

WHITTLESEA BICYCLE USERS GROUP INC.
No. A0055678W

Committee of Management Meeting
02-05-2016

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1. Meeting Details

1.1 Meeting Time and Venue

6:30pm Waterlily Room, Whittlesea Council Offices.

1.2 Present

Peter Duncombe (Chairperson), Glenn Eckardt, Alison Kenworthy, Alan Kenworthy, Graeme Williams, Rahat Arain, Mark Bullock, Kevin guest speaker.

1.3 Apologies

Ron Harvey, Lee Robinson, Robert Sutton, Ashley Sutton.

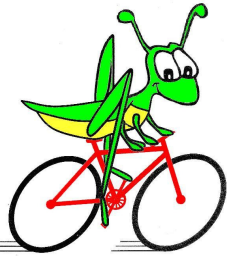
2. Previous Minutes

2.1 Confirmation of Previous Minutes

Acceptance of the Committee of Management minutes for the meeting of the 04-04-2015 was moved by Mark and seconded by Rahat. Minutes accepted.

2.2 Business arising from Previous Minutes

- **2.2.1 (2.2.4) 2-Way Radios** – Purchased, no issues.
 - Kevin raised concerns about the use of radios & there viability pointing out phones is better suited. Kevin's concerns were noted & the committee re-emphasized the radios were merely a tool to assist a ride leader within a ride & also a duty of care to our member's/community & was not deemed a reflection of any poor management. The radios would be used on long rides & there was the availability of privately owned radios for the short rides.
 - Mobile numbers provided. It was up to ride leaders if they did not wish to disclose their mobile numbers. The BUG Presidents # 0422596746 is made available for the public.
 - Pre-paid account. It was initially proposed the BUG pay for pre-paid accounts however this would lead to possibly providing a cheap mobile phone. Questions were then raised on payment & controllability of assets therefore it was decided not to proceed.
- **2.2.2 (2.2.13) WBUG Rides** – Ashley has created a draft template for ride descriptions which is currently under test.
- **2.2.3 (2.2.14) Membership Form** – Ashley requested that the Committee check the wording required on the Membership Form before we can make it available from the website.
 - To be discussed next meeting.
- **2.2.4 (2.2.15) Missing Path Links Page** – Ashley has created a draft template similar to the ride descriptions which is also currently under test. The committee congratulated Ashley on the good work he is doing around the website.
- **2.2.5 (2.2.16) Darebin Creek at M80 Ring Road** – Ron asked if there had been any feedback on the suggested improvements at this flooding point.



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- Peter to discuss with Louie
- **2.2.6 (2.2.18) Darebin Creek Path** – Glenn asked if anything was happening beyond Sycamore Reserve. Peter D to enquire.
 - Peter to discuss with Louie about railings on bike path
- **2.2.7 (2.2.19) Pre-ride Checklist** – Need to develop a pre-ride checklist to assist Ride Leaders to cover important points/information before a ride starts.
- **2.2.8 (2.2.20) Ride Leaders Emergency Response Guidelines** – Lee has circulated a draft guideline to assist Ride Leaders for consideration and comment by next meeting.
Glenn also supplied a copy of WorkSafe’s “Hazard / Incident / Accident Report Form” which he suggested might be useful to help us create a WBUG form to record the details of any incidents so we can learn from them and follow up where necessary.
 - Ashley follow-up
- **2.2.9 (3.1) Travel Smart Map (Peter)** - What “useful information” do we want to provide in the panels on the maps. Committee to consider for next meeting.
 - Committee reminded to report next meeting
- **2.2.10 (3.2) Mernda Rail Trail Up in the Air (Glenn)** - There is some concern that the trail beside the line as was done for the South Morang extension may not be a given, contrary to initial information. Peter to check with Council to find out their understanding and position on this.
 - Peter to follow-up
- **2.2.11 (4.4) WBUG Tops Other Than Jerseys.** There has been some interest shown in WBUG tops such as T-shirts and polo shirts that could be worn when a riding jersey was not required, e.g. for non-riding functions and non-riding supporters of WBUG. Peter will make some enquiries as we created some WBUG polo shirts when the BUG first formed for committee members to wear when representing the BUG.
 - Kevin to enquire & obtain quote & Peter to enquire with Westfield embroidery

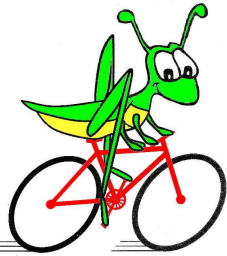
3. Items Placed on the Agenda

3.1 A Public Submission Relating to the 2016-17 City of Whittlesea Budget.

- How can we support it?
- Community grants

3.2 WBUG Strategy

- We need to formulate the BUG’s strategy for the next 12 months.



4. **New Business**

4.1 **Ride Reports**

- Sat 16-04-2016 Nicola Ride –
 - Was a very good turnout from the BUG however Simone Evans was disappointed with her organisations turnout. Peter reported the logistics could have been better planned by Simone e.g. better route & accurate timings.

4.2 **Future Rides**

- Rides Spreadsheet - has been created and records Ride Leaders for future rides, routes will be provided prior to the ride ready for advertising. We plan to have both a Short and Long Ride option each week where possible.

4.3 **Ride Issues**

- Nil.

4.4 **Merchandise**

- Awaiting sponsorship.

4.5 **BUG Promotion**

- As per 4.4.

4.6 **Treasurer's Report**

- Previous Balance - (04-04-2016) \$16,911.93
- Payments – Cheque 49 Safety cones -\$80.00
50 Sponsorship -\$50.00
51 Domain name & hosting -\$317.92
52 2 way Radios -\$398.20
53 Holsters for radios -\$163.32
- Deposits – Membership x 2 \$50.00
- Current Bank Balance - \$15,952.49

4.7 **Fundraising Report**

- Nothing to report.

4.8 **Membership Report**

- New Memberships – The committee has accepted the following new members to Whittlesea BUG:
None.

4.9 **Newsletter Items**

- Nothing to report.

4.10 **Website Report / Issues**

- Not present, no report.



4.11 Issues Raised for the BUG's Consideration

- Nothing to report.

4.12 Council Update

- Nothing to report.

4.13 New Infrastructure

- Nothing to report.

4.14 Other Advocacy Items

- Nothing to report.

4.15 Committee Guidelines

- Nothing to report.

4.16 Correspondence

- Nothing to report.

4.17 WBUG Strategy

- Finalise Vision Statement:
Whittlesea BUG envisions an inclusive, diverse, and accepting community where people of all ages and backgrounds cycle for fun and health, and where cycling brings people and neighbourhoods together.
Comments and suggestions welcomed for next meeting.
- Start Mission Statement.

4.18 Other Business

- Nothing to report.

5. Future Meetings

5.1 Committee Meetings

- The next Committee meeting will be at 6:30 pm, Mon 30-05-2016.
- The remaining meeting for the year will be held on the last Monday of the month except December.

5.2 General Meetings

- To be advised.

6. Meeting Closed

- 8.30 pm