

## 1. Meeting Details

### 1.1 Meeting Time and Venue

6:30pm Waterlily Room, Whittlesea Council Offices.

### 1.2 Present

Peter Duncombe (Chairperson), Lee Robinson, Glenn Eckardt, Alison Kenworthy, Alan Kenworthy, Graeme Williams, Mark Bullock, Robert Sutton, Ashley Sutton

### 1.3 Apologies

Rahat Arain, Ron Harvey.

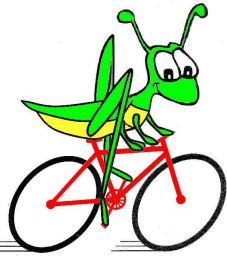
## 2. Previous Minutes

### 2.1 Confirmation of Previous Minutes

Acceptance of the Committee of Management minutes for the meeting of the 02-05-2016 was moved by Alan and seconded by Mark. Minutes accepted.

### 2.2 Business arising from Previous Minutes

- **2.2.1 (2.2.2) WBUG Rides** – Ashley has created a user manual for the ride description template and gave the committee a run through of how it works. Ride leaders to progressively add their rides to the library. Item completed.
- **2.2.2 (2.2.3) Membership Form** – Ashley requested that the Committee check the wording required on the Membership Form before we can make it available from the website.
  - Ashley to distribute the Membership Form to the committee for comment and approval at the next meeting.
- **2.2.3 (2.2.5) Darebin Creek at M80 Ring Road** – Peter reported that Council had informed him that they planned to place signage to warn of the flooding issues. Item completed.
- **2.2.4 (2.2.6) Darebin Creek Path** – Railings on bike path have been installed. Item completed.
- **2.2.7 (2.2.9) Travel Smart Map (Peter)** – Committee generally in favour of the Boroondara Map cycling tips that have simple diagrams. For cycling purposes the train network map is useful.
  - Peter to try and get some estimate of the cost of the Travel Smart Maps so that we can try and determine how much we may be able to contribute.
- **2.2.8 (2.2.10) 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 has confirmed from Council that the path funding is not guaranteed so the Council and the BUG need to continue to advocate for it. Item completed.
- **2.2.9 (2.2.11) 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 to organise a sample top.

### **3. Items Placed on the Agenda**

- No new items.

### **4. General Business**

#### **4.1 Ride Reports**

- Rides are still being well attended even though it is getting colder.

#### **4.2 Future Rides**

- Another Rail Trail / over-night ride to be organised. Mark, Graeme, Alison and Alan.

#### **4.3 Ride Issues**

- Ride radios not being utilised at the moment, still with Peter.

#### **4.4 Merchandise**

- Due to delays caused by organising sponsorship Glenn will contact people who had previously shown interest in jerseys.

#### **4.5 BUG Promotion**

- Nothing to report.

#### **4.6 Treasurer's Report**

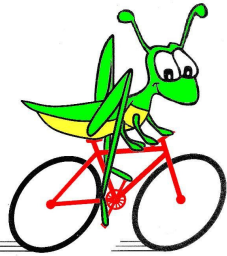
- Previous Balance - (02-05-2016) \$15,952.49
- Payments – Nil
- Deposits – Nil
- Current Bank Balance - \$15,952.49
- A cheque was given to Mark Bullock for \$135 to reimburse him for his Aus Cycle training.

#### **4.7 Fundraising Report**

- No funding has eventuated from bike shops although Walkers Wheels have offered discounts.
- Coffee shops/restaurants still being approached.

#### **4.8 Membership Report**

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



#### 4.9 Newsletter Items

- Committee considering producing a quarterly newsletter covering interesting rides, new cycling infrastructure and cycling related events, etc. Committee members all expected to provide an article.

#### 4.10 Website Report / Issues

- Nothing to 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

- Pre-ride Checklist – Need to develop a pre-ride checklist to assist Ride Leaders to cover important points/information before a ride starts.
- Ride Leaders Emergency Response Guidelines – Lee has circulated a draft guideline to assist Ride Leaders for consideration and comment by next meeting.
- Incident / Accident Report Form – 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.  
Graeme has distributed the Cycle Touring Association of WA document as another example that should be more specific to our needs.

#### 4.16 Correspondence

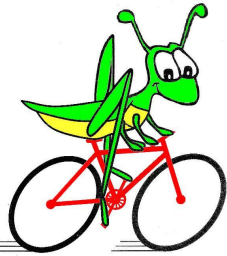
- Nothing reported.

#### 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

- None.



WHITTLESEA BICYCLE USERS GROUP INC.  
No. A0055678W

Committee of Management Meeting Minutes  
30-05-2016

Page 4 of 4

**5. Future Meetings**

**5.1 Committee Meetings**

- The next Committee meeting will be at 6:30 pm, Mon 27-06-2016.
- 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**

- 8:05 pm