

**Greater Victoria Bike to Work Society  
Board of Directors Meeting – Agenda Minutes  
Tues Feb 10, 2015. 12 – 1 PM  
Bike to Work Office**

**Present:**  
**Carlene McDonald**  
**Andrew Cripps**  
**Rosemary Sutton (Phone)**  
**Kryn Zedel**  
**Hu Wallis**  
**Len Meilleur**

**Regrets:**  
**Rajinder Sahota**  
**John Luton**  
**Chris Foord**

**Staff: Theresa Gulliver and Lise Richard**

Meeting commenced with Cruise with Courtesy campaign presentation by Jenn Black, CRD

Item	Topic	
1	Call to Order:	Chair: Andrew Cripps <p style="text-align: right;"><b>Carried</b></p> Moved: Kryn Zedel Seconded: Len Meilleur
2	Approval of Agenda  <i>Addition of: Any new business?</i>	Moved: Hu Wallis Seconded: Carlene McDonald <p style="text-align: right;"><b>Carried</b></p> Len M: Add: Discussion of volunteer interest
3	Approval of Previous Minutes	Moved: Rosemary Sutton Seconded: Kryn Zedel <p style="text-align: right;"><b>Carried</b></p>
4	Business Arising from Previous Minutes  By: Theresa Gulliver	<ul style="list-style-type: none"> <li>• Treasurer, Accounting, Graphic Design, Social Media volunteer positions – Update</li> </ul> TG gave update that Graphic Design, Social Media and Accountant positions have been filled. Len M found two interested persons from within Government for the Treasurer position. TG to send Len job descriptions. Len will send them TG's contact info to arrange initial meeting.  Andrew C also had a candidate; is waiting to hear back

		<ul style="list-style-type: none"> <li>• Team Leader meeting next steps - Survey - Ideas to recognize team leads</li> </ul> <p>TG and Len M will work together to finalize survey questions.</p> <p>Recognition: aim to set up a recognition piece during the Launch. Perhaps give a gift. TG and LR to consider.</p> <ul style="list-style-type: none"> <li>• Bike Skills Manual redo moving forward</li> </ul> <p>Aiming to be complete mid Feb for use at SSI + Victoria Instructor trainings.</p> <ul style="list-style-type: none"> <li>• App moving forward</li> </ul> <p>Students will come present app at a BoD meeting when product is available April/May. BikeMaps.org willing to work together so that the final product is the best for all users and organizations.</p> <p>Len M: It is important to keep our brand out there and be seen in projects like these.</p>
5	Treasurer's Report By: Rosemary Sutton	<p>See handout. Projections will be included in the next or subsequent treasurer's report. Intent is still to improve reporting to reflect our in-kind as it occurs.</p> <p>Theresa G has already started with the projections.</p> <p>Moved: Kryn Zedel Seconded: Len Meilleur <b>Carried</b></p>
6	Executive Directors Report By: Theresa Gulliver	<ul style="list-style-type: none"> <li>• Update on Sponsorship</li> </ul> <p>\$28,550 confirmed + \$38,250 conservatively expected + <u>\$6,000 silent</u> auction \$72,800</p> <ul style="list-style-type: none"> <li>• Summary of new money and initiatives - handout</li> </ul> <p>Lost: \$26,000 Aiming to gain: \$50,600 in 2015</p> <p>All in all we are looking OK for the coming season/event</p>

		<ul style="list-style-type: none"> <li>• International Bike to Work Day Feb 13</li> </ul> <p>TG and LR to hand out stickers and granola bars in the morning on visible bike routes.</p> <ul style="list-style-type: none"> <li>• Lise’s contract renewal</li> </ul> <p>This is underway</p> <ul style="list-style-type: none"> <li>• Update on Strategic Planning initiatives <ul style="list-style-type: none"> <li>○ <i>Celebration Station enhancements document distributed – to be discussed</i></li> </ul> </li> </ul> <p>TG to resend to all. Board has one week to submit responses by Tues Feb 17</p> <ul style="list-style-type: none"> <li>○ <i>Sustainability policy – to be discussed</i></li> </ul> <p>TG to send to all. Board has one week to submit responses by Tues Feb 17.</p> <ul style="list-style-type: none"> <li>○ <i>Sponsor Policy Terms and Conditions complete. Raj provided input</i></li> <li>○ <i>Long term sponsor recognition. Is this something we are doing for 2015?</i></li> </ul> <p>Moved to future agenda item post BTWW 2015</p> <ul style="list-style-type: none"> <li>○ <i>Outstanding: Satellite Station framework. Andrew and Lise working on</i></li> </ul> <p>LR to make edits suggested by AC and then LR/AC to meet for an hour to discuss. AC to decide meeting time.</p> <ul style="list-style-type: none"> <li>○ <i>Outstanding: Membership discussion. Pros/Cons (Len)</i></li> </ul> <p>Moved to future agenda item post BTWW 2015</p> <ul style="list-style-type: none"> <li>• Bike Skills Update <ul style="list-style-type: none"> <li>○ Successful CAN BIKE II, SSI training, new instructor training, 2015 schedule being developed</li> <li>○ Kids are where the money is at for 2015</li> </ul> </li> </ul>
7	New Business	Discussed during conversation of volunteer positions available.

8	In-Camera	None
9	Date of Next Meeting	<p>Tues Mar 10, 2015</p> <p>To be moved to <b>Tues March 3<sup>rd</sup></b>, 2015 because of spring break.</p>
10	Adjournment	<p>Moved: Carlene McDonald</p> <p>Seconded: Len Meilleur</p> <p style="text-align: right;"><b>Carried</b></p>