

WHITTLESEA BICYCLE USERS GROUP INC.  
No. A0055678W

Committee of Management Meeting Minutes  
27-02-2017

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**1. Meeting Details**

**1.1 Meeting Time and Venue**

6:30pm Conference Room 1, Whittlesea Council Offices.

**1.2 Present**

Peter Duncombe (Chairperson), Lee Robinson (7:05), Rahat Arain, Amnah Arain (7:15), Ron Harvey, Alison Kenworthy, Alan Kenworthy, Mark Bullock, Graeme Williams, Robert Sutton, Ashley Sutton.

**1.3 Apologies**

None.

**2. Previous Minutes**

**2.1 Confirmation of Previous Minutes**

Minutes for the meeting of 6-02-2017 were accepted with the correction that Ashley's recommendation that the committee develop an exit plan for retiring committee members be developed should have been noted.

**2.2 Business arising from Previous Minutes**

As per Items Discussed.

**3. Items Discussed**

**3.1 Travel Smart Maps**

Peter informed the committee that the official release of the maps will be at the Whittlesea Community Festival. Maps will also be made available to Council, library and Bicycle Central for distribution to the community.

**3.2 Road Safety Signs**

Council are the updating of the signs to the new VicRoads' requirements at their expense. The locations for displaying the signs is still being considered but not all will be on Plenty Rd.

**3.3 Treasurer's Report**

Cheques debited from account since last meeting

#64 Alison Kenworthy \$143.05 Reimbursement for Xmas party food, etc.

#65 Lee Robinson \$55.08 Reimbursement for Lodgement of Annual

Incorporation Statement.

#66 Nathan Duncombe \$1615.00 Reimbursement for promotional banners.

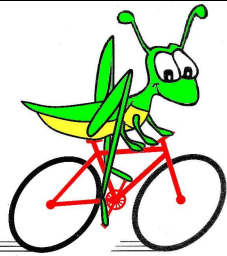
Deposits

Polo tops \$50.00

Membership \$5.00

Bank balance 27/02/17

\$9,403.85



### 3.4 Rides

Ride Leader's Checklist – Peter has edited the Ride Leaders Checklist that was started some time ago. Waiting on feedback from committee.

Ballarat – Skipton Ride – Alison requested details of any partners that will be attending.

Meet Up - Proving successful. Have upgraded to 6 months which starts at the end of the current membership so that gives us 12 months.

Mark requested users to put comments in the comment section to provide feedback. Mark commented that the photo used was chosen as it had a high number of females. General feedback to Mark on the site was requested.

Privacy of Riders' Information – Peter cautioned the committee on passing on riders' personal information. Although the recent accident medical information was circulated with the blessing of the rider involved, we need to be very clear that we have permission and that it is in fact useful to distribute it, which in this case it was.

Accident Review – Have we identified any contributing factors to Shirley's accident? Is there anything we could have done or done better?

Ashley has offered to provide sample Accident/Incident forms to assist us.

### 3.5 WBUG Emails

Ash has started investigating Mail Chimp as a method to help us control our emails better as requested. The free version has sufficient capacity for us. Once he has a template set up he will talk the committee through it.

### 3.6 Widening the BUG's Appeal

Amnah informed the committee that she has been talking to people of her own age group and unfortunately most seemed to have lost interest in their bikes. Thinks like Meetup seem like the best way to get their attention.

### 3.7 Social Activities

Ron is organising another restaurant night out for members and family.

Rahat suggested we should be keeping track of these activities as evidence of our values.

### 3.8 Swing Gates

Graeme informed the committee that he had contacted para-Olympian Sarah Cook, who uses a trike as a possible advocate for the removal/improvement of the swing gates in the area. She told Graeme that she can manage them but then she is not a typical user!

## 4. Future Meetings

### 4.1 Committee Meetings

Next meeting 27 March at the Council Offices.

Meetings will held on the last Monday of the month except December, unless otherwise advised.

## 5. Meeting Closed

8.25 pm