need to figure out the track manager person and get someone who can organize the track. We need to fix the fencing where the 60' drop is located it is a very dangerous drop for a rider. The Scotia bank has donated giveaway prizes for our races. Marla suggested a "feedback prize" we could send an email and ask what Nanaimo executive board can do better – this will give us the member emails and also address issues at track. We need to email 270 members that haven't signed up and give incentive to sign up at track – maybe a contest to draw them back,

#### Secretary

Sam would like to organize binders complete with job lists and description for future executive board and discussed with Marla about doing our own concession at the next race as we actually had to pay the vendors for volunteer meal tickets

#### Membership manager

Sarah printed off a current membership list we have approx 168 members, 270 people from last year have not renewed. Sarah will compile an email to attract new members. Sarah has updated the website with the current members. Sarah suggested that the executive should be given members sponsorship packages to take to the track on weekends and sign up new members. A friend of Sarah has offered to do up a sandwich board for "membership and day pass purchased here". A friend of Sarah will have a sign in back of his truck to advertise "race today" on the highway. Sarah and Marla went on foot around Nanaimo stopping at business' with island race schedule and sponsorship packages. Sarah can export a list of people who have agreed to volunteer at the races. Sarah may know someone who can paint the bridge

#### Watering manager

Stations and water mains were torn up by the cat and need to be replaced. Tanks are full, generators and pumps all full and working, mike will load up small tank farm this weekend. We need power washers as only one working on race day. We need to mark mains with bright posts.

#### Site manager

Bark mulch will be brought into track – 2 semi truck loads, this weekend we need to get fencing done. Brian has planted wildflower seeds at track – need fences done this weekend we need hammers, drills, fencing nails and fix water system that was torn up. We will have a grader for this weekend. Tatum will ask her uncle if he can donate an excavator for this weekend, we need to weed, pull broom, painting, put up sponsor signs, secure track so people so people cant get into track. We need approx 300 hay bales.

#### Promotions

Thank you to tatum for coming on board.

Next meeting at Nanaimo track Sunday May 8 at 10am at tower discussion of nationals

Next meeting after scheduled for June 1<sup>st</sup> 7pm

Meeting adjourned 10:10pm

actions items:

marla will post on website no riding this weekend till 3pm on Saturday and 3pm sunday

sarah and marla will call members that have volunteered on memberships

give Nanaimo t shirts away at nationals tatum has 2 boxes of tshirts

marla to email mark swanwick posters so he can print at camosun

fence needs to be fixed in corner where justin daniels crashed

get case of binders with complete job list matt will check into getting binders

Harold to call ktm for money for use of track

mark will check purchase pack of radios to communicate during races

Marla to email brian whitcomb for storage container

Harold will check with Andy Barry regarding podium

Need more people for watering at night and in morning

Need people for set up and take down of pa system

Everyone needs to chip in and help many hands make light work

Everyone needs to write list of job description so we can create a booklet for next board

Mark would like to do up thank you plaque for sponsors get everyone to stand in front of nma sign get photograph and give to sponsors

Mark will get VIP passes printed and laminated for sponsors Mile zero can help with this