



WHITTLESEA BICYCLE USERS GROUP INC.

Committee of Management Meeting

21-03-2011

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Attendance.	Peter Duncombe (Chair), Lee Robinson, Ron Harvey, David Thompson, Giselle Thompson, Glenn Echardt, Maureen Giles, Ashley Sutton, Robert Sutton, Georgianna Brooks (NTL Project Officer).	
Meeting Opened.	6:50 pm	
Item	Notes	Actions
1. Previous Minutes.	<u>Motion:</u> That the minutes for the meeting held on 28-02-2011 be accepted. <u>Moved:</u> Ron <u>Seconded:</u> Maureen.	Minutes accepted.
Business Arising from Previous Minutes. () refer to the previous minutes' Item Number.		
2. (2) BUG Cards.	Done.	Completed.
3. (5) Incorporation.	Ron has set up a membership register as required for incorporation.	Completed.
4. (6) Whittlesea Community Day Festival.	A few members were available to take advantage of the Council's offer to promote the BUG last Sunday, the 20th March.	Completed.
5. (7) BUG Guidelines.	Ron has supplied a format to standardise the information describing our rides. New website also does this.	Both to be revised so they agree.
	We need to develop other guidelines for the BUG to follow – things like advertising and other content of our website, requirements to be met for BUG rides to demonstrate our duty of care, etc.	All to consider.
	Rides to have a leader and a tail-end-Charlie	To be incorporated into guidelines.
6. (8) Committee Development.	The Committee should develop a questionnaire for our email list to get a better idea of what people want or expect from the BUG. Committee attendance needs to improve and ride numbers are low.	Peter and Glenn to come up with a questionnaire.
7. (9) Bicycle Count money.	BV has been invoiced for invoiced for the bicycle count. Maureen clarified that her money was from volunteering for the Degani Ride (Super Sprint).	Waiting on BV and Super Sprint.



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8. (10) T-shirts.	Maureen investigating other BUG T-shirt options.	Maureen researching.
9. (12) Cycling Map.	Peter explained the previous decision not to have the Melways format was based on cost but it is possible it can be looked at again.	Peter to follow up.
Financial Report		
10. (13) Income.	\$1,500 from NTL should be in the bank.	Verify.
11. (14) Bank Signatures and outstanding monies.	Maureen, Ron, Glenn and Nicola to be the BUG signatories on the BUG account.	Completed.
	Ron is currently owed \$59.80 for Incorporation costs as per previous meeting	Maureen to reimburse.
	Nicola to be reimbursed \$10 for Business Cards	Maureen to reimburse.
12. (15) Transactions.	Ron has a receipt book. BUG now has a cheque book.	Completed.
13. (16) Grant Use.	Glenn raised concerns about the spending of the \$50,000. He believed Ballarat's Cycling Strategy alone cost that amount some years ago.	Georgianna to enquire about what we can get for our \$50,000 plus other sources of Council money.
14 Treasurer.	Dave Flemming (currently on leave) has volunteered to fill the Treasurer's role.	Accepted.
15 Internet Banking.	Internet banking to be investigated to see how it might work with the two signature requirement.	Maureen/Peter
	Verify that constitutionally we cannot operate with one signature.	Lee/Ron
Rides		
16. Ride Report.	Sunday's ride went well even though some one managed to get lost in the last half kilometre! Demonstrates we cannot afford to make assumptions about peoples ability.	Note Only.



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17. (18) Ride Leaders Required.	Port Melbourne ride – Dave Skelly. Gellibrand Hill – Kevin Balaam.	Please advise Peter if you are able to lead any of the other rides up to mid-May.
18. Next rides.	Apr 3 Research / old Maroondah Aqueduct. Apr 17 Port Melbourne from Rushall Stn.	Please attend if possible.
19. Future Rides.	May 1 Gellibrand Hill. May 15 Pascoe Vale. June Ron recommends a ride to Ceres.	Note Only.
20. Ride Suggestions.	Ron suggested we should develop some guidelines for designing a ride such as: Bike paths and bike lanes be preferred Try to utilise the cycling infrastructure in Whittlesea.	Committee to consider.
	Ron suggested we consider holding a ride into the City on the Sunday before Ride to Work Day. We could create a map of various routes into the City.	
	A bike ride designed for “roadies”.	
	Do we try rides at other times besides 10:00am on a Sunday?	
	Try holding safe rides for beginners again.	
New Business		
Charity Rides - are they feasible?	The BUG has received an email from a local, Adam Davis, enquiring about the possibility of us organising a charity ride in the area to raise money for Ovarian Cancer. The committee considered that this would be beyond the BUG's ability at the moment but something we might like to develop.	No action required.
	Peter suggested the Royal Children's Hospital might be an easy charity to start with. It is well known and they will advertise any rides we organise to raise money.	Peter to follow up.



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	It was considered we could run two small fundraising rides a year. Possibly request a donation of \$5 per person. We could try it on the Port Melbourne Ride (17 th Apr) first.	To be tried on Port Melbourne ride.
BUG Appointments.	Glen has agreed to take over the Chairperson role until July while Peter is unavailable.	Accepted.
	Maureen has agreed to take on a Marketing & Communication role that would involve promoting the BUG, merchandise, etc. Investigating the possibility of connecting with local schools would be beneficial.	Accepted.
	Ron has agreed to take on the role of Membership Secretary.	Accepted.
Whittlesea Sustainability Expo.	We have been asked to support the Expo in August. Ideas could include fitness cycles and identifying various cycling routes to Epping Station to encourage locals to ride to connect with the trains.	Committee to consider and develop.
Heritage Bike Ride.	Giselle & David are sending more precise info re the Heritage Bike Ride course to Helen Sartin this week.	Giselle & David.
Website Update.	Sample Whittlesea BUG web page was demonstrated with impressive features and look. Feedback was provided from the Committee.	Work in progress.
	Discussion was held on the advantages of having our own web name domain and hosting for independence, consistency and to make it easier for people to find us. Pricing examples from http://www.crazydomains.com.au were supplied by Ashley and Robert. <u>Motion</u> Whittlesea BUG takes out the domain name www.whittleseabug.org.au initially for 24 months at a cost of \$96 with options to continue it indefinitely. <u>Moved</u> Lee <u>Seconded</u> Maureen <u>Accepted</u> .	Ashley / Robert / Treasurer to follow up.



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Sustainability Awards.	See www.sustainability.vic.gov.au/kabv for details of criteria for Sustainable Cities Award.	For consideration.
NTL Meeting.	Georgianna informed the committee that the next NTL meeting would be on Thu 7 April and it would be good to have a BUG representative, especially now that Hume BUG was no longer involved.	Contact Georgianna if available and willing to take on the role.
Future Meeting Speakers.	Some suggestions for future meeting speakers/topics: Vic Police Bike Squad Degani BV / Harry Barber Mayor Rex Griffin TAC / VicRoads spokesperson Matt Tilley from Fox FM (an avid cyclist)	For consideration.
Next Meeting.	Mon 2 nd May (Both CoM and General).	
Meeting closed.	8:45 pm	