



# Minnesota Cycling Federation

---

## BI-MONTHLY MEETING AGENDA

Date: 4 February 2008  
Time: 7:00 – 9:00pm

Location: Lyngblomsten Senior Center  
1415 Almond Avenue  
St. Paul, MN 55108  
(651) 646-2941

*(Take Snelling towards the State Fairground main entrance. Turn east at lights on Midway, south on Pascal then east on Almond. Proceed to the second large parking lot on the north side of the road, and enter the building under the Visitor's Entrance canopy.)*

<http://maps.google.com/maps?f=q&hl=en&geocode=&q=1400+Almond+Avenue,+St.+Paul,+MN+55108>

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

### ATTENDEES (7:00 – 7:05)

- A. MCF Clubs Represented (Introductions):
1. Athlete's Under Construction ()
  2. Bike Club ()
  3. **Birchwood (James Lockwood, Bill Kosfeld)**
  4. **Category 6 Racing Squad (Steven Gray)**
  5. Chippewa Valley Cycling Club ()
  6. Excel Cycle Club ()
  7. Flat City Cycling Club ()
  8. **Gopher Wheelmen (Dave LaPorte)**
  9. Grandstay Cycling Team ()
  10. Great Plains Cycling Club ()
  11. **Grumpy's/LGR (Tim Hayes)**
  12. GSCA ()
  13. Kenwood CC ()
  14. Lake Superior Cycling Club ()
  15. **Loon State Cyclists (Bill Nicholson, Kevin Schaeffer, Mike Lyner)**
  16. Make Shift Bicycle Club ()
  17. Mid-Minnesota Cycling Club()
  18. Midwest Women's Bicycle Racing Team ()
  19. Milltown Cycles ()
  20. Minneapolis Bicycle Racing Club ()
  21. Minnesota Cycling Team ()
  22. **Minnesota Junior Cycling (Dag Selander)**
  23. NSC Velo Club ()
  24. On-Support ()
  25. Peace Coffee ()
  26. Ridley Factory Team ()
  27. Rum River Cycling ()
  28. SE Minnesota Velo – Velo Rochester ()
  29. SE Minnesota Velo – Women on Wheels ()
  30. Silver Cycling ((**Tone Coughlin [via teleconference]**))
  31. SpeedFix ()
  32. **St Paul Bicycle Racing Club (Tim Laberge)**
  33. Super Team Racing ()
  34. The Hub Cycling League()
  35. The Hut Cycling Team ()
  36. **University of Minnesota Cycling Club (Maria Stewart)**
  37. **Velo Bella (Maria Stewart)**

**APPROVAL of LAST MINUTES (7:05 – 7:06)**

- A. Approved

**PRESIDENT'S REPORT (7:06 - 7:10)**

- A. USAC Local Association Monthly Teleconference Feedback: Will be added to website
- B. Other USAC News: (None)

**TREASURER'S REPORT (7:10 - 7:20)**

- A. Checking Balance: [VERIFY]
- B. Recent Income: [VERIFY]
- C. Recent Expenses:
  - 1. Banquet under \$3,000
  - 2. TC Sports - \$1,000 (3-page ad)
  - 3. 5 officials claimed reimbursement for licenses
  - 4. MWCMMR \$400 approx. for awards
- D. Investments: [VERIFY]
- E. Annual Budget:
  - 1. KS suggested that the MCF should prepare an annual budget, but would first need a sample cash flow from the past few years, and distributed New England's cash flow (available from their website) as an example
  - 2. JL wanted to wait until after Vision/Strategy Meeting
  - 3. DLP felt transparency such as this could be valuable for members
  - 4. (Discussion to be continued)

**TECHNICAL COMMISSION'S REPORT (7:20 - 7:30)**

- A. Year-to-Date: (None)
- B. Upcoming:
  - 1. Local Officials Clinic (One of the 1<sup>st</sup> 3 Saturdays in March)
  - 2. Promoter's Workshop: Roundtable discussion vs formal presenters; common issues, support for each other
  - 3. Annual Budget: MOTION APPROVED to fund \$1,000 for 2008

**OLD BUSINESS (7:30 - 8:15)**

- A. Banquet:
  - 1. Spent less than \$3,000, including awards
  - 2. 100-150 approx. attendees
  - 3. Food great, location good, the room too small
  - 4. Speaker or not next year? Entertainer or expert
- B. Bike Swap: Sunday 10<sup>th</sup> February; tables filling up
- C. MCF Vision/Mission/Goals Retreat:
  - 1. KS will spearhead search for consultant/facilitator. Mike Lyner, Bill Nicholson and Tim Laberge referred possibilities.
  - 2. David Laporte offered to help check references on qualified candidates.
  - 3. KS passed out a draft intro letter to be sent to possible facilitators (attached)
- D. 2008 Racing Calendar:
  - 1. Relatively stable
  - 2. Loon State added July 12<sup>th</sup>
  - 3. State TT June 7<sup>th</sup> (Gustavus graduation the earlier weekend, so date had to stick)
  - 4. Hudson CX moving away from InterBike, and not in park
  - 5. Request to keep State CX away from USGP (4 weekends)
  - 6. Andy Kruse removed Bloomington Crit
  - 7. Memorial Day Weekend:
    - No longer a Lake Superior CC event, Tone Coughlin now the promoter
    - Discount entry fees for volunteers

- 2 other regional stage races that weekend now cancelled (Quad Cities still on)
- 8. Cat 6 State Fairground Criterium Series:
  - Budget presented, official's amount noted as a little light.
  - Requested \$500 loan per race x 3 races = MOTION APPROVED to fund \$1,500
- E. Improved MCF Web Presence:
  1. Tone Coughlin volunteered to work on new website
  2. Current host not using SQL, all hand-written
  3. Yabb, not run from database
  4. Propose using d/b program WordPress
  5. Multiple users able to log-in simultaneously to update data
  6. PHP BB, new generation blocks a lot of SPAM
  7. Special areas for only permitted users (User Groups: Board, Officials, etc.
  8. Host: (Present Host: AccessHost.com = \$6/mth; Potential Host: RangeNet = \$306/yr)
  9. Tone to make recommendation for host, and compile prototype for approval
  10. Others to provide graphics and theme: (post advertisement)
  11. Yet others to administer and provide content management: (Calendar [Mike Lyner]; Message Board [??])
- F. MCF Member Clubs: Contacts made for verification
- G. Twin Cities Sports: 3 page MCF ad coming in February "Keepers Edition"

#### **NEW BUSINESS (8:15 - 9:00)**

- A. Track Club Volunteer Nights
  1. NSC has requested MCF Clubs take a Thursday night and provide 8-10 volunteers for varying roles
  2. Free track night for the club in payment
  3. Track now offering 6 small bikes for beginners
- B. MN Junior Cycling – MCF Assistance
  1. Requested standard reduced entry fees (\$5) for juniors
  2. Possibility to promote CX High School League – Refocus on promotion vs. equipment
  3. Dag needs an Assistant Coach
- C. Selection of MCF riders for the MEN'S Nature Valley GP
  1. The men's NVGP will be an invitational this year. For non-MCF riders, selection will be based on their National Racing Calendar standings.
  2. To ensure local participation, twelve (12) spots are being reserved for riders selected by the MCF.
  3. The MCF (or a committee that it appoints) has the option to broker an informal agreement among the MN teams about who they're going to nominate for their teams. This could ensure maximum participation by the best possible MN riders. They have options like forming an MCF composite team, having riders from one team guest riding on another or having teams agree to nominate fewer riders so that more teams can get in.
  4. As the promoter, Dave LaPorte cannot personally oversee any of those options. but can approve or disapprove team applications.
- D. George Szymansky Fund: MOTION APPROVED to donate same amount as last year
- E. Monthly vs. Bi-Monthly Meetings: Approved to hold meeting monthly Dec-Apr (in lieu of bi-monthly), next meeting 3<sup>rd</sup> March

#### **MEETING ENDED at 9:30pm**

#### **ATTACHMENTS**

- A. Draft RFP for MCF Vison Consultant

*mcf minutes 04feb08.doc*

The Minnesota Cycling Federation was established in 1987 to facilitate Amateur Bicycle Racing in Minnesota. It's original focus was to establish a central point for the racing schedule for

United States Cycling Federation clubs in the Minnesota region. Since that time the MCF has grown in size and scope.

The MCF is the official Local Association for USA Cycling. The MCF permits USCF races, provides officials, maintains [www.mcf.net](http://www.mcf.net), co-ordinates the local racing schedule. The MCF has a board of directors consisting of the president, vice-president, secretary and treasurer. The MCF is a non-profit status xxxxx. The MCF obtains funds through a \$1 per rider surcharge on races permitted by the MCF through clubs that are member clubs of the MCF. The MCF also receives a percentage of riders licensed through USA cycling. What the clubs receive in return is having their events listed on the MCF calendar, access to the various competitions ran by MCF members such as Rider of the Year, Cyclo-Cross Rider of the Year, Track Rider of the Year and Time Trialer of the Year. There are approximately 800 licensed riders in the Minnesota region with approximately 20 clubs representing these riders.

Most of the activity the MCF has been active in has been setting the race schedule, facilitating rider competitive series and having an annual banquet in which we give out these awards. Working with the technical commission to permit, license, races and racers. Provide seed money as loans to the track community and various new clubs looking to promote their first race. Work with getting new racers in the fold with Start Minnesota bike Racing. Support Womens' racing with Midwest Cycling Made Real. Oversee funds for juniors and Youth Cycling League. Provide a web-site for the dissemination of basic information for schedules and MCF clubs and a message board.

We have been successful but don't have a real vision/mission/goal/strategic plan to guide us. Individually we all have an idea of what the MCF should be doing, but there is not a collective vision. We want to get members of the MCF together and collectively/consensually come up with a guiding vision/mission plan in which we could rely on to drive our decision making. We are looking for a consultant outside of the MCF community to lead us through this process. You have been identified as a possibility to lead this. Could you please respond back with your experience, what your approach would be, what you would need for resources, a possible time-frame, and references from previous work. See attached form for your response. I thank you in advance for looking at this and look forward to hearing back from you.

With the highest regards,  
Kevin Schaeffer  
MCF President