

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, Mark Bullock.

1.3 Apologies

Ron Harvey.

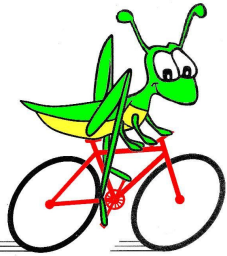
2. Previous Minutes

2.1 Confirmation of Previous Minutes

Acceptance of the Committee of Management minutes for the meeting of the 29-02-2015 was moved by Peter and seconded by Alison. Minutes accepted.

2.2 Business arising from Previous Minutes

- **2.2.1 (2.2) Victorian BUG Meeting** – Glenn was unable to make it to the March 5th meeting to represent us but intends to go to the next one in September.
- **2.2.2 (2.2) Aldo's Charity Ride Support** – Lee donated the \$50 on behalf of WBUG via the Tour De Transplant website and has been reimbursed.
- **2.2.3 (3.2) Sat 16-04-2016 Nicola Ride** – Peter said that he has heard nothing further from Simone but Whittlesea Council are organised for their part. The BUG will promote the ride encourage members to attend even though the ride limited to 30 participants. Excess riders can be broken into different groups to keep below Vic Police Event requirements.
- **2.2.4 (3.4) 2-Way Radios** – Peter and Graeme have researched available radios and the GME at approximately \$400 is most suitable. Will go for the 5W version as this is also waterproof.
- **2.2.5 (3.4) Capturing Ride Data** – Ashley has created a Google Docs template which is already being filled in.
- **2.2.6 (4.2) Tear-drop Banner** – Now available.
- **2.2.7 (4.2) Drop-down Banner - Mission & Vision Statement** – Vision statement to be considered later in the meeting.
- **2.2.8 (5.2) Leader Grant** – Our application was unsuccessful.
- **2.2.9 (5.2) Stocklands Grant** – Peter has lodged the application.
- **2.2.10 (5.2) RACV Plenty Valley** – A cheque for a \$2,000 grant has been banked.
- **2.2.11 (5.2) Sponsorship Package** – Peter has developed a sponsorship package which he will email. Done.



- **2.2.12 (6.2) Website Hosting and Domain Name** – Ash has organised payment of the renewal fees and was reimbursed by cheque at the meeting.
- **2.2.13 (6.2) WBUG Rides** – Ashley has created a draft template for ride descriptions which is currently under test.
- **2.2.14 (6.2) Membership Form** – Ashley requested that the Committee check the wording required on the Membership Form before we can make it available from the website.
- **2.2.15 (6.2) Missing Path Links Page** – Ashley has created a draft template similar to the ride descriptions which is also currently under test. The committee congratulated Ashley on the good work he is doing around the website.
- **2.2.16 (7.1) Darebin Creek at M80 Ring Road** – Ron asked if there had been any feedback on the suggested improvements at this flooding point.
- **2.2.17 (7.2) Cycling Strategy** – Peter reported that it is currently on hold as the person responsible is on Maternity Leave and a replacement was not yet available.
- **2.2.18 (7.3) Darebin Creek Path** – Glenn asked if anything was happening beyond Sycamore Reserve. (ACTION) Peter D to enquire.
- **2.2.19 (8) Pre-ride Checklist** – Need to develop a pre-ride checklist to assist Ride Leaders to cover important points/information before a ride starts.
- **2.2.20 (8) Ride Leaders Emergency Response Guidelines** – Lee has circulated a draft guideline to assist Ride Leaders for consideration and comment by next meeting.
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.
- **2.2.21 (10) WBUG Strategy** – We need to formulate the BUG’s strategy for the next 12 months.
- **2.2.22 (11) Asset Management** – Ashley has created an asset management spreadsheet in Google Docs for trial.

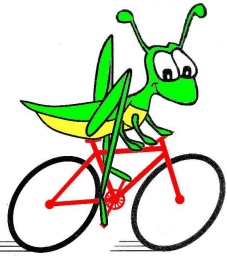
3. Items Placed on the Agenda

3.1 Travel Smart Map (Peter)

What “useful information” do we want to provide in the panels on the maps.
Committee to consider for next meeting.

3.2 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 to check with Council to find out their understanding and position on this.



4. New Business

4.1 Ride Reports

- None.

4.2 Future Rides

- Rides Spreadsheet - has been created and records Ride Leaders for future rides, routes will be provided prior to the ride ready for advertising. We plan to have both a Short and Long Ride option each week where possible.

4.3 Ride Issues

- Twilight Rides in the Dark - Now that daylight savings has finished some committee members questioned the wisdom of conducting these rides, especially on bike paths where there typically was no lighting. Was there any point when all you would be doing was focussing on the small patch of path in your bike lights? In response it was stated that these rides were held last year without incident, good lights were mandatory and the same path was followed each ride. It was also stated that the small core of riders that attend these rides has requested that they continue.
The committee decided that these rides will be allowed to continue but requested that appropriate warnings be in the ride description and recommended that reflective vests would increase safety.

4.4 Merchandise

- 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 will make some enquiries as we created some WBUG polo shirts when the BUG first formed for committee members to wear when representing the BUG.

4.5 BUG Promotion

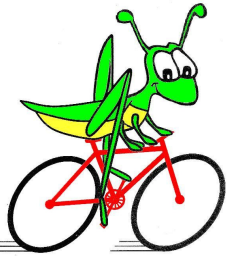
- None.

4.6 Treasurer's Report

- Previous Balance - (29-02-2016) \$15,556.93
- Payments - \$685 Banner and Business card design + cards
- Deposits - \$2000 RACV Sponsorship, \$40 memberships.
- Current Bank Balance - \$16,911.93

4.7 Fundraising Report

- South Morang Bike Shop – No update.
- Café 59 on Church – .May be interested if funding could be done in instalments.



- Cycle House (Para Road) – No update.
- Walkers Wheels – No update.

4.8 Membership Report

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

4.9 Newsletter Items

- None.

4.10 Website Report / Issues

- None.

4.11 Issues Raised for the BUG's Consideration

- None.

4.12 Council Update

- None.

4.13 New Infrastructure

- None.

4.14 Other Advocacy Items

- Roadside Safety Messages – Still waiting to see if Council can modify the signs to make them Vic Roads compliant.

4.15 Committee Guidelines

- None

4.16 Correspondence

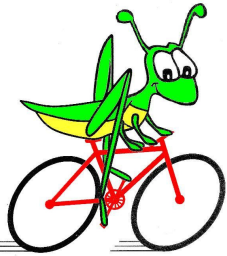
- None.

4.17 WBUG Strategy

- This time has been devoted to our Vision Statement discussion lead by Rahat. After some discussion and reference to some excellent examples and background information sourced by Rahat, the committee came up with the following 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.

4.18 Other Business

- None.



5. Future Meetings

5.1 Committee Meetings

- The next Committee meeting will be 1 week late at 6:30 pm, Mon 02-05-2016 due to ANZAC Day.
- 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

- 8.35 pm