

# WHITTLESEA BICYCLE USERS GROUP INC.

## Committee of Management Meeting Minutes

24-09-2012

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### 1. Meeting Details

#### 1.1 Meeting Time and Venue

Meeting was opened at 6:40pm pm in Conference Room 1, Whittlesea Council Offices.

#### 1.2 Present

Peter Duncombe (Chairperson), Ashley Sutton, Dave Fleming, Glenn Echardt, Lee Robinson, Robert Sutton, Ron Harvey, Nicola Davies.

#### 1.3 Apologies

Paula Denny, Tori Pearce, Geogianna Brooks (Whittlesea NTL).

Tori has informed the Committee that due to other commitments she will only be able to commit to the AustCycle rides but not to Committee Meetings.

### 2. Previous Minutes

#### 2.1 Confirmation of Previous Minutes

The motion to accept minutes for the meeting of the 27-08-2012 was moved by Peter and seconded by Dave. The motion was accepted.

#### 2.2 Business arising from Previous Minutes

- All items are covered in their appropriate sections.

### 3. Rides Subcommittee

#### 3.1 Ride Reports

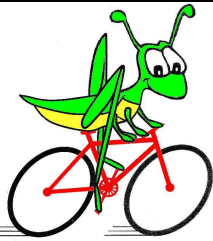
- No reports.

#### 3.2 Future Rides

- Sun 7 Oct – Heritage Ride. Planning on track, Ron has gone over the ride with Tori and Kaitlan from Council. Similar to last year's route. Police hope to provide a talk on the Police Station in the old blue stone council offices.
- Sun 14 Oct – Ladies Ride. (Rescheduled from 23 Sep) Nicola will run a ladies ride – attempting to attract ladies as ongoing riders.
- Sun 28 Oct – Hume BUG Combined Ride. Approximately 16 km mostly off road / quiet roads. Uses Miller St but footpaths available.

#### 3.3 Ride Guidelines

- BUG Guideline Document – Draft and supplied for committee members to consider. Ron has supplied positive feedback. Ongoing.
- Pre-ride Checklist – Ron to consider creating a checklist of items to be covered with the group prior to riding, such things as signalling protocols,



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regrouping points, etc. Still working on it, Lee to check context of original action and work with Ron.

### 3.4 Ride Issues

- WBUG Equipment – Peter has a first aid kit and 4 Hi-Viz vests. Ron has the other first aid kit.
- Kevin Balaam's Accident – (Peter) Although Kevin's crash happened in Whittlesea's area the path comes under VicRoads' responsibility.

## 4. Marketing Subcommittee

### 4.1 Ride Marketing

- No report.

## 5. Finance & Membership Subcommittee

### 5.1 Treasurer's Report

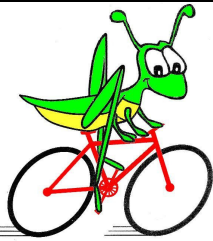
- Treasurer's Report was tabled – Bank balance is \$7,457.46 with liabilities of \$5,640.74.
- Investments – Dave still investigating investment options.
- Insurance – Cheque sent to Ansvar Insurance Renewal approximately \$665 for \$10 million liability cover.

### 5.2 Finance/Fundraising

- Funding Package Proposal and Thoughts – Will follow up when Paula is available.
- CoM Member Profiles – Will follow up when Paula is available.
- Communication Plan – Nicola and Paula will try to develop this by the end of the year.
- New BUG Poster – Ron to come up with a new poster.
- Budget Item – Peter informed the committee that we will need to allow money for catering etc. for events at the Council Offices as although the room is supplied the cost of the catering and staff will need to be covered in future.

### 5.2 Membership

- Membership Report – 80 members with 48 currently paid up.  
110 people on the BUG mailing list.  
90 people are currently of have been members of WBUG.  
All committee members are financial – Tori not continuing.
- New Members – The following new members were accepted by the committee: Harry Gill.
- Membership Fee – To remain financially viable (cover the cost of insurance and other ongoing costs) we need to increase our fees. After some discussion it was decided the fees for next year will be \$10 Single, \$20



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Family and \$5 Concession.

We should explore the possibility of seeking out coffee and bike shops, etc. discounts for members

- Bank Details for Membership Renewal – BSB 083 614 Account 184785745 Whittlesea BUG Inc. Need to include your name in the reference field so we know who the money is from.

#### 6. IT & Website Subcommittee

- Monthly Email Newsletter – Ron's email looks good but needs to come out of the G mail account. Ashley to assist Ron to set this up if necessary. Add supporting businesses such as Bike 'N' Bean.
- Publicity Photos on the Website – Ashley to consider.
- Advocacy Page – now available, needs text and possibly PDFs.
- Minutes for Website – Lee to send 2012 minutes to Ashley to post on the website.

#### 7. Advocacy Subcommittee

- Photos for Website – We need a statement on our ride forms that photos may be taken and used for BUG promotion.
- Signage for Busses – Have grant to cover 6 busses, we need to finalise signage / message. Posters on bus shelters. There should be a campaign to go with the posters.
- City Of Whittlesea / WBUG Liaison Meeting – Glenn reported it was a good initial meeting with Michael Lamers and Greg Scott of Traffic Engineering. Discussed bike lanes which seem to be Council's focus but we continued to push for bike paths and the Bicycle Strategy.

#### 8. Committee Guidelines

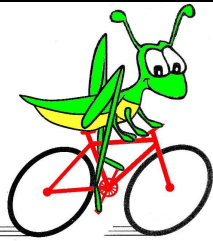
- No new guidelines tabled.

#### 9. AustCycle

- \$400 left which must be spent before 31 August otherwise money is required to be returned. Let Nicola know of any ideas. Possibly advertise in the local paper using bus advertising – Peter to supply.

#### 10. Other Business

- Bike Maintenance Workshop – Stocklands (Shannon Stacey, The Launch Box) is looking for volunteers to run a basic bike maintenance workshop 24 Sep at Mernda Village and wants to know if we want to be involved.



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#### **11. Future Meetings**

##### **11.1 CoM Meetings**

- The next CoM will be Thu 25 Oct at 6:30pm prior to the AGM. This will replace the meeting that would have occurred on the 29<sup>th</sup> Oct, the last Mon in the month.
- Future meeting will be held on the last Monday of each month except December.

##### **11.2 General Meetings**

- AGM Thu 25 October, Fountain View Room, Whittlesea Council.

#### **12. Meeting Closed 8:15 pm.**