



## 1. **Meeting Details**

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

6:30pm Waterlily Room, Whittlesea Council Offices.

### 1.2 **Present**

Peter Duncombe (Chairperson), Lee Robinson (Minutes), Glenn Eckardt, Robert Sutton, Ashley Sutton, Alison Kenworthy, Alan Kenworthy, Graeme Williams, Rahat Arain, Ron Harvey.

### 1.3 **Apologies**

None.

## 2. **Previous Minutes**

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

Acceptance of the Committee of Management minutes for the meeting of the 01-02-2015 was moved by Peter and seconded by Graeme. Minutes accepted.

### 2.2 **Business arising from Previous Minutes**

- Victorian BUG Meeting – Glenn said that he will be representing us on the March 5<sup>th</sup> meeting.
- Online Membership Form – Ron has supplied the form to Ashley.
- Aldo's Charity Ride Support – Easiest way for WBUG to donate is if Lee donates the \$50 via the Tour De Transplant website in WBUG's name and the committee reimburses him.

## 3. **Rides**

### 3.1 **Ride Reports**

- None.

### 3.2 **Future Rides**

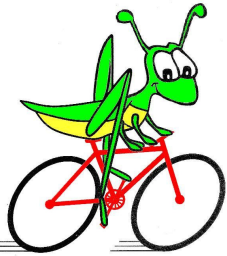
- Sat 16-04-2016 Nicola Ride – Simone organising, Whittlesea Council providing morning tea, Peter D organising SAG wagon. Ride limited to 30 participants to keep below Vic Police Event requirements. Committee felt this was very limiting.

### 3.3 **Ride Issues**

- Ride Incident Response – A recent incident where one of our riders came off their bike has highlighted the fact that we should consider some guidelines to assist Ride Leaders and others on our rides.

### 3.4 **Other**

- 2-Way Radios – As the current 2-way radios that were proving to be useful on group rides are privately owned, Peter D has been researching radios that the



BUG might purchase for use by those ride leaders who found them useful. Available in 2 watt and 5 watt versions but not sure if the extra cost of the 5 watt units is justified. Peter D will investigate further.

- Capturing Ride Data – What information do we wish to collect and what do we want to do with it or obtain from it?  
(ACTION) Ashley to create a Google Docs template to start gathering data.

#### 4. Marketing

##### 4.1 Merchandise

- Jerseys – Still waiting on sponsorship to be finalised as sponsors' logos may need to be incorporated.

##### 4.2 BUG Promotion

- Banners – What wording and images do we want on them?  
Tear-drop design has limited room, probably only "Whittlesea Bicycle Users Group" and a logo.  
Pull-down style has more room and can be double sided.  
Tear-drop banner can be ready to use at the Whittlesea Festival promotion but we need to take our time to get the wording / information for the drop-down banner right.
- Mission & Vision Statement – The committee will set aside ½ hour at the next meeting to consider these statement. Glenn has provided the Chocolate example for all to consider prior to the meeting.

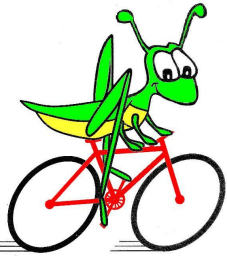
#### 5. Finance & Membership

##### 5.1 Treasurer's Report

- Payments - \$126.17 Xmas party expenses
- Deposits - \$25 membership
- Current Bank Balance - (29-21-2016) \$15,556.93

##### 5.2 Fundraising Report

- Leader Grant – Alison following up on the \$1,000 grant which is decided by popular vote.
- Stocklands Grant – Alison is also following up on their \$1,000 grant.
- South Morang Bike Shop – Still no response.
- RACV Plenty Valley – Plenty Valley have approved but need to get it approved by their Head Office.
- Sponsorship Package – Peter has developed a sponsorship package which he will email.
- Café 59 on Church – Glenn said this Whittlesea café seemed keen. Alison to follow up.
- Cycle House (Para Road) – Mark will follow up to see if any interest.



- Walkers Wheels – Mark will also inquire with Marcus.

### 5.3 Membership Report

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

## 6. IT & Website Subcommittee

### 6.1 Newsletter Items

- None.

### 6.2 Other

- Website Hosting and Domain Name – Renewal fees for 2 years are due. (ACTION) Ash to organise payment, committee to reimburse.
- Website Appeal – Peter D suggested that our current website could be a bit bland, did our current hosting arrangement place limitations on us? Rob and Ash replied that our hosting wasn't an issue.
- WBUG Rides – Ashley said that he was attempting to add our rides but the information needs to be more consistent and adding a representative photo makes the site more appealing. He suggested trying to add one ride per week. (ACTION) Ash to create a draft template for ride descriptions for comment.
- Files for Website – Ashley reminded people that the file types required were PDF and PNG or JPG in high resolution.
- Membership Form – Ashley requested that the Committee check the wording required on the Membership Form before we can make it available from the website.
- Missing Path Links Page – Ashley requires details for Graeme's Missing Links section of the website. (ACTION) Ashley to email Graeme to sort the required details.

## 7. Advocacy

### 7.1 Issues Raised for the BUG's Consideration

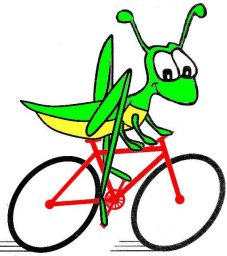
- Darebin Creek at M80 Ring Road – Ron asked if there had been any feedback on the suggested improvements at this flooding point.

### 7.2 Council Update

- Cycling Strategy – Glenn wondered where the Council were with this. (ACTION) Peter D to enquire.

### 7.3 New Infrastructure

- Ron's Crossing – The crossing point on McDonalds Rd near the Athletic Centre that Ron has been advocating for some considerable time has finally been done.



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No. A0055678W

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- Darebin Creek Path – Glenn asked if anything was happening beyond Sycamore Reserve.  
(ACTION) Peter D to enquire.

### 7.4 Other

- Roadside Safety Messages – Peter D explained that as the signs were no longer VicRoads compliant he was trying to get them modified through Council. Ron again suggested Edgars Rd as a good spot for the signs and it wouldn't matter that they weren't compliant as it is not a VicRoads road.

### 8. 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 – Do we need one?  
(ACTION) Lee to check if Darebin BUG have anything to assist us and put some points together for the Committee to discuss.

### 9. Correspondence

- None.

### 10. WBUG Strategy

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

### 11. Other Business

- Asset Management – The committee needs to investigate an asset management system, especially if the 2-way radios are purchased. The use of Google Docs or similar might be one method. Committee to consider further.
- Newsletters – Graeme will send some examples of newsletters other groups are generating.

### 12. Future Meetings

#### 12.1 Committee Meetings

- The next Committee meeting will be at 6:30 pm, Mon 04-04-2015 due to Easter.
- The remaining meeting for the year will be held on the last Monday of the month except December.

#### 12.2 General Meetings

- To be advised.

### 13. Meeting Closed

- 8:20 pm