

Board of Directors Meeting – Minutes (DRAFT)

Tuesday Sept 5, 2017 12:00 – 13:00

GVBTWS Office, 201-531 Yates Street

<b>PRESENT</b>	<b>REGRETS</b>
CHRIS FOORD, KRYN ZEDEL, COREY BURGER,  MIA FRANKL JACK WESSEL,	Andrew Cripps, Theresa Gulliver,
	<b>STAFF</b>
	Amelia Potvin, Tessa Veikle

<b>Item</b>	<b>Topic</b>	<b>Details</b>
1	Call to order	Meeting called to order at 12:06 pm by C Foord.
2	Approval of agenda	Motioned by J Wessel, Seconded by C Burger. carried.
3	Approval of previous minutes	Motioned by C Burger, seconded by J Wessel, carried.
4	Business arising from previous meeting	BTWBC Bike to School Funding (A Cripps and Amelia to report on response): response indicates there is not specific funding for Bike to School, both Andrew and Amelia reached out to BTWBC, Amelia felt she received a cryptic response from Penny, not listing any criteria for funds on Bike to School, no deliverables. Will thus put in a request for more funds as had 650 students participate in 2017. Amelia was told Penny will discuss this gap

with the president of BTWBC and perhaps this will lead to criteria being developed.

Corey suggested a letter of expectation be put forth, the GVCC sent one / in process of. That the funding should be open and transparent and defined; HUB is also frustrated with lack of detail.

ACTION - Corey to follow up on letter of expectation to BTWBC.

Jack asked how much money are we missing out on? Stated that BTWBC has approx, \$20,000 shared funds to distribute. Chris states that Victoria has the most influence in BC for bike money, we should reach out above Penny to the Provincial Ministers and seek out funding opportunities directly.

---

PPT presentation from A Cripps on collaboration with GVCC (presented by Amelia)

This PPT is a follow up from the Strategic Planning Session, would focus on a consolidated approach to accessing funds rather than as smaller individual societies. Suggest we begin with a trial period and a small project. The two boards are relatively similar in size, GVCC does not have the same operating budget as GVBTV Society. GVCC's publication is near dead, the focus on education is more lobbying based, they fundraise by holding "fee for service" bike parking at events, GVCC received one grant of \$30k in 2015/16 and

		<p>still has \$8k left. Ideas on what joint projects the two societies could start a short term venture were discussed.</p> <p>Ideas include: *coordinated lobby on government</p> <p>*Ed suggested presenting workshops in parliament on ebikes and taxation and funding programs with the money</p> <p>*Consolidate presence at events, share a display.</p> <p>Look at HUB and League of American Bicyclists.</p> <p><u>Motion:</u> The the GVBTW Society establishes a task force with Andrew Cripps and Mia Frankl, where Corey Burger, Chris Foord and Amelia Potvin assist as required, to explore options for greater collaboration with the GVCC.</p> <p>Moved by K Zedel, seconded by C Burger, carried.</p> <p>ACTION - Corey to connect Mia and Glenys on carshare info GVCC obtained from Sara Webb.</p>
5	Treasurer's report	<p>July &amp; August 2017 Financial Reports</p> <p>Jack Wessel reporting on August 2017 statements only. Funds are \$10,000 ahead from 2016 and we are near year end. Grants supplied \$10-12,000 less compared to 2016 (BTWBC \$4000 less, City of Victoria \$4000 less) but revenue from Skills Courses up from 2016 by approx \$13,000 and t-shirt sales higher as well. Closing with revenue of \$130,000 and expenses of \$125,000 so we have a surplus of \$5000.</p>

		<p>Revisiting last financial report this surplus is due to only two staff for BTWW costing \$17,000 less than in 2016 (with 3 staff), also as a result of bike skills revenue.</p> <p>Jack recommends keeping the \$5000 as a buffer. Amelia advised great to have a surplus but not sustainable to have only two staff run the BTWW. Need a third person for the 2018 event. Budget \$25,000 to cover costs for the week (even though was low this year).</p> <p>Amelia also advised need to budget for new computers for the society. Chris states he has a contact for at-cost equipment.</p> <p>ACTION Chris to follow up on quotes for computers with his contact.</p> <p>Motion by C Burger to accept the Treasurer's report, seconded by M Frankl, carried.</p>
6	Executive Director's report	<p>Update on discussion with Jeremy Loveday (City of Victoria re: funding \$3000 received versus \$7500 requested) Amelia was able to meet with Councillor Loveday and seek information on the reduced funding. He advised her that the City retained a committee to review requests with a group of community groups. Council was not in charge of vetting or reviewing applications. The same will occur in 2018. Amelia was able to obtain notes from the committee however it is hard to interpret them. It seems that the two requests were seen as one and received \$3500 for bike skills only as a result. The application seems to have been written to previous format and will need to be updated with more education for this new deciding committee. Not a lot of details on how to better prepare for 2018. Will have to be sure to define the community impact from GVBTW. Suggest we qualify the impact in the community, i.e. new riders who kept riding.</p> <hr/> <p>Marketing Impressions Report &amp; Municipal Report (Year Book reformatted)</p> <p>Have revised the format, now offering reports which speak to each audience (municipal reports) and a Marketing Impressions report for all sponsors. So each municipality will receive a custom report for their</p>

		<p>contribution and our impact. And to go out with the marketing report will be a certificate of thank you for each sponsor which they could display at their business.</p> <p>ACTION: Amelia include a copy of the thank you certificate for next meeting</p> <hr/> <p>Seeking council from the Board on how to proceed with City of Vic, Sooke &amp; View Royal Municipal reports (as they either did not provide funding or provided less than requested)</p> <p>Suggest we be upfront and name the financial ask in the report, create a section which speaks to this. Be clear in the value received for the efforts of the BTWW. This is a “Community Benefit” (suggested title for said section). For example, we are asking for \$0.10/person which delivers a value of X to the community.</p> <hr/> <p>Seeking council from the Board on request for instructor course in Comox</p> <p>They are delivering courses now and would like to improve their instructor skills by receiving training from us. This is NOT delivering our content but assisting them with their instructors. And would be a revenue for us. Need to explore how to deliver their request and who we can send.</p> <hr/> <p>Bike to Work Fall Days</p> <p>Three days this year Oct 3, 4 &amp; 5 Six locations, still being developed. Strengthening relationship with the Navy Base.</p> <p>Motion to accept Executive Director’s report by C Burger, Seconded by M Frankl, carried.</p>
8	Other business	A Cripps suggested a social get together, on the Thursday two weeks after the BoD Meeting (recurring basis).

		<p>Considered, no dates yet scheduled.</p> <hr/> <p>Wonderful News - Amelia is with child! She has discussed her maternity leave with A Cripps and developed a plan for coverage, she will be off for 15 weeks and then return for 10 hr/week for 35 weeks.</p>
9	Date of Next Meeting	<p>October 11, 2017 (WEDNESDAY) at 12 pm GVBTW Society Office</p> <p><b>Date of the AGM - October 26, 2017 in the evening</b></p>
10	In-camera	<p>From previous meeting minutes “schedule in camera for renewal of the Executive Director’s Contract”</p> <p>ACTION: To be addressed on Oct 11, 2017 (upon the return of Andrew Cripps)</p>
11	Adjournment	<p>Motion to adjourn at 1:05 pm by J Wessel, seconded by C Burger, carried.</p>