

WHITTLESEA BICYCLE USERS GROUP INC.

Committee of Management Meeting Minutes

20-03-2013

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1. Meeting Details

1.1 Meeting Time and Venue

7:10 pm in the Waterlily Room, Whittlesea Council Offices.

1.2 Present

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

1.3 Apologies

Paula Denny, Cr Nicola Davies.

2. Previous Minutes

2.1 Confirmation of Previous Minutes

The motion to accept minutes for the meetings of the 26-11-2012 was moved by Dave and seconded by Robert. 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

- Nil.

3.2 Future Rides (Ron)

- Twilight Rides – Next Tuesday's twilight ride will be the last for the current Daylight Savings Period.
- Saturday Rides – Stopping Saturday rides as it is the same people who turn up to the Sunday rides, we are not providing an opportunity for other people to attend as hoped when starting these rides.
- Sunday Rides – Will all now start from the Thomastown Library at 9:30am as starting from other locations does not seem to be attracting other riders. First Sunday in the month will be an easy ride of approximately 20km with a coffee stop to cater for newer riders or those of limited ability while the remainder will be rides of 30km – 60km.

3.3 Ride Issues

- Acknowledgement – Dave requested that the minutes should record the committee's appreciation of the time and effort Ron puts in as virtually our only ride leader. The committee unanimously supported this acknowledgement.
- Committee Support of Rides – Ron said that he would appreciate more support from the committee in the form of attendance at organised rides.



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- Handling of Requests/Complaints/Reports from the Public – Peter clarified that he would respond to, or redirect, any ride/infrastructure issues raised by the public in the Whittlesea BUG gmail emails.

4. **Marketing Subcommittee**

- WBUG Logo – Nicola and Paula to review BUG logo design and explore options/prices. This was deemed important to maximise marketing potential for the BUG. A strategy report to be submitted by the end of May.

5. **Finance & Membership Subcommittee**

5.1 **Treasurer's Report**

- Report Tabled – Current balance stands at \$7,848.70 with liabilities of \$5,584 (unspent grant money).

5.2 **Finance/Fundraising**

- Domain Name Cost – Dave requested permission to raise a cheque for \$112.00 in his name to enable him to use his personal credit card to pay the cost of the renewal of our domain name (\$16.00) and our website hosting (\$96.00). Moved Peter, seconded Lee Approved.

5.3 **Membership**

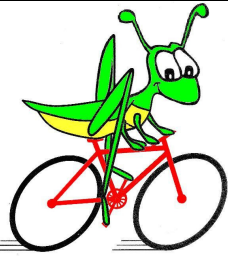
- Paid Up Memberships – Paula to contact members by phone or email to encourage them to be paid up. Report on progress to be provided by the end of April.

6. **IT & Website Subcommittee**

- WBUG Bank Details – Ashley has published details of the Whittlesea BUG bank account and renewals on the website.
- Links / Information on Other Rides – The committee considered we should provide links or information on organised rides from others, e.g. The Myrtleford Bike Muster, on our website.

7. **Advocacy Subcommittee**

- Signage for Plenty Road and Busses – This has been successfully completed due to a lot of behind the scenes work by Paula. Nicola conducted a successful media launch on the 15th January. The signage on the busses has ended.
- Stickers – There is approximately \$1,000 remaining from the grant money. Paula and Nicola to consider the feasibility of creating sticker versions of the signs for cars, etc.
- Our Priorities for Council – BNV have reminded BUGs that it is the time to be reminding councils of their priorities for their budgets. Ron and Glenn to arrange a meeting with Council and to liaise with Nicola.



- Council Bicycle Spending – Glenn to draft a letter requesting what has been spent so far this financial year and what is intended to be spent.

8. Committee Guidelines

- Ride Guidelines – Lee to distribute to the rest of the committee for comment before the end of April.
- Pre-ride Checklist – Lee and Ron to create a checklist of items to be covered with the group prior to riding, such things as signalling protocols, regrouping points, etc. To be distributed to the rest of the committee for comment before the end April.
- Committee Meeting Minutes – whenever possible the minutes should be distributed to committee member within a week of the meeting to give people time to follow up on their actions before the following meeting.

9. AustCycle

- No report.

10. Other Business

- AGM Minutes – Ron reminded the committee that the AGM minutes were required to show the change in the Secretary position from himself to Lee to meet the requirements of the Dept. of Justice.
- CERES Workshops – Nicola is working with Whittlesea Community Connections to determine BUG involvement in CERES workshops. To report at next meeting.
- Mernda-Whittlesea Rail Trail – Nicola is meeting with Rob Mitchell to discuss Mernda-Whittlesea Rail Trail. To report at next meeting.
- M80 Works – Glenn and Peter met with VicRoads to request earlier notification of works involving the M80 as requested by the committee.
- Super Tuesday – At least three BUG members counted.

11. Future Meetings

11.1 Committee Meetings

- The next Committee will be Mon 29th April 2013 at 7:00pm.
- Future meeting will be held on the last Monday of each month except December.

11.2 General Meetings

- TBA.

12. Meeting Closed 8:00pm.