

## Whittlesea BUG

### Committee Meeting

Monday 25<sup>th</sup> October 2010

Present: Nicola Davis, Glen Eckardt, Maureen Giles, Peter Duncombe, Lis Steen, Ron Harvey

Apologies: Lee Robinson

Meeting open at 6.11pm

<b>Agenda item:</b>	<b>Notes:</b>	<b>Actions:</b>
1. Review of last few weeks	Peter discussed background of Safety Day decisions and his understanding of Public Liability issues at Westfield. It is understood that Westfield will cover BUG members for any public liability. Peter explained why the event became a larger event than originally anticipated-because it was thought that a bike safety day wouldn't attract as many people.	New date for safety day to be set. Possibly 20 <sup>th</sup> or 27 <sup>th</sup> November. Peter to follow up with Westfield and get written confirmation of Public liability coverage.
2. Making the BUG official	Peter moved that it might be time to make the Whittlesea BUG official. i.e. get a bank account, become incorporated, get an ABN. Maureen seconded.	Ron to follow up process to become incorporated etc. Discuss with Lee if he is prepared to become the Public Officer as he is the Secretary. Peter to pass on any relevant information to Ron
3. Processes	Glen suggested that the BUG needs to be more vigilant about formal processes. e.g. minutes written and distributed etc.	Minutes to be taken at every meeting and distributed to all committee members.
4. Committee development	Discussion about how valuable it would be if the membership of the committee could be increased. It would create greater diversity when making decisions and also increase the pool of people to draw upon as a resource.	EOI to join committee to be sent out to all BUG members. Request to all members to see if anyone has a background in accounting as knowledge required to establishment of Incorporated body.
5. Establishment of Incorporated body	Discussion about what other BUGs do in relation to Incorporation. Some BUGs have been running longer and it would be valuable to find out what they do in regard to process.	Peter to contact other established BUGs.
6. New committee members	Ron Harvey accepted as a committee member.	
7. Future events	Glen suggested that as the group is small and still	

	establishing, all events should be kept small and manageable and bike related.	
8. Bank account signatures	It was suggested that three people become signatories for the bank account. It was decided that these would be: Maureen Giles Glen Eckardt Ron Harvey	Maureen to establish bank account at the NAB at Westfield.
9. Thank-you	Whittlesea BUG would like to acknowledge the generosity of the City of Whittlesea in providing a venue for the Bug meetings	
10. T-shirts	Maureen spoke to EmbroidMe. The quote she received was for a polo top with the logo embroidered on it. This would cost \$40 per shirt at most and this would reduce as the number ordered increased. There would also be an initial cost of \$90 to set up.	Maureen to continue to research this.
11. Logo	Year 10 students at Mercy College are in the process of developing some suggested logos. Ron has a relative who is a graphic designer as a back-up plan.	Maureen to follow up.
12. Website guidelines	Glen suggested that we need to consider developing some guidelines for the website and who we advertise on it. This issue will be revisited after the group has become incorporated.	Everyone to think about what the guidelines should be.
13. NTL feedback forum	Lis asked for a representative from the BUG to update the community on what the BUG has been doing to date and what their plans are for the future.	Glen interested if he is available. Peter also interested and Ron happy to be a support.
14. Safety	Peter to email council about: <ul style="list-style-type: none"> <li>• Bike lane adjacent to Mill Park Secondary College as the markings are faded</li> <li>• Clarification about shared pathways</li> <li>• Why there is no bike lane when entering McDonalds Road from Plenty Road</li> <li>• Sweeping Plenty Road</li> <li>• Hazelglen Road roadwork timelines</li> <li>• Extension of bike lanes on Plenty Road between McKimmies Road and Centenary Drive</li> </ul>	Peter to follow up.
15. Next ride	Possibly on 28 <sup>th</sup> November. Alternately it could be on the 20 <sup>th</sup> and use the Safety Day as the Start Off point.	Discussion to continue.

Meeting closed at 7:47 pm. (Followed by presentation by Bike N Beans' tyre supplier.)

Next meeting: Mon 29 Nov 10