

# Whittlesea BUG

## Working Group meeting 18.3.2010

**Present** David Thompson, Giselle Thompson, Brian Kyle, Felicity Leahy, Gavin Jones, Glenn Echardt, Simone Giuliani, Lee Robinson, Peter Duncombe, Jess Buckley, Maureen Giles, Allan Carbis and Kathy Pompetti

### General Business

1. Decided to develop a media release to be sent to the local paper promoting the BUG and the first ride.
2. Other potential advertising suggested was the Town Crier, developing a flyer for bike shops, community noticeboard, retirement villages and to update listing on Bicycle Victoria website.
3. Rides
  - a. Look to provide staged rides so people can complete sections according to ability and stamina. Possibility experienced riders starting earlier and meeting up with the group at a later start time
  - b. Should move around municipality
  - c. As much as possible to be on bike paths rather than roads
  - d. Possibility of starting at parks such as Bundoora or Thomastown gardens
4. Discussed insurance and encouraging everyone to become a member of Bicycle Victoria which provides individual insurance
5. Discussed adding a note at the bottom of invitations to join the ride which outline personal responsibility/ride at own risk etc. David provided a copy of disclaimer he uses with BV, another example was given from NillumBUG. It was suggested to include no unaccompanied children under 18 as a requirement.
6. The structure of the working group was decided:
  - a. Convenor Peter
    - i. Coordinate working group
    - ii. Be a contact point for the group
    - iii. Liaise with NTL
    - iv. Prepare meeting agendas
  - b. Assistant Convenor Allan
    - i. Assist Convenor and take on role of Convenor in his absence
  - c. Rides Co-ordinator David and Giselle, assisted by Gavin
    - i. To suggest, plan and check out rides
    - ii. Provide information about the rides eg length, difficulty etc
  - d. Advocacy Team
    - i. Coordinated by Brian
    - ii. Members, Glenn, Jess, Simone and Brian
    - iii. (Simone offered to assist with coordination whilst Brian arranges email access)
  - e. Marketing and Communications Maureen, Simone and Jess
    - i. Develop flyers, newsletters as required
  - f. Secretary Lee/Kathy(Georgianna)
    - i. Take Minutes

- ii. Distribute information
  - iii. Manage contact list
  - iv. Liaise with Marketing and Communications
7. Kathy outlined ideas raised by Carlos, Michael and Peter. Kathy to pass on all details to Peter.
  8. It was decided that the BUG will
    - a. organise one ride per month on a Sunday
    - b. Meet bi monthly on a Monday evening at Council offices at 7.30pm
    - c. Working group may meet at 6.30pm before BUG meeting as other Monday evenings as required
    - d. Aim to collate and distribute details of other rides across the municipality
  9. Next meeting of working group meeting 6.30pm Mon 29 March at the same venue- Water Lilly Room, Council Offices
  10. Next BUG meeting is 7.30pm Monday 19 April 2010 at the Fountain View Room, Council Offices.
  11. First ride will be Sunday 18 April. Details to be confirmed at next working group meeting

**Actions:**

1. Kathy to compile and distribute Minutes from this meeting including all contact emails for working groups members to this group
2. Kathy to draft email for all BUG members updating them on events from tonight's meeting, and inviting feedback about issues of concern for the advocacy team. Forward to Peter for approval and then distribute
3. Jess to prepare flyer for distribution at Whittlesea Festival
4. Simone to set up email account for BUG(WhittBUG@gmail or similiar) and notify Peter and Kathy
5. Maureen and Simone to prepare media release re: BUG and first ride
6. David and Giselle to bring suggestion for first ride to next meeting (based on idea of starting at Thomastown gardens and then riding along Hume freeway bike path)
7. Advocacy team to collate feedback/suggestions received, bring them to next working group meeting and there discuss how to proceed with them.
8. Peter to develop suggestions for guest speaker/display for first BUG meeting

Next working group meeting 6.30pm Mon 29 March Water Lilly Room, Council Offices

First ride: Sunday 18 April

Next BUG Meeting: 7.30pm Mon 19 April Fountain View Room, Council Offices