



MEETING NOTES

LMMC - EXECUTIVE MEETING

OCTOBER 09, 2018

LOCATION: MAPLE RIDGE MOTORSPORTS

TIME: 6:30 PM - 9:30 PM

The following notes represent my recollection of the meeting discussions and are therefore not intended to replace official meeting minutes..

ATTENDED BY:

President.....	Troy Smith	Marketing Director..	Chris Veale
Vice-President.....	Dave Hart	Marketing Mgr.....	Sandra Smith
Treasurer.....	Nicole Hankins	Admin Director.....	Julie Bruvold

NOTES:

Call to order / Review Previous Minutes

- Meeting called to order by Troy Smith at 6:40
- In absence of Joanne Maberley (*Club Secretary*), Sandra Smith was appointed meeting secretary.
- No previous minutes available to review

Maintenance Update

- In absence of the maintenance team, attendees provided updates based on information they were aware of:
- **Track Condition**
 - Troy Smith advised track is currently "not groomed" as maintenance team's preference is to groom just prior to an event.
 - Dave Hart said that Mitch Bentley has mentioned he would be willing to groom during the week if we decided to hold a weekend practice.
- **Bleachers**
 - Troy Smith confirms no changes since last meeting.



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- **Track Availability**

- Troy Smith continues to get weekly updates from BCCCA in regards to track availability.
- Last weekend and this weekend are unavailable due to competing uses with drag races. **ACTION - Troy to liaise with BCCCA and confirm track availability for after this weekend.**
- Julie Bruvold confirmed one week's notice is sufficient to arrange flaggers, first aid and other staff should we hold a weekend event this fall.

- **Watering System**

- Chris Veal is holding off making arrangements to rent a compressor to blow the water lines out in case we can secure a weekend date for a practice day.
- With cooler weather coming, Chris to be prepared to respond on quick notice.

- **Vegetation Control**

- Troy Smith received a quote from Art Guite Consulting (a division of Ridpest Service Ltd.) for vegetation control.
 - The consultant has contracts with BC Hydro and he suggests spraying three times a year between May and October.
 - The \$200 quote is based on an estimate of 30% weed coverage over a 3 hectare site.
 - The consultant is based in Langley so mobilization charge of \$100 applies each time.
 - Estimate includes 3 person crew working 5 hours at \$60 per hour each.
 - Chemical cost is about \$500 per application.
 - Total cost in email quote is \$1,100 but adding the above equals \$1,490 per application plus \$200 for quote. **ACTION - Troy to confirm pricing.**

- **Bulldozer Replacement**

- Troy Smith provided a recap of the trial effort with Rob Redekops bulldozer that resulted in identifying Rob's bulldozer was larger than our bulldozer but still too small to meet our needs.



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- Troy Smith suggested a backup plan to replacing the club's bulldozer should be to obtain a quote to rebuild the undercarriage. **ACTON - Dave Hart to contact Jason Gravelle and ask for quote.**
- Some time ago Troy Smith had been speaking with Dave Eales who offered to rebuild the bulldozer over the winter in his shop. **ACTION - Troy Smith to confirm with Dave Eales if offer still**

Administration Update

- **Season Recap**

- Julie Bruvold reported that for the most part the 2018 season went fairly well
- The increased wage helped to fill positions a little easier and lead to some consistency in staff. This made it easier to manage and meant we had flaggers with experience.

- **Lap Score Software**

- Troy Smith advised that the lap scoring software has not yet been purchased and that we have been assured the sale price we received several months ago will be honoured.
- It was unanimously agreed that "My Laps" software should be ordered as per the July 7th resolution # 2018-44. **ACTION - Troy Smith to double check with Joanne that the software is still her recommendation and then to order the software without delay.**

- **Signage**

- Flags - Troy Smith suggested we consider making a sign of race flags to be posted at the tower.
 - Executive agreed this is a good idea but thought its not a priority at this time. **ACTION - To be worked on during the off season.**
- Track - Troy Smith recommended a sign be made showing the track layout and clearly identifying flagger stations.
 - The purpose of the sign is to assist new flaggers in locating their station and make it easier to communicate where a downed rider might be.
 - Dave Hart suggested a starting place might be the track map that was created last year for the report on the Flagger Program. See image below

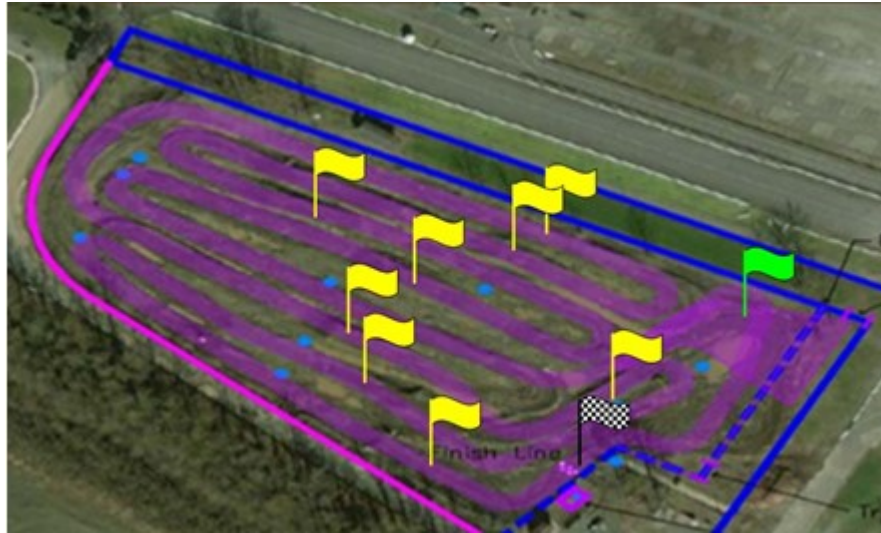


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Figure 1 - Track Map with Flagger Stations:



Financial Update - Treasurers Report

Nicole Hankins provided the following update:

- **Bank Balance** - Currently the balance in the clubs account is \$85,238.87
 - A discussion around the optics of having such a large balance occurred.
 - It was agreed that although we have identified the money is earmarked for several projects and/or items, we need to produce a list itemizing these and the budget amount we are assigning each.
ACTION - Itemized list required but not assigned to anyone and no timelines specified.
- **Major items paid to date include:**
 - Rent - All 4 rent instalments have been paid for 2018 totally \$20,000
 - Insurance - All insurance premiums were paid upfront at \$4,762
 - GST - 1st and 2nd Quarters have been paid. 3rd quarter due at the end of October
- **Outstanding Amounts** - There are several outstanding items such as:
 - Outhouses - \$600
 - Diesel Fuel - \$220
 - Water Bill - \$1,034
 - Misc Expenses owed to Troy - \$150



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Marketing Update

Chris Veal provided the following update:

- **Sponsorships**
 - Kudos to Sandra and Ryan for securing so many sponsors
 - Executive agreed the efforts were outstanding and results impressive
- **Social Media**
 - Thanks to Sandra, LMMC met its commitments in terms of number of social media postings as per contracts signed with sponsors
- **Website**
 - Sponsor information and logos were uploaded to our website immediately upon receiving payment.
 - This was performed in a consistent manner all year.
 - Concern was raised with links on the website that might conflict with the business of our Advertising Sponsors.
 - **ACTION - Dave Hart to review and remove links accordingly**
- **Signage**
 - All sponsors signs received have been now been installed with the exception of Westwoods Contracting. **ACTION - Dave to follow-up with Brent Carlson.**
- **Track Map**
 - Chris confirmed this project has not started
 - Troy Smith suggested it be scrapped and decoupled from the Advertising Marketing program along with the track spot naming feature.
 - Dave Hart responded that:
 - Sponsor Logo on track map is currently a \$100 dollar value that unfortunately was not realized this year given track map was not completed. This can be removed by increasing the value of other features within the advertising Sponsorship Program such as trackside signage, media posts or logo on website. **ACTION - Marketing team to consider for 2019**
 - In regards to track spot naming, this feature was removed at the end of last year as part of the program review and development of the 2018 program



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- **GST applicability to our Advertised Sponsorship packages**
 - Dave Hart asked if there has been any further progress in confirming if GST is or is not to be applied to our Advertising Sponsorship packages.
 - This is in reference to the email Dave provided to Troy on Dec 29, 2017, Nicole on April 6, 2018 and entire Executive on July 11, 2018.
 - The email summarized discussion between Dave Hart and Greg ?? of the Canadian Revenue Agency (responsible for collection of GST) in which confirms we should not be charging nor submitting GST on our advertising Sponsorship revenue as outlined in the Canada Revenue Agency document entitled "GST/HST Information for Non-Profit Organizations" (RC4081(E) Rev. 16).
 - Troy Smith and Nicole Hankins confirmed we did in fact charge and submitted GST consistently all season based on our accountants advise. (*Note for 2018 that would be \$737.50 in GST*)
 - There was some mention that none of the Advertising Sponsors were complaining and that they are likely writing it off so it may not be that big of a concern.
 - It was also suggested that since we submitted all GST we collected, we did nothing wrong.
 - **Action - Dave Hart to resend email to senior executive and then Troy to forward to Lawyer to see if they can help confirm.**

Society Act Changes

- **Summary of Changes** - Dave Hart and Troy Smith provided a brief summary of the Society Act changes and reaffirmed the need to update our bylaws as part of the transition application process.
 - The proposed bylaws drafted by our Lawyer were distributed for comment to the Senior Executive by email on
 - Aug 21st
 - Sep 21st
 - Sep 30th
 - and to all 14 Executive on October 2nd.
 - Initial comments by Executive were answered and suggestions for changes incorporated into the current version



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- **Constitution**

- Troy read part of an email from our Lawyer that advises we must present the proposed new Constitution and Bylaws to our members at an Extraordinary General Meeting.
- Although the Executive have been working on the bylaws, no effort has been placed on updating the constitution.
- Our current Constitution reads
 - The name of the society is Lower Mainland Motocross Club
 - The purpose of the society is to further the growth of the sport of motorcycling by holding motorcycle meets and to encourage participation in such events
- Dave Hart suggested there is an opportunity to change the wording to read motocross instead of motorcycling.
 - After a short discussion, the consensus was to leave the constitution as is.
 - There is provisions within the act to change the Constitution at a later date, but there will be a fee to do so.

- **Bylaw Changes**

- Dave Hart provided a high level overview of number of changes
 - Review of the bylaws included the following versions
 - 1979 as filed with the Societies Register
 - 2018 version developed for the 2017 AGM...which were never formalized
 - 2019 version as prepared by our lawyer for the Transition Application
 - 48 of the existing clauses made it into the proposed new bylaws
 - 10 clauses did not make it into the new bylaws
 - 4 clauses from Schedule 3 also did not make it into the new bylaws
 - The proposed new bylaws contain 96 new clauses



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- **Resolution**

- The Executive agreed there are plenty of changes including some minor structure changes but figured the club should be able to work within the confines of the proposed new bylaws
- As such, the Executive unanimously voted in favour of and signed resolution 2018-53 that includes:
 - The society filing a Transition Application containing:
 - the Constitution as is
 - The proposed new Bylaws
 - the Statement of Directors and Registered Office, and
 - a request to become a "Member Funded Society" under the Act
 - Appointing our Lawyer to be our agent for the Transition Application process.
 - Authorizing any one Director to execute and deliver the required documents to our Lawyer as required.
 - ***ACTION - Troy Smith to arrange for Joanne and Oliver to sign the resolution.***

- **Extraordinary General Meeting**

- As mentioned above, part of the process for changing the clubs bylaws require the Executive to present the proposed new bylaws to membership at an Extraordinary General Meeting and post on website.
 - Troy Smith confirms he has booked meeting room "B" at the Langley Events Centre for October 23, 2018 from 6:30pm to 9:00pm
 - ***ACTION - Dave Hart to send email notification giving 14 days notice of Extraordinary General Meeting to membership. Email to include primary reason for meeting, proposed new bylaws, full agenda and meeting details.***
 - ***ACTION - Dave Hart to post meeting notification and bylaws on website***

- **Lawyer Update**

- Given the tight timeline, our Lawyer needs to be on standby. ***ACTION - Troy to update Lawyer on our progress.***



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Track Rental Rates - Proposed Revisions

- Future West Moto
 - Troy Smith provided some background into Future West's proposed track rental rates for 2019
 - FWM wishes to continue to work with all tracks to help grow the local clubs as well as motocross in BC
 - However, FWM is finding that \$5,000 per weekend for track rental is proving to be too much for a business case and advises Ryan Gauld of AMO is having same issue and he has more rider turnout than FWM saw in 2018.
 - As such, FWM has emailed all clubs proposing a sliding rental rate. based on a starting fee of \$3,000 and then additional fees as ridership increases. See chart below:

ENTRIES	RENTAL
Base Rate	\$3,000
180	\$3,300
200	\$3,600
220	\$3,900
240	\$4,200
260	\$4,500
280	\$4,800
300	\$5,100
320	\$5,400
340	\$5,700
360	\$6,000

- FWM and Troy have been corresponding via email and Troy figures Leslie has misinterpreted him asking questions about their proposed sliding rental rate as LMMC is opposed to the proposed concept and rates.
- For 2019, FWM are not going to run double race days. Saturday's will be practice day and Sunday's will be race day.
- For 2019, Mission is only scheduled once and that is at the beginning of the year.
- Troy thinks FWM may be upset with LMMC over Friday Riding school in Sept.



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- At a recent Princeton race, Leslie held a brief impromptu meeting regarding the results of their membership satisfaction survey and their proposed 2019 schedule.
 - Meeting was not announced and therefore Troy Smith missed the first part of the meeting
 - However, Troy Smith was advised that Leslie announced all tracks were in favour of FWM's proposed sliding rental rate except Mission and therefore unlikely any events at Mission in 2019
 - Troy Smith spoke with Leslie who reference the email correspondence and confirmed her understanding that we are not in favour, thus her comment and scheduling decisions.
 - Troy Smith emailed both the Princeton Club and Popkum Motorpark to inquire if they had agreed to the proposed rates. Both confirmed they had not officially accepted.
- Discussion on FWM proposed rates
 - FWM track rental rate for weekend events has been consistent over the past 2 years
 - Dave Hart reminded the executive that the Track Rental Form we developed for this purpose does not specify a rental amount but rather requires the proponent to make an offer that we would then review. The form also contains the insurance requirements and clarifies roles and responsibilities of each party.
 - As such, FWM has not filled out the form to date nor have we had a chance to discuss their proposal so it would seem the confusion is because of FWM process and not LMMC's process.
 - A general discussion occurred around the fact that no other club has as high lease rate as LMMC and as such they may find the lower rate acceptable.
 - With LMMC's lease rate is set to increase in 2019, a new analysis of costs for weekend events needs to be undertaken. **ACTION - Treasurer to undertake said analysis**
 - There was some confusion with FWM's proposal in regards to the number of entries for each step in rental rate.
 - **ACTION - Troy Smith to get clarification from FWM in regards to the following:**
 - **Are the number of entries for race day only?**
 - **Are the number of entries riders or sign-up entries?**



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2019 Schedule - Proposed

- Dave Hart revealed the proposed 2019 schedule
 - Considerations in developing the schedule included
 - Competing uses of Mission Raceway Facility i which many cannot be run simultaneously
 - CMA, MRC and FWM all hold weekend events so in absence in those schedules difficult to identify ideal weekends
 - Tuesdays do not interfere with Popkum Motorpark who are open Thursday thru Monday
 - Tuesdays
 - Given riding needs to end no earlier than 8:00pm, there are only 25 Tuesdays with enough daylight
 - Tuesdays following long weekends where Monday is the holiday have been eliminated
 - Currently scheduled are 9 Tuesday Practices and 9 Tuesday Races - Same as last year
 - Weekends
 - BCCCA advises there is not likely any weekends available
 - Currently have 2 club practices in March
 - Also, 2 -2 day weekends with 1 at end of March and the other at beginning of September. Same as last year
 - There are also 2 Friday MX schools scheduled - again same as last year
 - General
 - A total of 26 events (18 Tuesdays, 2 Fridays, and 6 weekend days)
 - Same number scheduled as last year
 - Still less events than prior to 2015
 - **Next Steps**
 - **Reveal at Extraordinary General Meeting and request input from members in regards to**
 - **Practices vs Races**



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Year-End Banquette & Awards / AGM

- Sandra Smith reported she has received quotes from several locations including the Rancho and Eighteen Pastures (*two of the most affordable locations*).
 - Rancho cost was about \$30 per person plus fees for renting the room and a bartender.
 - Eighteen Pastures cost is \$25 per adult and \$18 per kid (under 13yrs). Meeting room cost and bartender cost is free. Room can fit up to 300 people.
 - Based on the rates and discussion, it was agreed to go with Eighteen Pastures. **ACTION - Sandra Smith to check into availability and let Executive know .**
- Food Cost
 - It had been determined earlier in the year that the money from track rental for the movie company would be used towards the cost of the Year-End Banquette
 - As such, the Executive agreed Members eat for free
 - Guests pay \$30 per person
 - Also, the Executive agreed to invite Sponsors to the AGM and supply two free meals per sponsor
- RSVP for Banquette
 - Since members eat free, it was agreed we will need to implement some sort of RSVP process to get numbers in advance of AGM
 - **ACTION - Sandra Smith to confirm with Eighteen Acres the deadline for number of guests**
- Prize Budget
 - Troy Smith recommended a prize budget of \$2,000
 - After discussion, it was agreed our marketing team would approach our motorcycle dealer sponsors asking them to contribute prizes.
 - If the do, we will match their donation by buying same value of goods from their store.
 - This could potentially double our prize budget



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- Podium for Awards
 - The executive thought we should have some sort of podium set-up for awards and pictures
 - ***ACTION - Dave Hart to send podium background to Ryan at PTI to see if he can make us a background on cloth***

Meeting Adjourn

- Meeting adjourned at 9:30pm