NCNCA Director's Meeting Minutes   12/6/10

San Jose, CA

Attending: Tad Borek, Keith DeFiebre, Eric Petersen, Chris Phipps, Katherine Hamilton, Ken Hernandez, Bill Nicely, Warren Geissert, Katherin Mattis, Rick Adams, Robert Leibold

Meeting Minutes: Regular Minutes not available for 11/1/10 meeting (Scheduling)

Old Business:

Contracted Positions:

Proposed 2011 Contracted Positions (Bill Nicely)

Equipment Manager

The Equipment Manager is responsible for the acquisition, maintenance and management of race equipment to include distribution of equipment to events permitted through USA Cycling by NCNCA. Maintains a current inventory of equipment and participates in making recommendations for equipment replacements and upgrades.   Implements all applicable NCNCA Policies and Procedures.   Assists in meeting the following USAC contractual requirement:

4.8 Provide or schedule race equipment where race equipment is available.

Current Compensation: 15,000 per year

Results Coordinator

The Results Coordinator is responsible for all results management in NCNCA. Assists event directors/promoters in uploading results. Tallies and publishes results for NCNCA-sponsored points series and manages other points series as identified by the NCNCA BOD. Implements all applicable NCNCA Policies and Procedures. Assists in meeting the following USAC contractual requirement:

4.20 Assist USAC Results and Ranking Program by identifying BAR/BAT races within LA area including submittal of results.

Current compensation: 4,000 per year

Permit Coordinator

The Permit Coordinator is responsible for permitting events according to USA Cycling guidelines and NCNCA policies/procedures. Processes post-event paperwork to include electronic storage of documents and transmittal of forms and payments as appropriate. Actively manages same day license information to assist NCNCA marketing efforts. Implements all applicable NCNCA Policies and Procedures. Assists in meeting the following USAC contractual requirement:

4.3 Local race scheduling.

4.4 Review and submit in a timely manner all fully completed event permits to USA Cycling.

4.5 Review and submit in a timely manner all post-event paperwork.

4.6 Assist in recovery of outstanding and delinquent post events, including payments due USA Cycling.

Current compensation: Uncompensated (amount to be determined)

Officials Coordinator

The Officials Coordinator is responsible for oversight of all NCNCA officiating programs. Coordinates the training, development and assessment of officials. Responsible for the assignment of officials for events in NCNCA. Serves as liaison with promoters, Chief Referees, and the NCNCA BOD. Serves as the district representative on the Regional Technical Commission which seeks to establish mentoring, evaluation, recognition and talent identification program. Responsible for ensuring that sufficient officials training clinics are held. Implements all applicable NCNCA Policies and Procedures. Assists in meeting the following USAC contractual requirement:

4.7 Assign qualified officials for all non-national championship events.

4.12 Support and facilitate USA Cycling Certification Programs.

Current compensation: Uncompensated (volunteer position)

Coaching Coordinator

Implements all applicable NCNCA Policies and Procedures. Assists in meeting the following USAC contractual requirement:

4.12 Support and facilitate USA Cycling Certification Programs.

Current compensation: Uncompensated (volunteer position)

Upgrade Coordinator

The Upgrade Coordinator is responsible for administering category upgrade and downgrade requests according to USAC guidelines and NCNCA polices/procedures. Implements all applicable NCNCA Policies and Procedures. Assists in meeting the following USAC contractual requirement:

4.9 Assist members with license upgrading.

4.10 Assist members with license downgrading.

Current compensation: 3,000 per year

Technology Coordinator

Responsible for the implementation and management of the Chip Timing and other Results Management equipment (cameras, laptops, timers). Maintains an inventory of equipment and schedules the equipment for NCNCA events. Maintains a list of currently trained and approved equipment operators. Implements all applicable NCNCA Policies and Procedures.

Current compensation: Uncompensated (amount to be determined)

Webmaster

The Webmaster is responsible for administering all electronic delivery mechanisms in NCNCA to include websites, e-mail lists, forums and discussion groups. Provides support for all content providers and assists in training promoters and select users on the technical aspects of the electronic systems as needed/applicable. Insures that appropriate and approved standards are followed in content delivery. Implements all applicable NCNCA Policies and Procedures. Assists in meeting the following USAC contractual requirement:

4.11 Provide membership with communication forum such as website, newsletter, etc.

Current compensation: 3,000 per year

Discussion: Permit Coordinator: Who is watching for forms/payment for one-day licenses? NCNCA should be after these to convert to annuals. Perhaps capture electronic images of one-day forms for now, then later, do data entry. Perhaps name/email address only? Set compensation at $3,000 annually.

Equipment Manager: Justification for $15,000: 115 races, mostly for travel costs.

Officials Coordinator: What should compensation be? Does the position advance the coordinator's standing as an official nationally? Undecided

Above Proposal amended to change the Permit Coordinator's compensation to $3,000 per year

Amended Proposal Passed, 9-0

_____Janice Goodrich_____

Borek's draft **approved by Board 9-0**, to be sent with all materials (narrative, 990, supporting documents, check images and bank statements), to Attorney General, District Attorney, and IRS. Is this information public info or not? Discussion of confidential issues in the future; possible policy to be submitted next month by Policy/Procedures committee.

_____Committees_____

Current standing committees: Grants, Tech, Policy/Procedures, Finance, Safety. Needs to be a Board member on each committee.

_____Annual Audit_____

(Borek) Should we have an annual external audit? When? Who? Of should it be a summary of transactions internally.

Proposal:

Policy and Procedures committee to design report requirements and who reviews them, in lieu of external audit. ***Proposal Passed 9-0.***

_____New Website (update)_____

The New website is going live in two days, including link to old website (by Nicely)

New Business

_____USAC/NCNCA Contract_____

Discussion: Petersen and Geissert question 4.2, the clause that does not allow for officers or members of the Board of the NCNCA to promote non USAC events, and other items. Borek: tally on tasks in agreement. Geissert: active approval. Board members should send items for review in to Nicely.

_____Meeting Site Meals_____

Proposal: NCNCA to pay for meals at Director's meeting sites (to avoid paying for site itself),

Proposal passed 7-2

_____Budget_____

Borek: Introduction only – January is Budget meeting. Committee heads, officers should send requests with details to Treasurer for budget consideration. Treasurer will develop a ~5 page Annual Report.

_____Championship Events_____

Phipps: Several Championships bids unopposed and ***approved 9-0***: Sattley (Elite and Master TT); Dunlap (Junior TT); Panoche (Junior RR); Livermore (Junior Crit). Pescadero (Elite RR) was ***approved 8-0-1abst*** with some safety concerns; Oakland (Elite Crit) ***approved 8-0-1abst***. No official bid was received for Master RR, and four bids were received for Master Crit: Central Calif Crit, Golden State, Joseph Mendez and Minden. Minden was voted out (8-1) due to incomplete bid. **Proposal**: Request more info from the other three before a decision later ***approved 8-0-1abst***

_____Chip Timing_____

Draft of Chip Timing Implementation plan (Hernandez):

Marketing:

Possible means of information dissemination: NCNCA web site, email group, forum, and USAC mailing list. Provide complete information on chip timing implementation plan by Dec 20th to cover first two months of the racing calendar (three weeks before 1st Early Bird Training Criterium).

NCNCA policy for events utilizing Times7 chip timing:

- Events with Cat 5 men cannot be combined with other categories.
- No Chip - No Result! Results will not be posted for racers who fail to finish their race with a timing chip properly mounted.
- Women Cat 4 with one-day license entry must rent or purchase timing chip. Day of race and on-line processes described below apply.

Chip distribution:

Day-of race chip timing assignment:

Lookup racers in database, write name and license number on chip, scan chip, hand out chip.

On-line chip ordering:

During on-line race registration, For NCNCA racers, Free with $5.00 charge for shipping and handling (on-line chip ordering to end 7 days prior to race day). On-line process will allow racer to bypass race day chip assignment process. Out of district racers will be required to rent their timing chip and return the timing chip by the end of the day.

Failure to return the timing chip will result in an additional credit card charge of $30.00 for chip replacement.

NCNCA resident racers:

1st Chip   Free

Replacement Chip $30.00 (results will not be posted for entrants without a timing chip)

Non-NCNCA resident racers:

        Chip Rental   USAC license will be held for deposit, if chip is not returned at end of day, license suspension until the timing chip is returned? or $30.00 chip replacement fee paid.

        Chip Purchase $30.00 (non-resident racers who frequently race in NCNCA events may find it more convenient to purchase the own permanent chip.)

NCNCA Residency:

    ---Day-of race: USAC licenses that list "CALIFORNIA NCNCA" will determine NCNCA residency. USAC "Western Region" database download may also be used to determine current license and residency status. Racers with pending annual licenses receipts will have to rent their timing chip at each race until their permanent license is issued by USAC.

    ---On-line: USAC "Western Region" database download will be used to determine current license and residency status. Racers not listed in the database will have to rent their timing chip and will be required to return the timing chip by the end of the day. Failure to return the timing chip will result in an additional charge of $30.00 for chip replacement.

System use, staffing and results management fees post roll-out:

    ---Small event: One person to setup pre-race software, setup and train registration staff on timing chip distribution before start of race, setup and run finish line timing during race, generate race-day results, load results to USAC website and post-race results management. $175 - $200 plus $.50/mile mileage

    ---Medium to large event: Two people to setup pre-race software, setup and train registration staff on timing chip distribution before start of race, setup and run finish line timing during race, generate race-day results, load results to USAC website and post-race results management. $200 - $225 each plus $.50/mile mileage

Roll-out events:

Primary Roll-out events:	Date	Categories	2010 field sizes
Early Bird Criterium	1/09/2011	C4, W4, Cat 1/2/3	Field 45, 62, 67 (184)
Early Bird Criterium	1/16/2011	C4, W4, Cat 1/2/3	Field 44, 72, 74 (190)
Early Bird Road Race	1/22/2011	Non Cat 5 & 4/5 races	Field(s) 115 / 277
Early Bird Criterium	1/23/2011	C4, W4, Cat 1/2/3	Field 60, 50, 77 (187)
Central Coast Circuit Race #1	1/30/2011	Non Cat 5 & 4/5 races	Field(s) 177 / 297
Central Coast Circuit Race #2	2/12/2011	Non Cat 5 & 4/5 races	Field(s) 173 / 304
Cantua Creek Road Race	2/19/2011	Non Cat 5 & 4/5 races	Field(s) 230 / 426
Snelling Road Race	2/26/2011	Non Cat 5 & 4/5 races	Field(s) 520 / 819
Possible additional roll-out events:	Date	Categories	2010 field sizes
Pine Flat Road Race	2/20/2011	Non Cat 5 & 4/5 races	Field(s) 178 / 230
Central Coast Circuit Race #3	3/12/2011	Non Cat 5 & 4/5 races	Field(s) ?
Central Coast Circuit Race #4	3/19/2011	Non Cat 5 & 4/5 races	Field(s) ?
Regalado (Warnerville) Road Race	3/20/2011	Non Cat 5 & 4/5 races	Field(s) 115 / 228
Bariani Road Race	3/27/2011	Non Cat 5 & 4/5 races	Field(s) 568 / 665
Berkeley Bike Club TTT	3/27/2011	Non Cat 5 & 4/5 races	Field(s) 132 / 378

Races where chip timing would be of value:

San Bruno Hill Climb	1/01/2011
Merco Lake McClure Road Race (Pro/1/2)	3/03/2011
Merco TTT (Pro/1/2)	3/04/2011
Merco Foothills Road Race	3/05/2011
Madera Stage Race	3/11/2011
Wards Ferry Road Race	3/19/2011
Sequoia Cycling Classic (SR)	3/25/2011
Orosi Road Race	4/02/2011
Turlock Lake Road Race	4/09/2011
Calaveras Time Trial	4/09/2011
Chico Stage Race	4/16/2011
Copperopolis Road Race	4/23/2011
Wente Road Race	4/30/2011
Berkeley Hills Road Race	5/08/2011
Kern County Women's Stage Race	5/13/2011
Modesto Road Race	5/15/2011
Panoche Valley Road Race	5/22/2011
Mt. Hamilton Road Race	5/29/2011
Topsport Stage Race	6/04/2011
Dunlap Memorial Time Trial	6/05/2011
Mount Diablo Hill Climb	6/11/2011
Taleo ITT	6/11/2011
NCNCA District TT Championship	6/12/2011
Pescadero Coastal Classic (RR)	6/18/2011
Central Coast Circuit Race #5	6/19/2011
Spring Hill Road Race	6/25/2011
Central Coast Circuit Race #6	7/02/2011
Leesville Gap Road Race	7/02/2011
Red Peloton Stage Race	7/23/2011
Carson Valley Classic Road Race	7/24/2011
Central Coast Circuit Race #7	7/30/2011

Warnerville Time Trial	8/06/2011
Patterson Pass Road Race	8/07/2011
Dunnigan Hills Road Race	8/13/2011
Central Coast Circuit Race #8	8/14/2011
San Ardo Road Race	8/20/2011
University Road Race	8/21/2011
Winters Road Race	8/27/2011
Central Coast Circuit Race #9	9/03/2011
Challenge Road Race	9/03/2011
Esparto Time Trial	9/04/2011
Fremont Peak Hill Climb	9/11/2011
Henleyville Road Race	9/24/2011
Central Coast Circuit Race #10	10/1/2011

Discussion: Webex meeting between Nicely, Borek, Hernandez, and Mark Davis and Michael Lynch of Times-7 on Dec 8 to refine the draft and implementation. Vote on plan by e-mail?

_____Premiere Series_____

Proposal for change in Premiere Series and BAR/BAT programs:

Proposal to extend the NCNCA Premiere Series to include a total of 20 events (10 criterium, 9 road races, 1 time trial and 1 hillclimb). The categories would be Pro /1/2 Men, Pro 1/2/3 Women, Masters 35+ 1/2/3 and Master 45+ 1/2/3. The top fifteen results from the 20 events would determine scoring for the three series podium positions. The winners of these four categories would be titled the "Best All Around Rider". These 20 events would include double points for the NCNCA Points Series.

The BAR/BAT program would be retitled "The NCNCA Points Series" with the same points calculations and prizes as in the 2010 BAR/BAT. Winners in each category would be designated the "NCNCA Points Series Winner" for both Team and Individual classifications.

Events for the Premiere Series:

Snelling Road Race
Merco/McLane Road Race
Copperopolis Road Race
Santa Cruz Classic Criterium
Wente Vineyards Road Race
Cat's Hill Classic Criterium
Berkeley Hills Road Race
Mt Hamilton Road Race
Sattley (NCNCA District Champ) Time Trial
Pescadero Road Race
Nevada City Classic Criterium
Burlingame Criterium
Leesville Gap Road Race
Davis Fourth of July Criterium
San Rafael Twilight Criterium
University Road Race
Vacaville Gran Prix
Challenge Challenge Road Race
Giro di San Francisco Criterium
Mt Tamalpais Hillclimb

Proposal Approved 9-0

_____Marketing_____

E-mail marketing campaign for Early Birds and print media coming

_____Equipment Purchases_____

Considering purchase of a new set of cameras/laptops and new lapcards

Contractors: Proposal: Approve selection of contractors for 2011:

Web: Alec Berger
Equipment: Robert Leibold
Results: Ken Hernandez
Upgrades: Larry Nolan
Officials: Ryan Fu
Approved 8-0
Permits: two candidates: Ted Fisher and Larry Nolan. To be decided by Board before Jan meeting by e-mail after Ryan Fu's recommendation.

Executive Committee: Borek to make proposal at Jan meeting for an executive committee to handle day to day matters

Officer Selection for 2011:

President:: **Bill Nicely** (8-0)
Vice President: **Tad Borek** (4) Warren Geissert (3)
Treasurer: no nominations; more later?
Secretary: **Robert Leibold** (8-0)

<u>January Meeting</u>:   Monday January 10th, Tony Roma's restaurant on Moorpark at Saratoga Ave and 280 in San Jose 7pm. This is the annual budget meeting