

**Greater Victoria Bike to Work Society
 Board of Directors Meeting – Agenda Minutes
 Tues Jan 13, 2015. 12 – 1 PM
 Bike to Work Office**

Present:
 Kryn Zedel
 Len Meilleur
 Chris Foord
 Hu Wallis
 Carlene McDonald
 Rosemary Sutton
 John Luton
 Andrew Cripps

Regrets:
 Rajinder Sahota

Staff:
 Theresa Gulliver
 Lise Richard

Item	Topic	
1	Call to Order:	Chair: Andrew Cripps Moved: Kryn Zedel Seconded: Chris Foord Carried
2	Approval of Agenda <i>Addition of: New business from Rosemary</i>	Moved: Chris F Seconded: John L Carried
3	Approval of Previous Minutes	Moved: Kryn Z Seconded: Carlene M Carried
4	Business Arising from Previous Minutes	Updates provided by Theresa <ul style="list-style-type: none"> • BTW BC Website Update <ul style="list-style-type: none"> ○ <i>GVBTWS logo will be more visible on BTWBC website during registration</i> ○ <i>We will keep the Team Leader model for 2015</i>

		<ul style="list-style-type: none"> ○ <i>Remove asking at the outset of registration: '# of Team members'</i> ○ <i>Website changes and updates to be complete mid-March</i> ○ Theresa continue to work with BTWBC and update board ● Bylaw's filed Nov 2014. Complete ● Charitable Status – Update <ul style="list-style-type: none"> ○ <i>Agreed that an informed decision has been made to not proceed at this time. Revisit if the need arises.</i> ● Saanich Celebration Station – Update <ul style="list-style-type: none"> ○ <i>Not happening as of now</i> ○ <i>Good relationship with Shannon, City Planner, Saanich</i> ○ Bike kitchen project. Shannon requested our help. Will keep in touch ● Accounting, Graphic Design, Social Media volunteer positions – Update <ul style="list-style-type: none"> ○ <i>+ Prize Coordinator Assistant position</i> ○ <i>+ Volunteers at large</i> ○ <i>These positions need to be posted and distributed</i> <ul style="list-style-type: none"> ▪ <i>Group effort needed to find replacement accountant/treasurer</i> ▪ Len will send internally (Gaming) ▪ Theresa write job description and distribute
5	Executive Directors Report	<ul style="list-style-type: none"> ● Update on recent motions: <ul style="list-style-type: none"> ● Budget (x2). <ul style="list-style-type: none"> ○ <i>Sent out for review over email</i> <i>Verbally discussed and fine</i> ● Restricted Funds <ul style="list-style-type: none"> ○ <i>Decided to leave funds in account with line item in financial statements as 'Restricted Funds'</i> ● Year end financials update <ul style="list-style-type: none"> ○ <i>Note: \$500 of expenses from 2014 will be accounted for in 2015 because of late entries (after AGM)</i> ● Update on Sponsorship

		<ul style="list-style-type: none"> ○ Confirmed: \$27,800. ○ Projected (w/o Gaming and Telus): \$38,700. ○ Online Auction projected: \$6,000. ○ Total: \$72,500 ○ Needed to carry us through Jan 15 to the end of June with a 2 person staff: \$60,000 ○ In the bank as of today: \$66,332.34 <ul style="list-style-type: none"> ● Update on Strategic Planning initiatives <ul style="list-style-type: none"> ○ On track with most objectives and timelines. ○ Celebration Station enhancements document will be distributed to board and discussed at Feb 10 meeting ○ Ride On! Report complete ○ Need: Bike Skills 2015 funds ○ CF: Ask Traffic Safety Commission for matched funds for specific project (training kids, covering expense of re-making the Bike Skills Manual) ○ Sponsor Policy Terms and Conditions complete. Theresa send to Raj ○ Sponsor sustainability policy drafted. Theresa to review ○ Outstanding: Long term sponsor recognition. Chris F, LR and TG to draft. ○ Outstanding: Satellite Station framework. Andrew to respond to Lise's draft ○ Will update the Board next meeting with where key items are at ○ Thursday February 5th: Team Leader recognition lunch and focus group. Volunteers needed for this session ● Theresa showed board 2015 t-shirt colour and first draft of logo and colours <ul style="list-style-type: none"> ○ Approved ○ Request to price wording: Board Member on sleeve of 10 shirts.
6	New Business	<ul style="list-style-type: none"> ● Decide whether or not to ask team leaders and/or participants (via email) for financial contribution to GVBTWS <ul style="list-style-type: none"> ○ Add to agenda for T.L lunch session February 5th. Use those answers to guide next step in this decision making process. ○ Idea for a specific 'ask' of participants: For every \$500 donated, GVBTWS will host skills course for students

		<ul style="list-style-type: none"> • App Update <ul style="list-style-type: none"> ○ <i>Going well. John Holland, Andrew, Theresa involved.</i> ○ Theresa to ask students to give 10 minute presentation to the Board • Bike Skills manual request <ul style="list-style-type: none"> ○ <i>See above for comments on funding from Traffic Safety Commission</i> ○ Agreed to allocate \$3000 bike skills funds to hire George (original creator of Bike Skills Manual) to redo/update manual so more versatile <p style="margin-left: 40px;">Moved: Hu Wallis Seconded: Kryn Zedel</p> • Gift for past President <ul style="list-style-type: none"> ○ <i>Yes, agreed</i> ○ Use Society funds (within reason) • New Item: <ul style="list-style-type: none"> ○ <i>Rosemary resigning from board. Effective when replacement is found.</i> ○ <i>Theresa: Priority to find replacement.</i> ○ Complete job description and circulate
7	In-Camera	N/A
8	Date of Next Meeting	Tues Feb 10, 2015 (Brief Cruise with Courtesy presentation)
9	Adjournment	Moved: John L Seconded: Chris F