

# Bike to the Future Monthly Meeting

April 10, 2012 – 5:30 to 7:10 PM  
Sport for Life Centre, 145 Pacific Ave

## Minutes

### Directors:

**Present:** Tom McMahon (meeting co-chair), Liz Erickson (notes taker), Barrett Ens, Mark Cohoe, Bill Newman, Curt Hull

**Regrets:** Loren Brault, Kevin Miller, Dave Elmore, Chris Chypyha, Charles Feather

**Absent:** Shona Kusyk

### Members:

**Present:** Rosanne Ritchot (office admin), Amanda SanFilippo (Bicycle Valet Winnipeg), Philip Wolfart, Jeremy Hull, Jason Carter (Manitoba Cycling Association), Nathan Wild, Kevin Champagne

**Regrets:** Gareth Simons, Shannon Keys

**Non-members:** Currie Gillespie (Manitoba Cycling Association), Jackie East (Dillon Consultants)

### 1. Welcome and Introductions

- All attendees introduced themselves.

### 2. Approval of Agenda

- We approved the agenda by consensus.

### 3. Approval of Minutes from the previous Monthly Meeting

- The March Monthly Meeting minutes, which have been posted at <http://biketothefuture.org/about/meetings>, were approved by consensus.

### 4. Sharing

#### a. Good News!

- Tom attended a River City Connections presentation and heard ideas on utilizing river front land.
- West End Cultural Centre will be setting up their own bike valet from June to September.

#### b. Emerging Challenges

- Bike lanes are a mess with grit and sand. Paint lines are worn.
- Construction.

### 5. Monthly Updates

#### a. Finances (Liz)

- Financial report attached. The March items were standard.
- Bill has progressed with moving Bike to the Future accounting from an Excel workbook to an accounting program. Accounts have been set up and report templates arranged.
- We just received the City of Winnipeg cheque for Bike to Work Day - \$20,000. It will be deposited received/paid out to BTWD in April.

## **b. Administration**

- Fundraising, Grants and Partnerships (Rosanne) – waiting on Assiniboine Credit Union grant
- Membership (Rosanne) – we still receive a few
- Communications
  - Website Committee (Barrett) – A 3-part plan has been put together to give direction (1) purpose, (2) what do we want to see, and (3) timeline, as in, what can we get together to be ready and anticipate the developer's needs.
  - Online Profiles (Rosanne) – we have a steady following on both Twitter and Facebook. Will keep track of following numbers more closely now.

## **c. Public Advocacy**

- Province (Tom)
  - There is a meeting on April 16 with Minister Lemieux, the minister heading active transportation.
- City (Mark) – report attached.

## **d. Safety and Education (Dave) – report attached.**

## **e. Community Bike Events**

- Ride of Silence (Bryan Goods) – Bryan not in attendance. No discussion
- WRENCH – Meeting at the Lo Pub regarding the Citizen's Bike Ride on June 10

## **f. Bike Valet Winnipeg (Rosanne)**

- Welcome Amanda! Tonight Amanda signs the contract with Bike to the Future to become Program Coordinator for Bike Valet Winnipeg.

## **6. Issues**

- a. Helmet position – There has been a lot of recent news about helmet legislation. Email discussion as well as discussion at the meeting has led us to think we need to a more in-depth conversation on this issue. It has been moved to the May meeting.
- b. *Cycling Bill of Rights* – An excellent document has been circulated between board members. Added to, adjusted. This could be the document that defines us.
- c. Pembina Underpass – Jackie East presented on the conceptual stage of the process. Please see Mark's City Committee report for further information.
- d. Public Utilities Board – Jason Carter, President of the Manitoba Cycling Association, recommended that BttF seek intervener status at the Public Utilities Board for the purpose of further establishing BttF's identity and presence with respect to Manitoba Public Insurance. We could ask for social marketing for cyclists in a similar fashion that the motorcyclists have done.

## **7. Other Items**

- a. Tom attended a meeting with provincial Infrastructure & Transportation (MIT) staff about electronic hand held devices. They propose making it illegal for cyclists to use these devices, just as it is illegal for motorists to use them. He and others attending the meeting opposed this on the grounds that it is not a priority compared to the real issues affecting cyclist safety, such as motorists passing cyclists too closely.

## **8. Upcoming Dates**

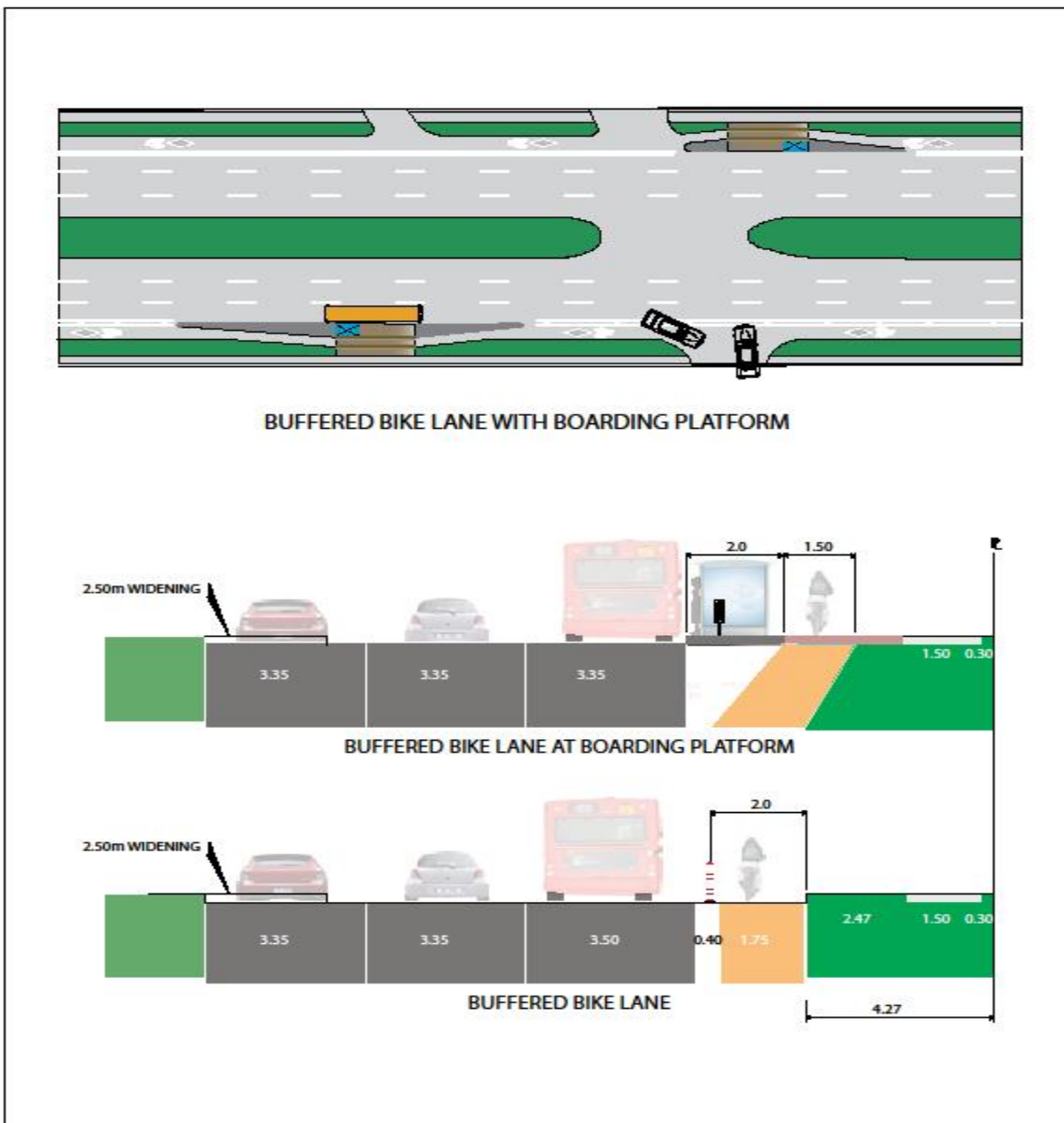
- a. Next meeting – Tuesday, May 8, 2012 at 5:30.

**Pembina Highway Meeting**

I met with City officials on March 20, 2012 to look over Pembina Highway options, provide input, and help select a preferred option. Four options were looked at:

- Buffered bike lanes in the curb lane
- Two way bicycle path on the east side of Pembina
- Two way bicycle path in the median
- Buffered bike lanes in the median lane

The general consensus at the end of the meeting was that the buffered bicycle lanes in the curb lane provided the best option. The city is planning to complete the construction this summer for the section of Pembina between Crescent Drive/Chevrier and Plaza this summer. Bollards are still being looked at as a separator between the bike lane and the travel lanes.



## **Osborne Bridge Update**

The second phase of the Osborne Bridge Rehabilitation Project has begun. As a result, traffic across the bridge is once again restricted. The good news is that this year there has been no flooding of the river, so the pathway beneath the bridge remains open. Unfortunately, the current construction plan has also closed off access to this pathway from the west as Mostyn (now named Granite) has been closed off to westbound traffic. I have sent an email to Kevin Nixon and Darren Burmey asking for the following modifications to the construction plan:

1. That westbound Granite/Mostyn be opened up for bicycle traffic
2. That a temporary bike lane be added to southbound Osborne where the barricades end (at the south end of the bridge) to allow a better transition to Roslyn.
3. That the Maryland bike lane and Maryland Bridges shy lanes be properly swept so that cyclists can use this as an alternative to Osborne.

## **Safety and Education report**

April 2012

by Dave Elmore

### **Can-Bike Training**

The 12 successful candidates for the Can-Bike 2 course have been chosen and the course dates have been set. In total there were 21 individuals that completed the application for the course. The application process was required in order to have some basis for selection. Of the 12, one is a BttF Director (Mark) and 2 are female. All 12 have very good qualifications in terms of both cycling and instruction experience.

The dates for the course are April 29, May 13, and June 2. Based on discussions with MPI they are hoping to see these 12 new instructors start very quickly with providing workplace champion training. At this point no specific dates have been set, but MPI has expressed interest in starting as soon as possible.

### **MPI Agreement**

The presentation and handout materials for the workplace champion courses are approximately 80% complete. The presentation materials, while branded BttF and being delivered by BttF members/instructors, have required some changes to reflect MPI's slightly more conservative approach to items such as riding 1 meter for the curb and taking the centre of the lane. The handout materials were originally to be branded BttF, however after numerous back-and-forths over content, revised handouts were developed to reflect MPI's branding, website content, and wording. In this way the handouts both previously developed for BttF and those developed as part of the agreement will remain exclusive to BttF and will result in no conflicts in terms of use at our events, etc.

Planning for the on-road training routes for the workplace champion courses has been completed, however they still need to be ridden before the final maps are prepared. Once complete, BttF can begin billing MPI for the services provided although it may make sense to simply wait until June and bill the entire amount.

### **Safety Committee on Active Transportation (SCAT)**

There has been little progress on the document created by SCAT reflecting safety recommendations for use of the new active transportation infrastructure. Manitoba Infrastructure and Transportation (MIT) and the City of Winnipeg Police Service (WPS) still oppose any reference to recommendations of cyclists riding a minimum distance of 1 metre from the curb or minimum safe passing distance. As this document does not represent policy, we have taken the stand that there is no reason that it should not be included. MPI has remained supportive of indicating that "experienced cyclists recommend" these various approaches even though it is apparent that they are receiving some pressure from MIT and WPS. Hopefully they remain supportive in this approach and do not change their website materials (which took a great deal of work and discussion to get them there in the first place).

## **Leisure Guide Courses**

The 2 leisure guide courses are still for May 5 and 12. There has been no word on enrolment to date. Links to the courses are below:

<http://www.leisureonline.ca/eConnect/Activities/ActivitiesCourseDetails.asp?cid=435132>

<http://www.leisureonline.ca/eConnect/Activities/ActivitiesCourseDetails.asp?cid=435131>

## **CCA and CAN-Bike**

The Canadian Cycling Association submitted a proposal in November 2011 to the Public Health Agency of Canada (PHAC) for recreational cycling safety for children and youth. The proposal called for expanding of Can-Bike instructors certified to provide the "CAN-Bike Kids" program. CCA was successful and is now looking at how they will implement the program. I have had some preliminary discussions with Currie Gillespie, the Recreation and Transportation director (also sits on the national committee for the Can-Bike program) at Manitoba Cycling Association (MCA), regarding how this might be undertaken in Manitoba. There has been some discussion at the national level that rather than the individual provincial associations administering this that they may contract it out. BttF would of course be a logical choice, however we still have to see exactly what the expectations are for the program and further discuss our capacity to undertake this program. It is not known exactly how much funding will be allotted to Manitoba so there is still much to learn before we move forward with expanding our resources for Can-Bike training.



**Income Statement - Year to Date - March 2012**  
**Financial Statement**

	Account	DB	CR	Net
<b>Revenue/Partnerships/Grants</b>				
Interest		7.16		\$ 7.16
Membership		669.36		\$ 669.36
Bike Valet		13,100.00	9,700.00	\$ 3,400.00
ACU Grant		4,000.00		\$ 4,000.00
MEC Partnerships		2,000.00	3,633.57	\$ (1,633.57)
Donation		140.00		\$ 140.00
		19,916.52	13,333.57	\$ 6,582.95
<b>Expenses</b>				
Admin Cost			495.06	\$ 495.06
Part Time Admin			5,178.33	\$ 5,178.33
Part Time Admin - Bonus			1,260.00	\$ 1,260.00
BV Expense			1,924.08	\$ 1,924.08
Bike Shorts		50.00	50.00	\$ -
Cycling Map		2,780.00	3,080.00	\$ 300.00
		2,830.00	11,987.47	\$ 9,157.47
<b>Opening retained earnings</b>				<b>\$ 11,702.35</b>
<b>Net change YTD</b>				<b>\$ (2,574.52)</b>
<b>Closing retained earnings</b>				<b>\$ 9,127.83</b>
		<b>22,746.52</b>	<b>25,321.04</b>	<b>-2574.52</b>

**Note:** As of Apr 1 '09 T-shirts had yet to recover \$497.64 of cost                      **T-shirt net to date:** \$ -

**Note:** Opening retained earnings includes **\$450 liability for July 25, '08 Scavanger Hunt grant**

**Note:** Opening retained earnings includes \$633.57 for the first MEC Partnership Grant and \$3000 for the second MEC Partnership grant. See breakdown of funds spent and earmarked on Grants & Partnership report.

**Note:** Bike Shorts International Fan Favourite cheque for \$50 written in October 2010. The cheque was mailed in October and returned undeliverable. There was coorespondence with the winner and the cheque was promptly resent. Cheque was considered stale dated at the end of April so the funds were put back into general use.

**UPDATE** Payee cashed the cheque in May and the ACU processed it.



**General Ledger**  
Fiscal Year to Date - March 2012

01-Apr-11		Balance Forward							\$ 11,702.35
Date written	Bank Date	Acct	Who	Memo	Ck#	CR	DB	Balance	
15-Oct-10	13-May-11	Bike Shorts	Laura Newman	International Fan Favourite	88	\$ 50.00	\$ 50.00	\$ 11,702.35	
13-Apr-11	26-May-11	Admin Cost	Minister of Finance	Annual Return on Information	97	\$ 25.00		\$ 11,677.35	
26-Apr-11	05-May-11	Admin Cost	MB Eco Network	Annual Membership	98	\$ 50.00		\$ 11,627.35	
	30-Apr-11	Interest	ACU	Credit Interest			\$ 0.55	\$ 11,627.90	
16-May-11	31-May-11	Cycling Maps	Chelsea May	Proof Reading Cycling Map	99	\$ 300.00		\$ 11,327.90	
	17-May-11	Membership	Liz Erickson	Deposit			\$ 110.00	\$ 11,437.90	
	17-May-11	Donation	Liz Erickson	Deposit			\$ 40.00	\$ 11,477.90	
20-May-11		Membership	Paypal	Membership \$\$ in Paypal used to pay Dreamhost			\$ 10.02	\$ 11,487.92	
20-May-11		Admin Cost	Dreamhost	Webhosting (paid via Paypal - \$9.95 USD)		\$ 10.02		\$ 11,477.90	
24-May-11	03-Jun-11	Admin Cost	University of Winnipeg	Meeting space for AGM	100	\$ 78.75		\$ 11,399.15	
	25-May-11	Membership	Kevin Miller	Various Memberships			\$ 65.00	\$ 11,464.15	
30-May-11		Membership	Paypal	Membership \$\$ in Paypal used to pay costs below			\$ 36.00	\$ 11,500.15	
30-May-11		Admin Cost	Linda Hull	Member incentive to attend Cycling Skills Course		\$ 18.00		\$ 11,482.15	
30-May-11		Admin Cost	Shannon Keys	Member incentive to attend Cycling Skills Course		\$ 18.00		\$ 11,464.15	
	31-May-11	Interest	ACU	Credit Interest			\$ 0.57	\$ 11,464.72	
	03-Jun-11	ACU Grant	ACU Grant	Curt Hull - Deposit - ACU Grant			\$ 4,000.00	\$ 15,464.72	
14-Jun-11	28-Jun-11	Bike Valet	DMSMCA	Payout of DMSMCA Grant	101	\$ 200.00		\$ 15,264.72	
14-Jun-11	28-Jun-11	Part Time Admin	Rosanne Richot	1st Contract Payment - prorated for length of service	102	\$ 285.00		\$ 14,979.72	
	22-Jun-11	Bike Valet	DMSMCA	Liz Erickson - Deposit - Grant for Bike Valet			\$ 200.00	\$ 15,179.72	
	22-Jun-11	Membership	Misc	Liz Erickson - Deposit			\$ 10.00	\$ 15,189.72	
23-Jun-11	28-Jun-11	Bike Valet	David Wieser	Payout of Blue Bomber Contract	103	\$ 2,000.00		\$ 13,189.72	
23-Jun-11	28-Jun-11	Bike Valet	David Wieser	Payout of MB Gov't Grant	103	\$ 3,000.00		\$ 10,189.72	
	28-Jun-11	Bike Valet	Blue Bombers	Liz Erickson - Deposit - Blue Bombers Contract			\$ 2,000.00	\$ 12,189.72	
	28-Jun-11	Bike Valet	MB Gov't	Liz Erickson - Deposit - MB Gov't Grant			\$ 3,000.00	\$ 15,189.72	
	30-Jun-11	Interest	ACU	Credit Interest			\$ 0.84	\$ 15,190.56	
12-Jul-11	15-Jul-11	Part Time Admin	Rosanne Richot	Monthly Payment	104	\$ 570.00		\$ 14,620.56	
	31-Jul-11	Membership	Liz Erickson	\$40 regular, \$158.34 through MEC			\$ 198.34	\$ 14,818.90	
	31-Jul-11	Bike Valet	City of Winnipeg	Liz Erickson - Deposit - Bike Valet at BTWD			\$ 1,000.00	\$ 15,818.90	
	31-Jul-11	Donation	Liz Erickson	HSC - Volunteer Appreciation			\$ 100.00	\$ 15,918.90	
	31-Jul-11	Interest	ACU	Credit Interest			\$ 0.84	\$ 15,919.74	
05-Aug-11	11-Aug-11	Bike Valet	David Wieser	\$2000 MEC Grant and \$2500 MPI Grant	105	\$ 4,500.00		\$ 11,419.74	
05-Aug-11	11-Aug-11	Part Time Admin	Rosanne Richot	Monthly Payment	106	\$ 570.00		\$ 10,849.74	
05-Aug-11	23-Aug-11	MEC Partnership	Dave Elmore	Lightvisions - Bike Trailer/Display	107	\$ 653.57		\$ 10,216.17	
05-Aug-11	23-Aug-11	MEC Partnership				\$ 3,000.00		\$ 7,216.17	
05-Aug-11	23-Aug-11	Admin Cost				\$ 10.91		\$ 7,205.26	
	13-Aug-11	Bike Valet	MPI	Liz Erickson - Deposit - Grant			\$ 2,500.00	\$ 9,705.26	
	13-Aug-11	Bike Valet	MEC	Liz Erickson - Deposit - Grant			\$ 2,000.00	\$ 11,705.26	
	13-Aug-11	Membership	Misc	Liz Erickson - Deposit			\$ 20.00	\$ 11,725.26	
	16-Aug-11	Cycling Maps	City of Winnipeg	Rosanne Ritchot - BTTF Inv 2011-01			\$ 1,980.00	\$ 13,705.26	
	16-Aug-11	Cycling Maps	City of Winnipeg	Rosanne Ritchot - BTTF Inv 2011-02			\$ 800.00	\$ 14,505.26	
18-Aug-11	18-Aug-11	Cycling Maps	Anders Swanson	Work done re: BTTF Inv 2011-01	108	\$ 1,980.00		\$ 12,525.26	
30-Aug-11	21-Sep-11	Admin Cost	Rosanne Richot	Farewell gift/food - David Wieser	109	\$ 211.98		\$ 12,313.28	
	31-Aug-11	Interest	ACU	Credit Interest			\$ 0.83	\$ 12,314.11	
13-Sep-11	20-Sep-11	Admin Cost	Dave Elmore	Lights for trailer	110	\$ 22.40		\$ 12,291.71	
13-Sep-11	21-Sep-11	Part Time Admin	Rosanne Richot	Monthly Payment	111	\$ 570.00		\$ 11,721.71	
		BV Expense	Rosanne Richot	Bike Valet Expenses	111	\$ 1,068.64		\$ 10,653.07	
	28-Sep-11	Bike Valet	The Forks	Liz Erickson - Deposit - pmt for July 1 and Kidfest			\$ 2,100.00	\$ 12,753.07	
30-Sep-11	04-Oct-11	Part Time Admin - Bonus	Rosanne Richot	10% Bonus on \$10,500.00	112	\$ 1,050.00		\$ 11,703.07	
	30-Sep-11	Interest	ACU	Credit Interest			\$ 0.58	\$ 11,703.65	
	13-Oct-11	MEC Partnership	MEC	Liz Erickson - Deposit - Grant			\$ 2,000.00	\$ 13,703.65	
	13-Oct-11	Membership	Misc	Liz Erickson - Deposit			\$ 20.00	\$ 13,723.65	
11-Oct-11	14-Oct-11	Part Time Admin	Rosanne Richot	Monthly Payment + Expenses + Bonus	113	\$ 570.00		\$ 13,153.65	
		BV Expense	Rosanne Richot	Bike Valet Expenses	113	\$ 346.93		\$ 12,806.72	
		Part Time Admin - Bonus	Rosanne Richot	10% Bonus on \$2,100.00	113	\$ 210.00		\$ 12,596.72	
	31-Oct-11	Interest	ACU	Credit Interest			\$ 0.63	\$ 12,597.35	
22-Nov-11	26-Nov-11	Part Time Admin	Rosanne Richot	Monthly Payment x 2	116	\$ 1,140.00		\$ 11,457.35	
		BV Expense	Rosanne Richot	Bike Valet Expenses	116	\$ 268.51		\$ 11,188.84	
22-Nov-11	26-Nov-11	Cycling Maps	Ted Mann	Work done re: BTTF Inv 2011-02	114	\$ 800.00		\$ 10,388.84	
22-Nov-11	25-Nov-11	Admin Cost	Anita Miller	AGM catering	115	\$ 50.00		\$ 10,338.84	
	30-Nov-11	Interest	ACU	Credit Interest			\$ 0.59	\$ 10,339.43	
	17-Dec-11	Bike Valet	Canadian Forces	Liz Erickson - Deposit - Air Force Run			\$ 300.00	\$ 10,639.43	
	17-Dec-11	membership	misc	Liz Erickson - Deposit			\$ 110.00	\$ 10,749.43	
	31-Dec-11	Interest	ACU	Credit Interest			\$ 0.47	\$ 10,749.90	
20-Jan-12	01-Feb-12	Part Time Admin	Rosanne Richot	Monthly Payment	117	\$ 570.00		\$ 10,179.90	
20-Jan-12	01-Feb-12	BV Expense	Rosanne Richot	MPI Deductible + Garage rental for equipment	117	\$ 240.00		\$ 9,939.90	
	31-Jan-12	Interest	ACU	Credit Interest			\$ 0.49	\$ 9,940.39	
20-Feb-12	13-Mar-12	Part Time Admin	Rosanne Richot	Monthly Payment	118	\$ 570.00		\$ 9,370.39	
	29-Feb-12	Interest	ACU	Credit Interest			\$ 0.39	\$ 9,370.78	
	01-Mar-12	Membership	misc	Liz Erickson - Deposit			\$ 90.00	\$ 9,460.78	
13-Mar-12	17-Mar-12	Part Time Admin	Rosanne Richot	Monthly Payment	119	\$ 333.33		\$ 9,127.45	
	31-Mar-12	Interest	ACU	Credit Interest			\$ 0.38	\$ 9,127.83	

Please note entry for cheque #88 written on October 15, 2010. The cheque was mailed out to the International Fan Favourite for the Bike shorts. It was returned undeliverable. There was correspondence with the winner and the cheque was promptly resent. Cheque is now stale dated and the funds are available for BtTF use. Winner has not contacted us looking for payment. If, in the future we are contacted, a new cheque can be produced and sent. **UPDATE:** Cheque cashed in May.