



WHITTLESEA BICYCLE USERS GROUP INC.

Committee of Management Meeting

28-02-2011

Present: Peter Duncombe (Chair), Nicola Davis, Lee Robinson, Ron Harvey, David Thompson, Giselle Thompson, Glenn Echardt, Maureen Giles, Emma (Whittlesea Community Connections), Ashley & Robert Sutton (Web design).

Meeting Opened: 6:40 pm.

Agenda Item:	Notes:	Actions:
1. Previous Minutes	Motion: That the previous minutes be accepted. Moved: Ron Seconded: Peter.	Minutes accepted.
Business Arising from Previous Minutes		
2. BUG Cards	Ron displayed sample business size cards for the BUG to be passed on to people showing interest in the BUG. Motion: That the BUG purchase the cards with generic information to be used to promote the BUG Moved: Peter Seconded: Lee.	Ron to organize cards to be printed and to be reimbursed.
3. BUG on Facebook	Nicola has created a FaceBook page for the BUG to help lift our profile in the community.	Members are encouraged become "Friends".
4. Web Design Expertise	Peter has enlisted the aid of Ashley and Robert in giving us an improved web page. Ashley is currently studying web design.	A sample of some of his ideas will be available at the General Meeting.
5. Incorporation	Ron has submitted the paper work and paid the fee so the BUG is now incorporated as the "Whittlesea Bicycle Users Group Inc." with Ron as the Public Officer. The committee has accepted the Model Rules as our Constitution with the Annual Subscription (Membership Fee) set at \$1. We are now required to maintain membership details.	Ron to be reimbursed for incorporation expenses of \$59.80.
6. Whittlesea Community Day Festival	Sunday 20th March. The BUG has been given a stall but needs people to man it. We also have the Tullamarine ride that day.	People to advise Peter of their availability.



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<p>7. BUG Guidelines</p>	<p>Standard format required to describe our rides to ensure we always make people aware of the types of ride to expect, i.e. on road, paths, hills, distance, type of surface / bike required, requirement to obey the road rules, etc.</p> <p>We need to develop other guidelines for the BUG to follow – things like advertising and other content of our website, requirements to be met for BUG rides to demonstrate our duty of care, etc.</p>	<p>Ron, David and Giselle to look at.</p> <p>All to consider.</p>
<p>8. Committee Development</p>	<p>The Committee should develop a questionnaire for our email list to get a better idea of what people want or expect from the BUG. Committee attendance needs to improve and ride numbers are low.</p>	<p>Peter and Glenn to come up with a questionnaire.</p>
<p>9. Bicycle Count money</p>	<p>BV has been invoiced for invoiced for the \$100 from for Maureen's bicycle count work.</p>	<p>Waiting on BV.</p>
<p>10. T-shirts</p>	<p>Maureen investigating other BUG T-shirt options.</p>	<p>Maureen researching – has not progressed due to ill health.</p>
<p>11. Logo</p>	<p>Ron has developed the BUG logo which is to replace all existing logos. Well done.</p>	
<p>12. Cycling Map</p>	<p>Peter explained Troy from the Council has been unavailable to update him on the updated Whittlesea cycling map.</p> <p>Ron pointed out that of all the council cycling maps he has, Whittlesea's was the only one that didn't follow the Melways format.</p>	<p>Peter to follow up.</p>



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Financial Report		
13. Income	<p>Expected income \$1,500 from NTL \$5,000 from NTL Grant \$100 from Maureen's volunteering. Possibly \$600 from Super Tuesday</p>	
14. Bank Signatures and outstanding monies	<p>Maureen, Ron, Glenn and Nicola to be the BUG signatories on the BUG account. Ron is currently owed money for Incorporation costs as per previous meeting</p>	<p>Ron, Glenn and Nicola to get their signatures attached to the account. Cheque to be written to Ron</p>
15. Transactions	<p>Ron is purchasing a receipt book for money coming in. Will try working with a petty cash float for minor payments and bank cheques for larger ones. Will only get a cheque book if this proves unworkable.</p>	
16. Grant Use	<p>Peter explained that the NTL Grant was intended to further cycling in Whittlesea and that the two main proposals were cycling infrastructure and the shared path along the South Morang rail extension. Peter said he was waiting on the outcome of the \$50,000 allocated for the Whittlesea Bicycle Strategy to help us decide where the grant could be best spent.</p>	
Rides		
17. Ride Report	<p>Sunday's ride to Ceres Environmental Park had 5 attendees in what was fairly ordinary weather with water across the path in sections.</p>	



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18. Ride Leaders Required	Ron and David & Giselle are planning holidays soon and will not be available to lead rides. Other member will be required to be available to lead the rides. Rides are pre-planned but someone must be available to meet the riders and lead them.	Please advise Peter if you are able to lead any of the rides up to mid-May.
19. Future Rides	<p>Ron has developed a rides schedule up until 15th May which will cover the period he is unavailable. He has increased the number of rides as per his previous suggestion of attracting more people.</p> <p>Mar 6 Alphington Mar 20 Tullamarine Apr 3 Research / old Maroondah Aqueduct Apr 17 Port Melbourne from Rushall Stn. May 1 Gellibrand Hill May 15 Pascoe Vale</p>	Kevin Balaam is available for May 1 but leaders required for the rest.
20. Next ride	March 6 Alphington. Start University Hill via Plenty and Yarra Rivers returning alongside the Darebin Creek. About 40km with shorter options.	
New Business		
Whittlesea Community Connections	<p>Emma explained that her not-for-profit organization was applying for grants to assist new arrivals from other countries to settle in.</p> <p>The grant applications were for developing:</p> <ul style="list-style-type: none"> Safe paths to school for the children attending the Outreach Program at Thomastown Primary School and Teaching road safety as many of the people came from areas that didn't have many cars to deal with. <p>These initiatives could involve bike riding, identifying safe paths and teaching people to ride. She felt that the BUG and its members expertise could be invaluable in these programs.</p>	
Next Meeting	To be advised.	



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Meeting closed	7:30 pm	
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