

## MINUTES

Greater Victoria Bike to Work Society  
Board of Directors Meeting - Agenda  
Tuesday Sept 16<sup>th</sup>, 2014 12:00 PM – 1:00 PM  
201 – 531 Yates Street, Victoria, BC

**Present:**

Rosemary Sutton  
Carlene MacDonald  
Randy Scott  
John Luton  
Hu Wallis  
Kryn Zedel  
Andrew Cripps

**Regrets:**

Lori Garcia-Meredith  
Len Meilleur  
David Cubberley  
Ian Graeme

**Staff:**

Theresa Gulliver  
Lise Richard

Item	Topic	
1	Call to Order:	Chair Nominated: John Luton  Moved: Rosemary Seconded: Kryn  <b>Carried</b>
2	Approval of Agenda	Moved: Rosemary Seconded: Andrew  <b>Carried</b>
3	Approval of Previous Minutes	Moved: Randy Seconded: Carlene  <b>Carried</b>
4	Business Arising from Previous Minutes	<ul style="list-style-type: none"><li>Nomination Committee Comprised of: Lori, Len, Theresa</li></ul> <p><b><u>Theresa:</u></b> Follow up with Lori and Len - Recommendations for replacements and new directors</p> <p>Talk to current ranks of interest in becoming P/VP,</p>

		<p>Secretary</p> <p>Provide brief description of the role requirements and preferred skill set to board</p> <p>Open up dialogue with Chris Foord and John Holland re: returning to the board</p> <p><b><u>All board members:</u></b> Provide recommendations for board succession to committee</p> <p><u>Deadline: 1 month prior to AGM</u></p> <ul style="list-style-type: none"> <li>• Website Committee Comprised of Andrew, John L, Len</li> </ul> <p><b><u>Theresa:</u></b> Provide Andrew with 6 bullet points of the most common experienced issues and operational, technical issues with website and top three solutions for moving forward</p> <p><u>Deadline: end of Oct</u></p> <p><b><u>Andrew:</u></b> Will connect with Penny to have this point added to the next Bike to Work BC agenda</p> <ul style="list-style-type: none"> <li>• Bylaw Review</li> </ul> <p><b><u>Theresa:</u></b> Confirm if bylaws need to go to the AGM for members approval and then to be 'registered'</p> <ul style="list-style-type: none"> <li>• Charitable Status</li> </ul> <p><b><u>Theresa:</u></b> To follow up with Lori.</p>
5	Treasurer's Report	<ul style="list-style-type: none"> <li>• Financial report Rosemary and Theresa to work together (with Arlene) to update Quickbooks income/expenses categories and condense monthly reports</li> <li>• Theresa and Lise on Payroll</li> <li>• Frank on retainer contract</li> <li>• Year end Sept 30, then 2014-2015 budget created</li> </ul>
6	Executive Directors Report	<ul style="list-style-type: none"> <li>• 2014 Survey Highlights</li> </ul>

		<p>Theresa presented 1 page summary of 480 respondents. Results to be considered in Oct Strategic Planning</p> <ul style="list-style-type: none"> <li>• Bike to Work Day Oct 8 Volunteers needed</li> </ul> <p><b><u>Theresa:</u></b> Follow up with Kryn re: using his truck for event</p> <ul style="list-style-type: none"> <li>• Outreach activities Oaklands bike-focussed Market Sept 10, a success Teaching bike skills to Brownies</li> <li>• Update on John Rogers, View Royal Councillor, upset with lack of GVBTS lobbying support</li> <li>• Membership 25 interested names on website</li> </ul> <p><b>Motion:</b> To ratify that the following individuals (attached list) be accepted as regular voting members of the Greater Victoria Bike to Work Society effective Sept 16, 2014.</p> <p>Moved: Rosemary Seconded: Andrew</p> <p><b>Carried</b></p>
7	Strategic Planning	<ul style="list-style-type: none"> <li>• Oct 18 at UVic Mark your calendars and please attend Theresa will distribute documents week of Sept 22 for board input. Recommended and agreed to keep the session focussed and form committees on the day of</li> </ul>
8	Bike Skills Courses	<ul style="list-style-type: none"> <li>• CRD Contract Update Lise provided summary of courses to date: 23 kids and adult courses complete, consisting of 180 participants 20, 1 hr workshops consisting of 165 adults 10 kids and adult courses remain 3, 1 hrs remain</li> </ul> <p>We are on the mark with fulfilling our commitments to CRD in the contract</p>
	New Business	<ul style="list-style-type: none"> <li>• Signing Authority This is complete. Theresa is added. Frank is removed</li> </ul>

		<ul style="list-style-type: none"> <li>• The BC Societies Act It is changing. Rosemary will let GVBTWS know of changes and relevant impacts</li> </ul>
10	In-Camera	<ul style="list-style-type: none"> <li>•</li> </ul>
11	Date of Next Meeting	<ul style="list-style-type: none"> <li>• October 18 at Strategic Planning session</li> </ul>
12	Adjournment	<p>Moved: Hu Seconded: Kryn</p> <p><b>Carried</b></p>