

WHITTLESEA BICYCLE USERS GROUP INC.
No. A0055678W

Committee of Management Meeting Minutes
25-07-2016

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1. Meeting Details

1.1 Meeting Time and Venue

6:30pm Armanii's Cafe in University Hill.

1.2 Present

Glenn Eckardt (Chairperson), Lee Robinson, Alison Kenworthy, Alan Kenworthy, Mark Bullock, Ron Harvey, Dave Thompson.

1.3 Apologies

Peter Duncombe, Graeme Williams, Rahat Arain, Robert Sutton, Ashley Sutton, Kevin Balaam.

2. Previous Minutes

2.1 Confirmation of Previous Minutes

Acceptance of the Committee of Management minutes for the meeting of the 27-06-2016 was moved by Glenn and seconded by Mark. Minutes accepted.

3. Items Placed on the Agenda

- No items submitted.

4. General Business

4.1 Ride Reports

- Alan having trouble sending his ride report.

4.2 Future Rides

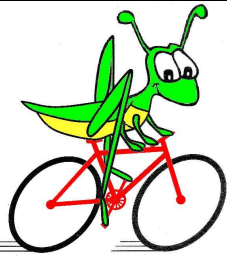
- Cup Weekend Kilcunda to Wonthaggi – Staying at the Kilcunda Hotel Sat night. Sunday meeting up with Philip Island BUG for a ride on the island. Alison needs to know who is attending by Thu 4 Aug at the latest to confirm the accommodation.

4.3 Ride Issues

- Ride Leaders - Mark commented that Ride Leaders outside of the CoM often were unaware of the date their ride is scheduled for. Mark has offered to contact these people to make sure they know.

4.4 Merchandise

- Jersey Re-order - Due to delays caused by organising sponsorship we should confirm numbers.
(ACTION) Glenn to contact people who had previously shown interest in jerseys.
- WBUG Tops Other Than Jerseys - Peter waiting on Stockland's logo to enable a sample to be made. Alison commented that Stockland seem very slow at providing a logo for some reason. Committee decided that the logo was not



necessary for the tops as the grant is a once off. Logo can go on newsletter, emails, Travel Smart maps and website. Ron offered to get some logos from the web that will be suitable for our low resolution applications.

(ACTION) Peter to proceed with sample without a Stockland's logo.

(ACTION) Ron to provide some Stockland logos.

(ACTION) Alison to get approval from Stockland to use logos from their website.

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4.5 BUG Promotion

- Banners – Waiting on Peter & logo to finalise banners.
- Westfield Family Day – Ron reported that he is aware that Westfield are planning a Family Day and it may be an opportunity to promote WBUG.
(ACTION) Ron to forward details.
- Food Handling Certificate – The need for someone to do the course was discussed. Alison offered to look into it.
- Interactive Displays – Mark commented that we should be looking at something bike related that was more interactive to attract people to our displays. Something for the committee to consider.

4.6 Treasurer's Report

- Previous Balance - (27-06-2016) \$15,817.49
- Payments – \$1035.00 Cheque No 55 (Map layout/artwork).
- Deposits – \$100.00 Super Tue
\$170.00 Memberships
\$1000.00 Stockland Grant
- Current Bank Balance - \$16,052.49

4.7 Fundraising Report

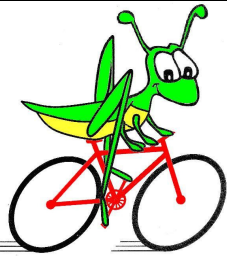
- Sporting Club Grants Program – Potential to fund extra equipment for Aus Cycle training. Funding Round 2 opens 7th Dec and closes 15th Feb.
(ACTION) Mark to look at putting together a funding application.

4.8 Membership Report

- New Memberships – The committee has accepted the following new members to Whittlesea BUG:
Pat Mercieca.
- Membership Fees – Fees are now due.
(ACTION) Glenn to send out a reminder email.

4.9 Newsletter Items

- Ride Reports – Ride reports are coming in and some may be suitable for the newsletter.
- Issue #1 – Alison is aiming to have it ready by the Sep meeting.



4.10 Website Report / Issues

- None.

4.11 Issues Raised for the BUG's Consideration

- Darebin Ck Path – In poor condition in Heidelberg near Liberty Pde area. A factor in at least one WBUG ride incident/injury. Banyule BUG's area.

4.12 Council Update

- Bixie Improvement – The Whittlesea figure is now \$9.30 which is a big improvement over a few years ago.

4.13 New Infrastructure

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4.14 Other Advocacy Items

- Advocacy Priorities – We need to spend some time to reassess the items we want addressed and to prioritise them so we are prepared when opportunities arise. This needs to be an agenda item for future meetings.

4.15 Committee Guidelines

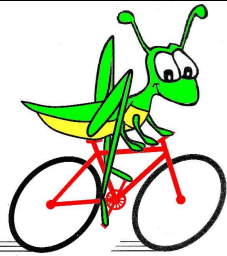
- Pre-ride Checklist – Need to develop a pre-ride checklist to assist Ride Leaders to cover important points/information before a ride starts.
(ACTION) Mark to circulate the Aus Cycle one for the committee to review and comment by Fri 5 Aug. This document needs to be available on the BUG website for Ride Leaders.
- Ride Leaders Emergency Response Guidelines – Lee has circulated a draft guideline to assist Ride Leaders for consideration and comment by next meeting.
(ACTION) Lee to resend his draft guideline for the committee to review and comment by Fri 5 Aug. This document needs to be available on the BUG website for Ride Leaders.
- Incident / Accident Report Form – Graeme has distributed the Cycle Touring Association of WA document as another example that should be more specific to our needs.

4.16 Correspondence

- Letter of Support for CoW – Glenn has written an excellent letter of support for Paul Diffey, Design and Transportation Department, City of Whittlesea for his application for a Grant for Growth Suburbs to be used for improvements to the Darebin Creek Trail.

4.17 WBUG Strategy

- 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.

- WBUG Values – suggested so far and circulated prior to meeting:
 1. **Safety** (*promote safety on the roads and whilst cycling*)
 2. **Being active** (*being physically active for our own wellbeing*)
 3. **Inclusiveness** (*making sure to create a sense of community*)
 4. **Friendship** (*offering opportunities to socialise amongst a group of friendly people*)
 5. **Diversity** (*encouragement for people of all backgrounds, abilities, gender, and age groups to cycle with us*)
- Mission Statement – Still to be done.
- Survey - Rahat is creating a survey for WBUG members to gain information on what is important to them.

4.18 Other Business

- Aus Cycle Session – Mark will conduct the first session on Sat 17th Sep. This needs to be advertised through the BUG email list only at this stage.
- Extra Equipment for Aus Cycle – Mark suggested he needs some extra items that should be kept for Aus Cycle use such as a first aid kit, tool kit, pump, extra safety cones, whistles and a storage container to keep them available. (ACTION) Mark to make up a list of items with costing.
- AGM – We need to set the date for the AGM so that it can be advertised. Ron requested that we avoid Mondays if it is going to be late in the year. We should consider an earlier time, e.g. October? Mondays in Oct are the 3rd, 10th, 17th, 24th and 31st. (ACTION) Committee member to inform the committee if any of these dates are unsuitable by next meeting.

5. Future Meetings

5.1 Committee Meetings

- The next Committee meeting will be at 6:30 pm, Mon 29-08-2016.
- The remaining meetings 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

- 8:25 pm