

## NMA Regular Meeting

December 7, 2011

<b>Attendance:</b> Mark Swanwick, President	Donna Meyland, Treasurer
Matt Muenzler, Vice President	Marla Daniels, Promotions Manager
Kelly Rowlett, Memberships Manager	Joel Bradbrooke, Site Manager
Mike MacDonald, Water Coordinator	Jim Muir, Website Manager
Charlie and Crystal	Sam MacDonald

7:05 Called to Order

### **Mark Swanwick**

Thanks to everyone for stepping up this year to be on the Executive. Contact information sheet was passed around for Executive to fill in. The Executive introduced themselves to the members present.

Minutes of Previous Minutes – not available

Review of Roles and Responsibilities – In reviewing the Directors responsibilities it was noted that we need to assign a Race Day Coordinator and the various Volunteer Positions early in the year. Matt as Vice President will take on this task. Mark would like each Director to do a manual for their position during the year so that it is more “turn key”. It can be difficult to step into a position with no instructions.

Sarah Stipkala has stepped down as Secretary. Jim Muir will put an announcement on the website and send an email to the membership. Donna Meyland will fill in as Secretary until a new one is found.

### **Presidents Report**

Mark handed out a list of items each Executive should think about during the year. His copy is attached and forms part of these minutes.

**MOTION** by Mark, 2<sup>nd</sup> by Matt: That each director should have a generic email address through our NMA website rather than a personal email address. CARRIED

Discussion regarding day passes - We lose a lot of money on non racing weekends due to people riding at the track without memberships or day passes. We want to have the gate monitored on weekends. This was done a few years ago in the Spring and it worked really well. Could have a numbered triplicate book along with the CMRC waiver used by the attendants. Kelly to price out having custom books made as well as buying a generic numbered one for the next meeting. It was noted that custom books are normally very expensive and it may be best to use a generic book and just stamp each page ahead of time with our NMA stamp.

Sites - Memberships expire January 31, 2012. The lock will need to be changed Feb 1, 2012. There is garbage at the track that will need to be dealt with.

Track – Bruce Donaldson has offered to help out which is especially welcome with Bryan being away for several months. He is working on a low bed deal and getting grooming lined up.

Treasurer – Mark suggested having an expense form drafted for Directors to use.

**MOTION** by Matt, 2<sup>nd</sup> by Donna that an expense requisition form is filled out with original receipts and submitted to the Treasurer for reimbursement. No one is to pay themselves out of membership money or any other money collected. CARRIED

Website – Jim to set up a You Tube site on the NMA site.

### **Vice President's Report**

Matt would like to get back to affordable racing on the island, rather than keeping up with the Jones'. The costs are prohibitive for any new families coming into the sport. Along with being the race day coordinator he would like to take on the vendors area for 2012.

### **Treasurers Report**

We need to change our signing authorities.

**MOTION** by Matt, 2<sup>nd</sup> by Marla to add Donna Meyland, Treasurer and Matt Muenzler, Vice President Mark Swanwick, President as signing authorities for NMA's bank accounts and delete Harold Youland, Marla Daniels, and Sam MacDonald. CARRIED

Director Expenses – The Directors will get a free membership and free racing at Nanaimo. Donna suggests that not all expenses are reasonable and Directors should not expect to be reimbursed for unauthorized items. All expenses to come through the Board and be preapproved prior to spending. We are very tight right now and need to be cognizant of that this year.

Marla – Nationals . There are a couple of items outstanding in regards to Nationals. VIMX shows approx \$900 payable to them by NMA. However our T-Shirt money is missing. T shirt funds were to be kept by NMA. Elaine and Dave collected the nationals money so there is a question of accountability on VIMX part. Tatum's Mom is adamant she gave the money to Elaine. The t shirt invoice was just over \$1000 and all of the t shirts were sold. We all want to put the Pro Nationals accounting to bed but let's wait

until we know who is on the VIMX Board. Then we can sit down and discuss how to resolve this issue and move forward.

**Secretary** – N/A

**Membership Manager** – Kelly reports that Lordco can sell memberships all over the island for us and allow us to place posters up in their stores. They will provide a sign we will put up at the gate and put their link on our website. We are happy to have the opportunity to work with Lordco again.

Jim suggests having people sign up for memberships on line for a small discount as the workload to enter them is quite extensive. We are short of funds this year so for the moment we will leave the rates as is.

**Watering Manager** – Track is winterized!

**Site Manager** – Joel is looking forward to stepping into the position. Would like to have bathroom on site and a meeting place there. Perhaps a club house as a long term plan. Wonders about our image. ie tshirts are black, website it black etc. Maybe create more of an image of families. A communal fire pit. Wants the kids track back. The Board feels the small track is our first priority.

**Track Manager** – Not present. Mark says it would be nice to have a piece of equipment one day. Again a long term plan.

**Promotions Manager** – Open to all promotional ideas. Find ways to do things for free and raise capital. We shouldn't just focus on motocross. Start cross promotion. ATV's, hair scrambles, remote control cars.

**Old Business** – N/A

**New Business** – Kelly mentioned that Jeff from Victoria wants him to be a liaison between NMA and Victoria. All of our meetings are open and we post our minutes and information on the website. It wasn't felt that a liaison was necessary. We do need however, to think about choosing the representatives for VIMX.

VIMX is having an AGM on December 11. The club feels that proper notice has not been provided to VIMX members. It sounds like there was some discussion with the clubs but none of us knew anything firm and it just showed up on the VIMX website a couple days ago. Unfortunately we have not had enough time to discuss and choose the Nanaimo representatives. Let's contact VIMX and ask for a January meeting.

10:00 pm adjourned.