

## 1. **Meeting Details**

### 1.1 **Meeting Time and Venue**

6:30pm Conference Room 2, Whittlesea Council Offices.

### 1.2 **Present**

Peter Duncombe (Chairperson), Lee Robinson, Alison Kenworthy, Alan Kenworthy, Graeme Williams, Ashley Sutton, Robert Sutton, Nathan Duncombe, Ron Harvey, Siradore El-Asmar, Shirley Louie, Mara Ferraro.

### 1.3 **Apologies**

Nil.

## 2. **Previous Minutes**

### 2.1 **Confirmation of Previous Minutes**

Motion That the minutes of the meeting of 29-10-2018 be accepted as a true record of that meeting.

Moved: Alison. Seconded: Peter. Motion accepted.

No minutes were taken for the meeting of 28-11-2018 (pre AGM) as it was only preliminary AGM business that was discussed.

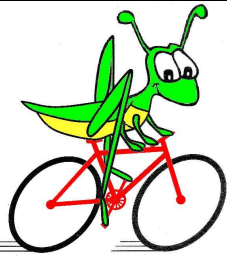
## 3. **Items to be Discussed**

### 3.1 **Items from Previous Minutes** – None.

### 3.2 **Roles & Responsibilities**

Peter outlined what he considered were the expectations of the various roles of the Committee of WBUG:

- **President** (Peter Duncombe). Chairs meetings and oversees the Committees functioning.  
The role is also the public face and contact point for WBUG.  
Peter reminded the committee that although he endeavoured to respond to emails and other correspondence/queries in a timely fashion he was not always available and he expected others to respond, especially if it related to their Committee role. A response should be no later than 48 hours, even if it is only an acknowledgment.
- **Vice President** (Alison Kenworthy). To fill in in the President's absence.  
Currently Alison is also sending out the weekly ride emails although this role is not necessarily the Vice President's role.
- **Secretary** (Lee Robinson). Updates the Association's details after each AGM and is the official contact point for WBUG.  
Lee also performs the role of **Minutes Secretary** whose role it is to create a record of the BUG's meetings, in particular all decisions approved by the meeting and any actions required. These should be distributed to the Committee members within two weeks of the meeting.



An agenda should also be created and distributed 1 week prior to each meeting,

- Treasurer (Lee Robinson). Report on the Committee's financial transactions at each meeting and organise payment of the Committee's debts. Generate a financial year report suitable for auditing for the BUG's AGM.
- IT / Social Media (Ashley & Robert Sutton). Provide expertise and recommendations on using technology to assist the BUG to communicate with its members and other interested persons and to lift the BUG's profile in the community.
- Marketing (Allan Kenworthy and Shirley Louie). Promoting the BUG in the community including the use of merchandise.
- Advocacy Co-ordinate the BUG's priorities in campaigning for local infrastructure improvements and bicycle safety issues.
- Membership (Ron Harvey). Maintain a list of the names and addresses and financial status of all members.

### 3.3 Swing gates

Peter advised that it was now Council's policy not to install any new Swing Gates on concrete or bitumen paths and to progressively remove the existing ones. The Darebin Ck Trail one at Settlement Rd would be the first to be actioned.

### 3.4 Future Events

Whittlesea Community Festival 17<sup>th</sup> March.

We are having a shared marquee and committee members are expected to make time available to assist.

Peter is organising the required equipment.

It is hoped we will be able to have "Bike & Blend" bicycle powered blenders again, if not we should consider some one similar. Ashley suggested people could collect tokens for the drinks by "Liking" us on our Facebook site.

Need to organise give-aways, maps, water bottles, etc.

### 3.5 Future Training

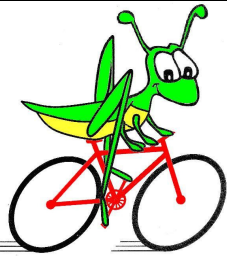
Peter informed the meeting that Mara Ferraro has volunteered to take on the training to enable the BUG to teach people to ride a bicycle as Rahat Arain's commitments will not enable her to take on the role this year.

Cycling Victoria hopes to run their course in late March if they have sufficient numbers. A current First Aid Certificate is required so Mara will renew hers and a "Working With Children" card is also required. The BUG will cover/reimburse all required costs.

### 3.6 Hot / Inclement Weather Policy

Lee commented that due to a recent ride in temperatures of 38°C he wondered if we should formalise hot and or inclement weather policies as people like Darebin BUG have.

After some discussion it was agreed:



- Hot Weather: If the temperature prediction was 38 C or above a formal WBUG ride would not take place.
- Inclement Weather: Hot weather but less than the 38°C cut-off, wind, rain, storm, etc. is up to the Ride Leader to decide if the ride is cancelled or is modified in line with the conditions and the abilities of the ride group on the In all cases the Ride Leader is required to be at the nominated start point to inform people of the decision on the ride.
- This information is to be included on our website.

### **3.7 Super Tuesday**

Lee commented that the annual Bicycle Network cycling commuter count will be held on the morning of Tuesday 5<sup>th</sup> March. This has the potential to be a BUG fundraiser or to offset people's Bicycle Network membership fees but there are no local sites still available therefore unlikely to be of much interest to our group.

### **3.8 Ride Speed/Descriptions**

Lee commented that all the terms used in the ride description program for our weekly rides seem to have very similar meanings. Maybe we need more descriptive terms instead of single words. Something to consider.

### **3.9 AGM**

Lee asked if minutes were generated or notes taken? Peter to send Lee what he has so a record can be generated.

### **3.10 Merchandise Update**

Merchandise Decisions from AGM. Alison informed the meeting that he costs of the chosen items (with level of subsidy for financial members); socks \$20 (\$5), caps \$15 (\$5), windbreaker with zip-off sleeves \$130 (\$20), long-sleeve jersey \$80 (\$10), short-sleeve jersey \$65 (10).

### **3.11 Ride Suggestions**

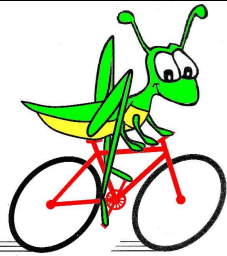
MS Ride 31<sup>st</sup> March. Alison reminded the meeting that WBUG have a team entry with Alison as the registered team leader. The plan is to meet at the start and ride as a group regardless of the individual start times given. You need to register and pay on-line.

### **3.12 Ride Details for Upcoming Rides**

Ashley proposed that ride details to be entered 2 weeks before ride date. This would help with minimizing the number of emails we send out. The committee decided that was a reasonable request as people were aware well in advance that they would be leading rides.

### **3.13 Ride Issues**

Ron informed the meeting that he has had feedback that the pace of the short rides can be too fast for the abilities of some of the new riders and they don't come back. Something for Ride Leaders to keep in mind. It is easy for us to forget how intimidating even our short ride distance and speed can be for new riders.



WHITTLESEA BICYCLE USERS GROUP INC.  
No. A0055678W

Committee of Management Meeting Minutes  
11-02-2019

Page 4 of 4

**3.14 Web Hosting/Domain Name Renewal**

Ashley advised the meeting that web hosting and one domain name are now due.

**3.15 Facebook Advertising**

Ashley has paid for some advertising to increase our Facebook profile which seems to be working. The committee gave Ashley approval to spend up to \$100 between now and the next meeting and to report at that meeting on the outcome.

**3.16 Advocacy**

Ashley recommended that the committee should set aside some time to keep our priorities current and up-to-date so we know where to focus our energy.

**3.17 Treasurer's Report**

Bank balance from Previous Minutes (28/10/18) \$11,632.32

Deposits

Memberships \$ 45.00

Raffle money \$160.00

Cheques Paid \$ 57.80 (Annual fee – reimburse Lee)

\$612.15 (Insurance)

\$319.50 (Bicycle Centre – AGM prizes)

Bank balance 11/02/19 \$10,847.87

Assets No merchandise left, items used at AGM raffle.

Signatories to the BUG account: Alison, Lee and Ron.

**4. Future Meetings**

**4.1 Committee Meetings**

Next CoM meeting 29 April.

AGM Nov 2019.

Lee unavailable again Fri 22<sup>nd</sup> Nov until Sun 1<sup>st</sup> Dec

Meetings held bimonthly on the on the last Monday of the month at the Council Offices unless otherwise advised.

**5. Meeting Closed**

9:00 pm