

MCF BI-MONTHLY MEETING

3 December 2007

7:00 - 9:30pm
Lyngblomsten Senior Center
1415 Almond Avenue
St. Paul, MN 55108

(651) 646-2941
(Just east of the State Fairground entrance on Snelling Ave)

Facilitator: Mike Lyner (President)
Note Taker: Kevin Schaeffer (Secretary)

ATTENDEES

A. MCF Clubs:

1. **Athlete's Under Construction (Ray Jasicki, Paul Schoeller)**
2. Bike Club ()
3. **Birchwood (James Lockwood, Gabriella Tsurutani, Bill Kosfeld)**
4. **Category 6 Racing Squad (Steven Gray)**
5. Chippewa Valley Cycling Club ()
6. Excel Cycle Club ()
7. **Flat City Cycling Club (Steven Laurel)**
8. **Gopher Wheelmen (Dave LaPorte, Bruce Braesemle)**
9. Grandstay Cycling Team ()
10. Great Plains Cycling Club ()
11. **Grumpy's/LGR (Tim Hayes)**
12. **GSCA (Dave Bucholz)**
13. Kenwood CC ()
14. **Lake Superior Cycling Club (Tone Coughlin)**
15. **Loon State Cyclists (Mike Lyner, Kevin Schaeffer)**
16. Make Shift Bicycle Club ()
17. Mid-Minnesota Cycling Club()
18. **Midwest Women's Bicycle Racing Team (Paula Plant, Sarah Stratton)**
19. Milltown Cycles ()
20. Minneapolis Bicycle Racing Club ()
21. **Minnesota Cycling Team (Kevin Lennon)**
22. Minnesota Junior Cycling ()
23. NSC Velo Club ()
24. **On-Support (Sean Peotter)**
25. **Peace Coffee (Miranda Gohn)**
26. Ridley Factory Team ()
27. Rum River Cycling ()
28. SE Minnesota Velo - Velo Rochester ()
29. SE Minnesota Velo - Women on Wheels ()
30. **Silver Cycling (Tim Mulrooney, Russ Loucks)**
31. **SpeedFix (Andrew Kruse)**
32. St Paul Bicycle Racing Club ()
33. Super Team Racing ()
34. The Hub Cycling League()
35. The Hut Cycling Team ()
36. University of Minnesota Cycling Club ()
37. **Velo Bella (Barb Harick)**
38. **Unknown (Steve Haugh, Dan Indereiden)**

APPROVAL of LAST MINUTES

A. Approved

PRESIDENT'S REPORT 7:00 - 7:05

A. Mike Lyner: Important meeting tonight. MCF Board elections, 2008 schedule.

TREASURER'S REPORT 7:05 - 7:10

- A. Update Balance: \$21,200 current balance plus \$1,500 USAC check with two-thirds of the CX season yet to be deposited.
- B. James handed out review of ytd 2007 spending. The importance of having a budget was discussed. James is to look into starting a 2008 budget based on 2007 spending.

TECHNICAL COMMISSION'S REPORT 7:10 - 7:15

A. Year-to-Date:

- 1.

B. Outlook:

- 1. Officials clinic in January.
- 2. Jeff Helgerson needs to be notified of the recent MCF ruling that races on the MCF calendar need to be permitted 8 weeks prior to the event.

OLD BUSINESS 7:15 - 8:30

A. Banquet:

- 1. January 28th at Grumpy's in downtown Minneapolis. Tim Hayes has secured the location and will provide food for 175 guests. The food budget is capped at \$4k, Tim announced that it will come in less than that. He is suggesting a \$5 donation to go to a charity.
- 2. Mike Lyner will be ordering the awards for the yearly ROY, CRY winners.

B. 2007 CX Season Review:

- 1. Another successful season. State CX put on by Silver Cycling/Hollywood, "Major Wood" Production. Over 200 racers attended.
- 2. The planning for the 2008 CX season will take place in the spring of 2008. Dan Cleary will lead the charge, wants to get all the cx promoters together to agree to the schedule.

C. Bike Expo:

- 1. Bike Expo which has been held in early March the past 2 years has been **Cancelled.**
- 2. The Promoters Meeting which was held at the expo last season will be held March 2nd at the National Sports Center.

D. Bike Swap:

- 1. Bike Swap is scheduled for February 10, 2008. Mark Verhulst of GSCA and Bob Williams from the NSC velo club are the co-promoters. The swap has been held in St. Paul the last few years at the Summit Academy. The Academy has expressed that they no longer want the swap there, so the search for an alternate location is underway.
- 2. The location needs to have at least 12,000 sq feet available and ample parking.
- 3. Dave LaPorte is going to check on availability at the University of Minnesota. Mike Lyner checked in with Ft. Snelling, but there is not a facility there that has the necessary requirements.
- 4. Anybody with an idea for a location should contact Mark Verhulst or Bob Williams.

E. USAC Local Association Conference Review:

1. David Laporte and Kevin Schaeffer attended the annual USA Cycling Local Association Conference held in Colorado Springs at the Olympic Training Center November 9-11.
2. Dave reported that the conference is growing and that the most valuable part of the conference is in the networking with the USA Cycling representatives, Board Trustees and officers from the other Local Associations.
3. Kevin Schaeffer agreed with Dave and gave a review of the presentations shown at the conference(separate attachment)

F. MCF Vision/Mission/Goals Retreat

1. Background: At the October MCF meeting the need for an all encompassing Strategic Marketing Plan was discussed when Fred Storti asked the question of what the MCF's mission/vision and goals are? There was agreement that this should be the starting point of any promotional activity.
 - Instead of having small groups decide in a conference room what the mission/vision is, it was suggested that an offsite Strategic Planning Retreat be held. It was also discussed that a facilitator should be chosen to lead the conference.
 - Possible time frame would be in February before the 2008 cycling season kicks off, with the event being promoted to membership at the Banquet.
2. Mike Lyner reported that of the people he talked to in looking for a facilitator, the cost would be anywhere from \$2,500 to \$10,000. A meandering discussion was held on whether or not this was something the MCF still wanted to do with no motion being made.
3. Kevin Lennon made a motion that he would search for a potential candidate and it was seconded. Kevin Schaeffer offered to assist as well.

G. Youth/Junior Programs:

1. Dave Laporte reported that a \$1,000 grant has been made from the Youth Cycling League money to the NSC Velodrome to purchase 6 youth track bikes.

H. 2008 ROY Categories:

1. Russ Loucks discussed his proposal to make some adjustments to the current ROY categories to streamline and reduce the number of categories he keeps track of as the current ROY co-ordinator. (see attachment)
2. Discussion was held which addressed the reason the current categories were set, and what alternatives there were. Kevin Lennon recounted that the reason for setting up a Masters 30+ 4-5 category was to get new older riders into the sport. This has been a success as the Masters 4-5 category has grown into the largest category. However, the field has grown to an almost unmanageable size, where field limits and safety have become a concern.
3. It was eventually agreed that Russ would set the categories up based on the feedback that he has received. The likely set-up is as follows:

-) women classes remain the same
- b) juniors remain the same
- c) men 1/2 field
- d) men 3 field
- e) men 4 field
- f) masters 35+ 3/4
- g) masters 35+ open
- h) masters 50+

NEW BUSINESS 8:30 - 9:30

A. MCF Governance:

1. Per the MCF guidelines the board positions are up for voting every 2 years. This December will mark 2 years since the last election. The current candidates are President - Mike Lyner, Vice-President - Dave Laporte, Treasurer - James Lockwood and Secretary - Kevin Schaeffer.
2. Mike Lyner has announced that it is not his intent to re-run for president, Kevin Schaeffer was nominated, seconded and approved as the new MCF president. Mike Lyner was nominated, seconded and approved for the MCF Secretary position.

B. Roles and Responsibilities:

1. There are many activities that need to be performed besides the board positions mentioned previously. The MCF is in need of able bodied people to fill these roles. Possible roles would include webmaster, banquet director, award director, marketing co-coordinator, etc.
2. Tone Coughlin volunteered to be the new webmaster. Other roles are still available and the MCF is still looking for volunteers.

C. Midwest Women Cycling Made Real:

1. Paula Plant distributed a request from the MCF for \$1,200 to fund the Midwest Cycling Made Real program. The program had been operating under funding provided by Dave Towle but that money has been used. (see attachment for details)
2. Dave Laporte motioned that the grant be awarded and the motion was seconded and approved.

D. 2008 Racing Schedule:

1. Kevin Schaeffer presented the preliminary 2008 racing schedule based on the 2007 Schedule. (see MCF calendar for details)
2. Major changes from 2007 are as follows:
 - April 27th - Excelsior Crit presented by Excel Cycles and the newly formed Midwest Women's Cycling Team (Paula Plant)
 - May 18th - Event "X" presented by LGR/Grumpy's (Tim Hayes)
 - Memorial Day Weekend Stage Race presented by Lake Superior Cycling Club (Tone Coughlin) will be expanding to 4 days. Wrenshall TT on Friday May 23rd, South Range RR on Saturday May 24, the newly added Jay Cooke RR on Sunday May 25th and the Cloquet Criterium on Monday May 26th.
 - State Fair Criterium Series presented by Cat 6 Racing Team. Tentative dates are June 3-10-17. There is a conflict on June 17 with the SPBRC Summit Crit series. There were no representatives for SPBRC at the meeting, so this needs to be worked out.
 - Discussion on the State Championship weekend, June 7th and June 8th. The State TT presented by SPBRC is on Saturday June 7th and the State Criterium presented by the Bike Club/CGSM is scheduled for Sunday June 8th. 2007 was the first year this schedule configuration was tried and most of the feedback received following the weekend was negative on having back to back state championship events. Ideally both events would be held later in the season and especially not back to back. Neither of the promoters for these events were present at the meeting, so Kevin Schaeffer is going to approach them to see what their thoughts are on possibly moving at least one if not both events to a different time period later in the summer.
 - June 21 - Mike Delaney of Loon State Cyclists is added a new road race to the calendar located in Richmond, Minnesota.
 - June 28th - Birchwood has decided to move their Square Lake RR from August to June 28th, hopefully to attract more riders.
 - June 29th - the St. Cloud Crit presented by LSC and GrandStay. In 2007 this event was held in July in conjunction with the Tour of Granite Country Omnium. This year the event will be held solo in conjunction with St. Cloud Days.
 - July 5 - Andrew Kruse from the newly formed track focused Team SpeedFix is tentatively planning on a circuit/crit race in Bloomington MN to be held in conjunction with Bloomington City celebration. Details are still to be worked out.
 - July 20 - Tour of Granite Country Omnium. As mentioned previously the St. Cloud Crit which was held on this day in 2007 has been moved and this year the criterium for the Tour of Granite Country Omnium will be held in Colledgeville Minnesota.
 - July 27th - Possible Date for State Criterium?

- CX schedule will be discussed in Spring of 2008 - lead by Dan Cleary and CX race promoters.

Attachments:

MCF Roles/Responsibilities

Russ Loucks ROY presentation

Midwest Cycling Made Real Budget Request

MCF – 2007 Nominations for Volunteer Opportunities

The stated purpose of the MCF:

The Minnesota Cycling Federation (MCF) is the USA Cycling Local Association covering bicycle racing in the State of Minnesota. The membership of the MCF is comprised of bicycle racing clubs in the upper Midwest, whose purpose is the education and promotion of bicycle racing skills and safety, and the promotion of races for bicycle racers.

General Board Responsibilities:

Both 'for-profit' and 'non-profit' organizations are required to have Boards because both types are corporations, having similar fiduciary responsibilities among members. Members of both types of Boards must attend to the many activities involved in Board operations and governance. Both types of organizations must conform to rules and regulations for operations of corporations within their states/provinces and countries, including employment laws and tax filings (each type of organization files different types of federal tax forms). Nonprofits corporations often enjoy certain tax advantages, including tax-exemption (being able to avoid payment of certain taxes) and charitability (so donors can deduct donations from their taxes). To retain that charitable tax status, Board and staff members of nonprofits must refrain from exceeding certain limits of lobbying and self-dealing.

The main functions of a Board are as follows:

- **Governance:** Oversee/Evaluate/Review/Monitor - A Board's main purpose is to provide "governance" to an organization, overseeing the purpose, plans and policies of the overall organization, such as guiding the membership in the execution of those overall plans and policies, ensuring sufficient resources for the organization, ensuring compliance to rules and regulations, representing the organization to external stakeholders, etc.
- **Leadership:** In partnership with membership, guide the mission and direction; evaluate progress toward program and financial goals. Conduct affairs of the board including board development, transition, and effectiveness.
- **Stewardship:** Ensure dedication to, and use of assets for, benefit of membership; review and approve annual budget. Review and approve major organizational decisions, commitments, and plans including expenditures, loans, and leases.
- **Continuity:** Provide continuity for the organization through development and recruitment of support/replacement staff.

MCF Board - Specific Roles:

- President (Mike Lyner 2003-7)
 - Point of contact to and from USAC (emails) *[1hr/week]*
 - Attends monthly USAC-LA Teleconferences *[30min prep, 1hr mtg]*
 - Attends annual LA Conference at USAC, Colorado Springs (funds permitting) *[3 days, incl. travel]*
 - Attends monthly MCF Meetings (and occasional special meetings) *[2hr prep, 3hr mtg, 6 mtgs/yr]*
 - Attends occasional tele-conference to discuss urgent issues *[1hr prep, 1 hr mtg, 2mtgs/yr]*
 - Prepares Annual Summary Report for Banquet and USAC describing what worked well and what could use improvement from the past year.
 -

- Vice President (Dave LaPorte 2003-7, formerly Secretary)
 - Point of contact to and from Local MCF Member Clubs
 - Attends annual LA Conference at USAC, Colorado Springs (funds permitting)
 - Attends monthly MCF Meetings (and occasional special meetings)
 - Back-up for President or other Board roles
 -

- Secretary (Kevin Schaefer 2003-7)
 - Prepares agenda, attends and records monthly MCF Meetings (and occasional special meetings) *[1hr agenda, 3hr mtg, 1hr minutes, 6 mtgs/yr]*
 - Coordinates calendar and posting to website (content not functionality)
 - Monitors website Bulletin Board
 -

- Treasurer (James Lockwood 2003-7)
 - Attends monthly MCF Meetings (and occasional special meetings) *[1hr agenda, 3hr mtg, 1hr minutes, 6 mtgs/yr]*
 - Assists with preparation (or prepares if able) annual tax returns *[4hr/yr]*
 -

- Gender/Generation: Both genders and generations above and below 30 years of age should be represented on the Board. It is suggested that such additional positions be created (if this balance is not present on the elected Board) to create balance, and to ensure broader perspectives on issues.

Organizational Delegates:

In addition to the MCF Board roles (President, Vice President, Treasurer and Secretary), the following roles are necessary to assist in coordinating the softer tasks necessary to prepare the events and people, and to act as a point-of-contact for people wanting to discuss matters in those areas:

- **Technical/Officiating:**
 - Technical Commission (Chair) Bruce Brasaemle
 - Technical Commission Matt Moses
 - Technical Commission Matt Anderson

- **Rider of the Year:**
 - Coordination/Promotion..... Kevin Lennon
 - Scoring Russ Loucks

- **Cyclocross Rider of the Year**
 - Coordination/Promotion..... Dan Cleary
 - Scoring *Dan Cleary (but would be good to have a backup)*

- **Track Rider of the Year**
 - Coordination/Promotion..... Tim Hayes?
 - Scoring Tim Hayes?

- **Time-Trial Rider of the Year**
 - Coordination/Promotion..... Ben Nicholson
 - Scoring Ben Nicholson

- **Calendar/Scheduling** (event & race coordination)
 - (If not MCF Secretary)

- **Webmaster**
 - Web design & functionality
 - Hosting service coordinator

- **Banquet:**
 - Coordination/Promotion (Determines theme, speaker, location, meals, etc; and advertises event.)
 - Awards (Combines all award results, orders trophies/medals, coordinates handout) ...
 - Slide Show (solicits and prepares PowerPoint slide show for display)
 - Reservations (Receives reservations and payments).....

- **Promotions:**
 - Media/Public Relations (magazine and newspaper articles, web schedules, etc.)
 - New Rider(Steve Gray)

- **Coaching** (list additional licensed USCF coaches on website)
 - Adults (19+)
 - Juniors (15-18)
 - Youth (10-14)

- **Sponsorship**
 -

- **Non-Road/Track Bicycle Organization Liaison:**
 - Mountain (MORC)
 - Du- & Triathlon (USAT, Midwest Events).....
 - BMX.....

c:\documents and settings\mrl\my documents\personal\cycling\mcf\governance\mcf roles and responsibilities.doc

Notes

- 1 Database created from start lists from Birchwood RR, St. Cloud Crit and RR stages, Marty RR, and State RR
- 2 Only mens' fields loaded (no women or juniors fields loaded)
Cat 1/2, cat 3, cat 4/5, masters 35+, masters 4/5, masters 50+
- 3 Only records with valid USA Cycling license as of 9/23 used

Data

Total racers (raw records):	933
Valid racers (valid license):	782
Unique valid racers:	349

ROY category counts

Category	Total (Raw)	Unique
Cat 1_2	152	62
Cat 3	222	95
Cat 4_5	191	136
Masters 4_5	226	109
Masters 35+	204	90
Masters 50+	179	61

Original field sizes (from start lists)**Birchwood RR**

Cat 1_2	10
Cat 3	26
Cat 4	18
Cat 5	18
Masters 4	21
Masters 5	5
Masters 35+	24
Masters 50+	14

St. Cloud Crit

Cat 1_2	21
Cat 3	32
Cat 4	25
Cat 5	12
Masters 4_5	25
Masters 35+	27
Masters 50+	16

St. Cloud RR

Cat 1_2	23
Cat 3	41
Cat 4	33
Cat 5	24
Masters 4_5	34
Masters 35+	26
Masters 50+	22

Marty RR

Cat 1_2	27
Cat 3	28
Cat 4	23
Cat 5	43
Masters 4_5	25
Masters 35+	40
Masters 50+	19

State RR

Cat 1_2	27
Cat 3	26
Cat 4_5	41
Masters 4_5	61
Masters 35+	32
Masters 50+	21

Racer counts by age group and category

The counts below are derived from the start lists (for those which had valid licenses) and augmented with USACycling DB info.

Proposals

Overall goals

- 1 More equitable distribution of categories/classes given historical demographic data
- 2 Attempt to reduce number of categories (easier to promote and officiate)
- 3 Retain separate categories where needed (e.g., to continue to attract juniors and women)

Proposal 1

- | | | Rationale |
|---|--|--|
| 1 | Remove junior female < 15 | Only 1 racer this year who only raced four times |
| 2 | Keep women categories same | a) Need to keep women cat 4 class
b) promoters can easily combine cat 1-2 and 3 classes but score them separately |
| 3 | Change men 3 and men 4-5 to men 3-4 (age 19-35) and drop cat 5 | Men 3 field sizes not that large, men 4-5 fields typically Quite large |
| 4 | Change masters classes to masters 35+ 3-4 and masters 35+ 1-2 | Masters 4-5 fields usually largest in races, also
a) promoters can combine men 1-2 and masters 1-2 fields
b) combine masters 3-4 and masters 50+ |
| 5 | Note drop of category 5 in ROY.... | |

Hypothetical example 1

Given data from other worksheet, it looks like about 25 – 33% of racers who have ROY points show up for any one race. Sooo, here are field sizes for the proposed changes:

ROY class	Field size	Notes
Men 1-2	25	Unchanged from 2007
Men 3-4	50-75	Unique count of men age 19-34 and cat 3-4 is about 88
Masters 35+ 3-4	40-60	Unique count of men age 35-49 and cat 3-4 is about 60
Masters 35+ 1-2	20-30	Unique count of men age 35-49 and cat 1-2 is 29
Masters 50+	20-35	Unique count of men 50+ is 35

Suggestions for fields in races

- 1 Men 1-2 combined with masters 1-2 would be 45-55
This field could also include masters 35+ cat 3 (for those who want to race with the elites)
- 2 Masters 3-4 could run on their own or w/womens elite?
- 3 Men 3-4 would run on their own
- 4 Masters 50+ could run with womens elite would be 30-40 in size

Proposal 2

- | | | Rationale |
|---|--|---|
| 1 | Remove junior female < 15 | Only 1 racer this year who only raced four times |
| 2 | Keep women categories same | a) Need to keep separate women cat 4 class
b) promoters can easily combine cat 1-2 and 3 classes but score them separately |
| 3 | Change men 3 and men 4-5 to men 3-4 (age 19-29) and drop cat 5 | Men 3 field sizes not that large, men 4-5 fields typically Quite large |
| 4 | Change masters classes to masters 30+ 3-4 and masters 35+ 1-2 | Masters 4-5 fields usually largest in races, also:
a) promoters can combine men 1-2 and masters 1-2 fields
b) combine masters 3-4 and masters 50+ |
| 5 | Change masters 50+ to masters 45+ | Masters 50+ fields usually small |
| 6 | Note drop of category 5 in ROY.... | |

Hypothetical example 2

ROY class	Field size	Notes
Men 1-2	25	Unchanged from 2007
Men 3-4	40-50	Unique count of men age 19-29 and cat 3-4 is about 46
Masters 30+ 3-4	60-80	Unique count of men age 30-44 and cat 3-4 is about 90
Masters 35+ 1-2	20-30	Unique count of men age 35-49 and cat 1-2 is 29
Masters 45+	50-70	Unique count of men 45+ is 70

Suggestions for fields in races

- 1 Men 1-2 combined with masters 1-2 would be 45-55
This field could also include masters 35+ cat 3 (for those who want to race with the elites)
- 2 Masters 3-4 would run on their own
- 3 Men 3-4 would run on their own
- 4 Masters 45+ would run on their own

Proposal to the MCF for 2008 Funding of MWCMR

12/3/2007

Objective:

On behalf of the committee for the Midwest Women's Cycling Made Real (MWCMR) program, members of the Midwest Women's Bicycle Racing Team would like to request funding in the amount of \$1200 from the MCF in order to maintain the MWCMR program in 2008.

Background:

The past two years have seen a dramatic increase in women's participation at races, in large part due to the initiatives from the MWCMR program. This program was made possible through Dave Towle's \$1000 donation in 2006, as well as a group of dedicated volunteers from different teams.

The plan is to re-establish the inter-team oversight committee that will be responsible for finding volunteers and allocating funding to promote, organize, and complete the necessary activities listed below:

- Establish the race series by seeking approval of the race promoters
- Create and assemble written promotional materials, incl. press release
- Maintain website communications
- Seek local sponsorships to subsidize series prize list
- Spring clinic: Intro to Road Racing. Classroom plus on-the-bike training
- Women's Night at the Track
- Race Series points scoring and distribution of leader's jersey
- Point-of-contact for national program's swag from sponsors
- New clinic in the Fall: Introduction to Cyclocross
- Assemble and distribute series prizes

Budget Request:

In 2008 it appears that we should be able to find the necessary volunteers; however, the original financial donation will be completely depleted by the end of this year, and we need to request money from the MCF in order to keep the program going.

The planned budget for 2008 is shown below. We are confident that this budget will enable a much more successful program and continue to grow women's cycling.

Proposal to the MCF for 2008 Funding of MWCMR

12/3/2007

Page 2 of 2

2008 Budget for MWCMR

Promotional Materials

- Flyers, Business Cards \$500
- Table at Bike Swap \$30

Spring Clinic

- Room rental \$105
- Coffee, snacks \$100
- Admission (30 attendees) (\$300)
- Book subsidy \$300

Track Night

- Food \$100

Prizes

- 1st, 2nd, 3rd, 4th, 5th, 6th \$315
- Crit primes \$20

Website

- Domain cost \$25

TOTAL \$1,195

