



1. Meeting Details

1.1 Meeting Time and Venue

6:30pm, Meeting Rm 1, Whittlesea Council Offices.

1.2 Present

Peter Duncombe (Chairperson), Lee Robinson, Alison Kenworthy, Alan Kenworthy, Nathan Duncombe, Ron Harvey, Siradore El-Asmar, Mara Ferraro, Rochelle Maile, Glenn Eckardt, David Robinson, Andre Pilakis, John Intile, Kevin Balaam.

1.3 Apologies

Grahame Williams, Shirley Louie.

2. Previous Minutes

2.1 Confirmation of Previous Minutes

Motion That the minutes of the meeting of 03-02-2020 be accepted as a true record of that meeting.

Moved: David. Seconded: John. Motion accepted.

3. Items Discussed

3.1 (3.1) Committee IT Role Update (David)

Still coming to grips with current website but nothing that time will not fix.

May need to use Google Suite at a cost of \$8.50 per month.

Major server update will happen soon.

Analysis shows website traffic poor. We will wait until the web page is refreshed before we worry about it.

Web page content will continue to be updated.

3.2 (3.2) Team App (John)

Alison reported she was having trouble with up-side-down photos.

The feedback so far has been positive.

Informing people we are transitioning from Mail Chimp to Team App by the end of April. \$50 voucher up for grabs to entice members to change over quickly..

Chance to clean up the Membership Register.

3.3 (3.4) Marketing for Our Rides

The sample tear-off Whittlesea BUG rides pamphlet provided by Alan looks good. Some wording to be worked on.

Feedback on the modified pamphlet to be provided within one week to enable them be be ready for the Whittlesea Festival.

Welcome Pack to Shannon.



3.4 (3.5) Whittlesea Festival

Siradore reported that M&B will participate in the festival. There may be problems getting their give-away merchandise due to the corona virus issue in China.

M&B will provide bike information and a TAC update for our website.

Bike and Blend have been booked. Need a stamp to track people.

Alison has 300 pens and bags for the give away merchandise that needs to be paid.

3.5 (3.6) BUG's Achievement Aims

- 1 Increase female participation. (Alison, Rochelle, Ron, Mara.)
- 2 Provide a greater variety of rides. (Lee.)
- 3 Work with Council. (Graeme, Glenn, Peter.)
- 4 Provide information on bicycle riders rights and responsibilities (may be too specific). (Kevin, Siradore.)
- 5 Explore potential benefits of joining Cycling Australia or similar associations. (Alison.)

3.6 Women's Development Grant (Mara)

Mara informed the committee that we have been successful in obtaining a grant.

Intending to run a "Women's Bike Skills, Fun and Friendship Program" proposing to start after Easter. Mara will supply more definite dates.

3.7 Cycling Victoria (Mara)

Mara suggested joining them is a good idea as they are getting into more non-racing cycling. Ten of our members would be required to be insured with them for us to be affiliated with them as a non-racing group.

They are an advocacy group and provide cheap insurance for the BUG plus director's cover. This is provided through Shine Lawyers which may be a conflict with M&B. Siradore and Mara will look into this.

3.8 (3.2) This Girl Can Ride (Mara)

Proposing to use the land at Mernda Station which provides a safe, undercover area for riders and it is leased to Council which should make getting permission easier.

Mara has some donated jerseys to be given away to participants.

3.9 Mara's Business (Mara)

Mara informed the committee that she is forming her own business, "Cycle Strength N'Fun".

4. Treasurer's Report

The bank has requested that we reword our motion to provide the full name of the Treasurer (as recorded in their records) and clarification of our intent.

Reworded Motion The Whittlesea BUG Committee of Management gives the authority to the Treasurer, Bernard Lee Robinson, to organise with our NAB bank account, which is currently a cheque only withdrawal requiring two authorised signatures, to enable a method of electronic access to our funds to allow selected



WHITTLESEA BICYCLE USERS GROUP INC.
No. A0055678W

Committee of Management Meeting Minutes

02-03-2020

Page 3 of 3

suppliers to withdraw their fees electronically and where required allow automated regular payments to their accounts.

A discussed approach would be to open another account that would allow normal access to funds but which would only be topped up from the main account which would then be under the normal two signature control of the committee, similar in principal to a Petty Cash System.

Moved: Lee Robinson Seconded: Peter Duncombe Motion Accepted.

<u>Bank balance from Previous Minutes</u> (03/02/20)	\$10,424.21
<u>Deposits</u>	\$0.00
Memberships: .	\$0.00
<u>Cheque Withdrawals</u>	\$209.20
#127 Annual Incorporation Fee	\$59.20
#128 Extra BUG clothing	\$150.00

Bank balance as at CoB 03/02/20 \$10,215.01

Peter still to be reimbursed for meeting costs.

Assets Estimated current value \$375 (items purchased for bicycle training with 20% annual depreciation).

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

5. New Member Requests

Information not available at this time

6. Future Meetings

6.1 Committee Meetings

Next meeting CoM meeting 25th May.

(signed) Peter Duncombe (President)