

Bike Winnipeg Business Meeting

March 10, 2015 – 6:00 to 7:45

Sport for Life Centre, 145 Pacific Ave

Minutes

Attending:

Directors: Kaye Grant (Co-chair), Jeremy Hull, Ian Walker (Secretary), Jackie Collett, Bill Newman (Treasurer)

Staff: Mark Cohoe

Regrets:

Directors: Derek Yao, Guy Bonnetta, Zennon Gagne, Stephane Dorge, Tyler Markowski, Laura Donatelli, Charles Feaver

The meeting was chaired by Ian Walker, with Jeremy taking minutes.

Quorum: Our by-laws require 50% of Directors to be present for decisions at board meetings. There is a procedure for naming a proxy if a Director is unable to attend. With only five directors present and no proxies we were unable to make decisions at this meeting. However, we proceeded to discuss board issues and plans that did not require a formal decision.

Agenda: Approved as distributed

Review of February minutes: No corrections were made

Budget:

- Mark presented the draft budget that he and Bill prepared
- Highlighted items in budget will need to be monitored closely
- Membership and donations appeal has yet to go out. Before it can be sent we need a board decision confirming the annual membership fee – a fee of \$20/year is proposed.
- Bike map proposal has been submitted to the City of Winnipeg. It is valued at over \$90,000 and provides a 10% administrative fee for Bike Winnipeg. It also provides for direct contract work for Mark and others, which will not go through Bike Winnipeg.
- Bike Winnipeg is to have general management oversight of the project, with Mark acting as the main manager on our behalf. We need to assign a Director to be responsible for project oversight on behalf of the board.
- Several new expense items have been added this year under Membership & Awareness, including \$150 each for National Bike Day, Winter Bike to Work Day pit stop, business promotional cards, and \$300 for Membership Incentives (calculated at 10% of budgeted membership revenues).
- We anticipate receiving in kind printing donations from Phil Roadley of Bikes and Beyond, for printing brochures.
- A couple of corrections were noted:
 - \$150 for special Membership Meetings (3 x \$50) appears twice.
 - expenses for the 4 planned cyclist education courses exceed income slightly, but the intention was that we would plan for a slight profit (15%?) on these courses, so either revenue or expenses or both may need adjustment
- Targets for fundraising are often more conservative than last year
- The current budget projects an \$800 deficit
- We will need to monitor the budget carefully and identify priorities for spending
- We should consider incorporating a six month review into the budget monitoring process

Executive Director's Report (attached)

- Mark presented the ED report
- Our public meeting to discuss the CPR Yards Crossing Study was successful in discussing issues and resulted in a good discussion with the consultants as well
- One of the main conclusions of the meeting is that people don't like the idea of a long tunnel under the tracks.
- ***There will be another public workshop on March 21, King Edward School Library, 825 Selkirk Ave, 12 noon – 4 pm.*** We need to recruit at least 5 people to come and talk about the project from a cyclist's point of view.
- Mark outlined a number of options and elements being considered.

- Charles arranged a meeting regarding AT in the City Budget with good participation from a lot of people. There are plans for a number of people to make presentations to the City on the budget. Mark will be presenting to the Public Works committee on March 16, and to EPC on March 17.

Executive Committee Report (attached)

- Kaye presented the Exec. Committee report
- In light of the upcoming Bike Valet contract and other matters, we need to decide how to handle contract signing authority. The committee proposes that contracts should have two board signatures, and that these can be the same as for financial signatures – two of the same three designated financial signatories would also be sufficient for contract signing.
- We need to give the Executive Director an explicit spending authority limit – it is suggested that the ED would have authority to spend up to \$500 on approved budget items.

Financial Report (attached)

- Bill presented the year-to-date financial summary report, showing projected year-end (March 31) funds available of \$7,349.
- There was discussion of the ACU grant from a couple of years ago which has been received but not yet spent, intended to pay for a public consultation process for the proposed McPhillips – Man. Hydro Right of Way multi-users path. It was agreed that this should not be shown as income until we spend it. This will reduce our projected funds available.

Education Report (attached)

- Jeremy gave an overview of Education Committee activities
- We met with the Transit Union and starting a process that is to provide education for both bus drivers and cyclists about how to share the road safely; this will include meeting with transit driver instructors and developing infographics to distribute via social media and email
- Jeremy met with Angèle Young of CAA and discussed various ways of cooperating on cycling issues; she contacted him recently asking for suggestions for a few cycling-related questions to be included in the biannual survey of CAA members. He developed a set of questions in consultation with committee members and forwarded them to her (attached)
- The next focus of the committee will be the marketing of employer-sponsored cycling courses similar to last year's Man. Hydro course.
- We need to promote these programs on our web site.
- Coincidentally we were contacted indirectly (via the Winnipeg Cycling Club) by the Workplace Health officer for Great West Life about possibly assisting with a noon-hour program on cycling for employees.
- We have also been asked to participate in the Bike Together program, which may involve us organizing and leading a bike rodeo type of event. (Laura was the initial contact for this and may be able to follow up when she is back and has time.)

Bike Valet update

- Jeremy reported that only 3 applications had been received by the time of the March 6 advertising deadline, so he and Loren decided to extend the posting until March 20
- Concerns were raised about the need to move forward on Bike Valet negotiations and contacts with the Bombers, and other events/organizations such as the FIFA World Cup events and the Six Shooters Records festival that will take place at the Forks in August.
- Bill may proceed with purchasing some needed materials, such as fencing and signage.

April 14 Membership Meeting & Program

- We agreed that the April meeting will include a program focusing on plans for Downtown Protected Bike Lanes
- The Membership-oriented program will run from 7:00 – 8:00; our business meeting will run from 5:30-6:30, followed by a half hour to set up for the Membership meeting
- We need a planning committee for the membership program – Kaye will contact the board asking for volunteers; Mark will be the temporary chair for this until we have a committee
- We need to do a good job of publicizing the event as well;
- We need to clarify what we are expecting people to do at this meeting, what our goals are; initial thoughts at for an information session on the concept and purpose, followed by an opportunity for input from members
- Mark is to contact the Downtown BIZ about the program

- We will arrange for a larger meeting room and plan for attendance of up to 20 additional members
- Refreshments will be provided

Upcoming Dates

- Public information session on the **William R. Clement Extension**, March 19, 4:30-7:30 pm, Can. Mennonit University, 500 Shaftesbury Blvd, in the chapel, drop in
- **CPR Yards Crossing Study** workshop, Sat. March 21, 12:00 – 4:00 pm, King Edward School library, 825 Selkirk Ave.
- Next Bike Winnipeg meeting: April 14, 5:30-6:30 (business meeting), 7:00-8:00 (membership meeting on Downtown Protected Bike Lanes.

Next meeting chair: Ian; minutes: Jeremy