

Board of Directors Meeting

Tuesday November 7, 2017 12:05 – 13:05

GVBTWS Office, 201-531 Yates Street

PRESENT	REGRETS
KRYN ZEDEL, MIA FRANKL, HU WALLIS, LANA TEAVES, THERESA GULLIVER, ANDREW CRIPPS, CHRIS FOORD	Jack Wessel, Corey Burger
	STAFF
	Amelia Potvin

Item	Topic	Details
1	Call to order	Meeting called to order at 12:10 pm by A Cripps
2	Approval of agenda	Motion to amend agenda by adding item “Bike Skills Instructor Apparel” by C. Foord, Seconded by T. Gulliver, carried.
3	Approval of previous minutes	Motion to approve Minutes from October 11, 2017 by C. Foord, Seconded by K. Zedel, carried.
4	Business arising from previous meeting	<p>Following up on action items (L = low, M = Med, H = High):</p> <ul style="list-style-type: none"> - Corey to follow with HUB (Jeff Lee) re: letter of expectation to BTW BC (template used for BC Cycling Coalition) <ul style="list-style-type: none"> - Corey was absent, no update. Carry forward. - Andrew has contacted Darren at BTWBC as well, and Darren will present to the Board quarterly.

- Mia and Corey to connect so Mia can follow through on the connection with Glennys.
 - Mia now has Glennys's email, will connect by next board meeting.
- Amelia, Andrew, and Chris to meet to discuss equipment needs (computers) L
 - New equipment is not urgent but a longer term forecast will be developed.
- Andrew to review privacy laws for storage L
 - Board will move to using wordpress and not cloud storage for documents, completed.
- Chris to generate a list of contacts (in muni governments) to whom we could send proposals for funding surrounding active transportation plans H
 - To be completed by January 2018.
- Amelia to show sources of grants & revenues over time.
 - Was provided to Andrew shortly after the meeting, completed (added to documents on website "funding trends by year").
- Amelia, Andrew, and Mia to meet to discuss education committee.
 - Scheduled for Nov 15, 2017.
- Andrew and Mia to develop terms of reference
 - Due by January 2018.

Brief report from Amelia on workshop (on Oct 16 & 17, 2017) regarding engagement / behaviour change

- Confirmed that behavioural change occurs through things like team building events in the workplace, creating a culture of similar habits and choices; which is what we are doing at the Society.

Discussion on "Grants & Aids" funding sources:

- We will continue to seek funds under this method, however working to achieve a more sustainable source as we did in Colwood where we are now a line item in their budget. We will need different approaches for some municipalities, such as the City of Victoria who has changed their Grant & Aid qualifiers. HUB,

		for example, obtains funds by writing proposals, not Grant & Aids. If we can merge into Active Transportation we may be able to avoid bumps in the road and gain some speed on cash!
5	Treasurer's Report	n/a
6	Executive Director's Report	<p>Budget</p> <p>Present per as shown at the AGM, \$326,000 operating cost. Will not have "Active & Safe Routes to School" in our bike skills portfolio in 2018.</p> <p>(Main) Cost break down: \$23,000 for event, auction, prizes \$33,000 for management and staff Interim ED at \$20/hour, 35 hrs/week, 50 weeks \$12,000 for skills coordinator (contract position) \$3000 ED consulting \$12,000 Event Coordinator \$7000 Returning ED, two months</p> <p>This Draft Budget is \$1000 over, will add the budget to Documents on the website so can be reviewed for next Board Meeting.</p>
8	Other business	<p>Bike Skills Instructor Apparel</p> <p>The Board has consensus for this endeavour to be further explored and consider subsidizing the purchase. Discussion outside the board has suggested purchasing a small inventory as instructors come and go and this type of order is somewhat "one time" for a good price point. Noted that apparel should be consistent in style and color and have the GVBTWS logo on front and "Bike Skills Instructor <or similar>" on the back .</p> <p>Hu to develop a more detailed proposal.</p>
9	Date of Next Meeting	December 5, 2017 at 12:00 pm at the GVBTWS Office. Meeting starts at 12:05 pm.
10	In-camera	Interim ED - start at 12:35 (25 mins)

		<p>Presentation and Discussion on candidates and final decision by A. Cripps and H. Wallis</p> <p>Motion to approve that the GVBTWS enter into a contract for the interim executive director with Rochelle by C. Foord, Seconded by K. Zedel, carried.</p> <p>Note - since November 7, 2017 the candidate declined and the position was offered to Cheryl Serpanchy who accepted.</p>
11	Adjournment	Motion to adjourn at 12:56 pm by L. Teaves, Seconded by C. Foord, carried.