



Chair:	Nicole LeBlanc
Note Taker:	Michael Watt
Attendees:	Nicole LeBlanc, Kurt Wolf, Brett Woods, Sean Peters, Michael Watt

Called to Order:	4:30 pm
Adjourned:	8:00 pm
Next Meeting Date:	December 12, 2008 @6:00 pm

Previous Business

Item:	<i>Community forests Letter</i>
Discussion:	The PGCC has gotten a letter of support from Community Forests. The PGCC will be sending out a letter of thank you.
Action By:	
• <i>Michael</i>	Mail out thank you letter.
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Item:	<i>Pidherny</i>
Discussion:	Carried Forward
Action By:	
• <i>Scott</i>	Contact Terry Pratt
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Item:	<i>Woodlot</i>
Discussion:	The PGCC will get a months notice before any future logging at Pidherny takes place.
Action By:	
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Item:	<i>Golf and Curling Club</i>
Discussion:	Carried forward awaiting discussion from Scott.
Action By:	
• <i>Scott</i>	What's the discussion
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Item:	<i>IMBA</i>
Discussion:	The PGCC is sending a thank you letter to IMBA for their donation in support of our AGM.
Action By:	
• <i>Michael</i>	Mail thank you letter
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Item:	<i>Kiosk</i>
Discussion:	The PGCC Kiosk is till at the Otway ski club. The Kiosk, depending on size will be stored either at Brett's house or Michael's house.
Action By:	
• <i>Brett</i>	Call Otway to let them know we will be picking it up.
• <i>Brett</i>	Pick up the Kiosk.

Item:	<i>Webpage and Sponsorship</i>
Discussion:	Michael has added a sponsorship page and link in the menu. Brett has been working with club members to solidify the sponsorship letters. Cheryl and Cindy are working to collect prizes for the silent auction. Michael has set up @pgcyclingclub.ca e-mails for directors and reps.
Action By:	
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Item:	<i>Stickers</i>
Discussion:	The PGCC will be having a general info night and pub night in February. This will be to update everyone and get the word out about the club/stickers. The sticker contest will be added to the bottle drive flyer. The sticker reveal and vote will take place at the pub night. The due date will be a week before the pub night. Dates still to be set.
Action By:	
• <i>Nicole</i>	Have Fundraising committee set pub night and sticker due dates.
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New Business

Item:	<i>Society Act</i>
Discussion:	The Act and Constitution was e-mailed to the following, on November 5, 2008: <ul style="list-style-type: none"> - kurt - scott - michael - brett - matt Society Act and Bylaws link will be placed on the webpage.
Action By:	
• <i>Nicole</i>	e-mail constitution and act to Sean.
• <i>Michael</i>	Add link to act and bylaws on webpage.
• <i>Nicole</i>	e-mail Michael and Cheryl links to Act and Bylaws for web and e-mail.
• <i>Cheryl</i>	e-mail membership link to Act and bylaws.

Item:	<i>Motion/Resolution</i>
Discussion:	"A resolution proposed at a meeting need not be seconded and the chair of a meeting may

move or propose a resolution”.
A resolution is a written motion.
A special resolution needs to have 75% of attending members to pass.
Must have three voting members.

Action By:

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Item: *Establish the Directors*

Discussion: “The president, vice president, secretary, treasurer and one or more other persons are the directors of the society.” Society Act Part 5 25(1).
“The Directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors. Society Act Part 5 27(1).
Based on the 2008 AGM, the following people are Directors.

- Nicole LeBlanc – President
- Matt Thomson – VP Road
- Kurt Wolf – VP Mountain
- Michael Watt – Recorder (Secretary)
- Sean Peters – Treasurer
- Brett Woods – Pidherny Development

Action By:

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Item: *Forming Committees*

Discussion: “A committee must elect a chair at its meetings.” Society Act Part 6 (33).
The PGCC has developed the following committees:

- Pidherny Development committee
- Fundraising committee
- Commuting Committee
- Trial building committee

All committee documentation must be reviewed and approved by a director. All correspondence must be reviewed by a Director before being sent out. Directors will be the only ones holding the letterhead. All correspondence will be signed with the Author and 1 Director, for official correspondence. ALL CORRESPONDANCE THAT DOES NOT MEET THESE GUIDELINES IS NOT RECOGNISED BY THE PGCC AS OFFICIAL DOCUMENTATION.

Action By:

- *Nicole* To review new documentation requirements with committees.
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Item: *Treasurer Information*

Discussion: Discussed the PGCC account history. The PGCC received \$5000 in 2001 from the Direct Access Grant through Gaming Revenue. From that, the club purchased a tent, Junior

development camp, Sprockids and signs.
 Sean, Brett, Nicole and Kurt have organized the PGCC accounts in preparation for applying for gaming grants. The books will be separated by grant and by club area (ex: Pidherny, road, etc.). right now the PGCC has a general account, however a gaming account will be re-opened. The cheques for the gaming account must be printed saying "gaming Account".
 Sean will be doing monthly general ledgers.
 The PGCC account is in the process of being reconciled.
 Calculations need to be made to determine what the club needs to maintain itself for liabilities and operating costs. Brett has calculated operating costs for last year. Brett is also working on setting operating costs for next year to be approximately \$10,000.

Action By:

- **Brett** Send out link to Direct Access info.
- **Sean** Draft a letter to the bank to re-open the gaming account.
- **Michael** Send Sean invoice for web page costs.
- **Brett** Send Sean chart of accounts and general ledger.

Item: *Event Scheduling*

Discussion: Events must be scheduled by January 1 to be published in the CBC's events listing. Matt T has planned to run 5 road events, 5 time trials, 1 hill climb, and maybe 1 circuit.
 Dates to be set.
 Sprockids will be running from May 13 to June 17th.
 Meeting to set event dates will take place on December 11th at 7:00 pm at UNBC.

Action By:

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Item: *Pidherny Development Committee*

Discussion: The Pidherny Development Committee will be comprised of the following members:

- Brett Woods
- Adam Spensley
- Guy Hudson
- Bill Livingston
- Jordon Hammond
- Kurt Wolf
- Michael Watt

Discussion around the official name of the Pidherny bike park. Suggestions were "Pidherny" and "Pidherny MTB". The club will hold a vote for the official name at the February pub night.

Brett would like to get another set of IMBA books at a cost of \$60.00.

- Nicole Moves,
- Kurt seconds,
- Passed.

Action By:

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Item:	<i>First Aid kits</i>
Discussion:	Wade purchased 2 first aid kits for the club at a cost of \$45 each. The club needs to have a safety representative. This person will help ensure the safe running of events and ensure first aid persons are in attendance.
Action By:	
<ul style="list-style-type: none"> • <i>Michael</i> Post on web site that the club is looking to find someone with a safety background. • <i>Cheryl</i> Send e-mail to membership letting them know club is looking for someone with a safety background. 	

Item:	<i>Committee Minutes</i>
Discussion:	Minutes from Fundraising Committee meeting held November 16, 2008 were adopted. Discussed that 10% of proceeds from fundraising events will go to the general operation of the club. The remaining will go towards the fundraising goal. <ul style="list-style-type: none"> - Nicole Moves - Michael seconds - passed Minutes from Commuting Committee meeting held November 11, 2008 were adopted.
Action By:	
<ul style="list-style-type: none"> • <i>Nicole</i> Attached club allocation of fund raising to Fund raising Committee agenda. • 	

Item:	<i>XC representative</i>
Discussion:	The Directors have appointed Guy Hudson to be the XC representative for the club. There will be only one name per title for representatives. Adam chasing down Trails Task Force possible funding sources based on the information given at the 09NOV08 meeting.
Action By:	
<ul style="list-style-type: none"> • <i>Michael</i> Add Guy Hudson to the web page. • 	

Item:	<i>Membership</i>
Discussion:	Rate changes need to be done at the next AGM. Discussed that fees will take place around fiscal years end. Membership forms – a line will be added to the membership forms to add additional donation with a plank. Under the donation line will be the caption saying, “The PGCC is operating in a deficit and we have chosen not to raise membership fees. As a result, we would like to recommend that members make an additional donation of at least \$10 to support the general operating costs of the club.” Shop signage – stands will be developed to be placed in bike shops to hold membership. Guy Hudson has volunteered to design the stands.
Action By:	
<ul style="list-style-type: none"> • <i>Michael</i> Send info to Cheryl to change form. • <i>Cheryl</i> Change form and send to Nicole and Michael. 	

Item:	<i>Web Page</i>
Discussion:	<p>A link to the Nechako ridge recreation Area pilot project will be added to the web page for member review. It will be placed at the bottom of the Pidherny page in the “Save Pidherny” tab, under “more information.”</p> <p>Michael is looking into setting up e-mail forms to contact directors and reps from web page, as well as for volunteers to sign up. It must be noted on the form that we do check e-mail daily and we will get back to you.</p> <p>Google calendar – discussed adding the calendar to the web page to show events.</p>
Action By:	
<ul style="list-style-type: none"> ● <i>Michael</i> Add proposal to web page. ● <i>Michael</i> Look into adding Google calendar to web page. 	

Item:	<i>Insurance</i>
Discussion:	<p>Director’s insurance wording emailed to the following on November 5, 2008.</p> <ul style="list-style-type: none"> - Kurt Wolf - Michael Watt - Brett Woods - Matt T <p>Director’s Insurance - Kurt will be sending Director’s insurance application away.</p> <p>Trailer Insurance – a photo copy of the trailer insurance will be attached inside the trailer. The original copy will be filed with the Secretary. The trailer has only storage insurance on it until May 30, 2009. Thus, the trailer is not to be moved until the insurance is reinstated.</p> <p>Trailer maintenance – the trailer will get maintained in the spring before it is put back on the road. This will include bearings, wiring and tire checked.</p>
Action By:	
<ul style="list-style-type: none"> ● <i>Michael</i> Copy insurance papers and pass copies on to Matt. ● 	

Item:	<i>Tour de Jasper</i>
Discussion:	Tabled
Action By:	
<ul style="list-style-type: none"> ● ● 	

Item:	<i>Communication/getting the Word out.</i>
Discussion:	Tabled
Action By:	
<ul style="list-style-type: none"> ● ● 	