

Board of Directors Meeting

Wednesday Oct 11, 2017 12:00 – 13:00

GVBTWS Office, 201-531 Yates Street

PRESENT	REGRETS
ANDREW CRIPPS, CHRIS FOORD, MIA FRANKL, COREY BURGER, KRYN ZEDEL	Theresa Gulliver, Jack Wessel
	STAFF
	Amelia Potvin, Tessa Veikle

Item	Topic	Details
1	Call to order	Meeting called to order at 12:07 pm by A. Cripps.
2	Approval of agenda	Motion by K. Zedel, Seconded by C Burger, carried.
3	Approval of previous minutes	Motion by C. Foord, Seconded by C Burger, carried.
4	Business arising from previous meeting	<p>Corey to draft letter of expectation to BTWBC</p> <ul style="list-style-type: none"> - Corey advised status pending Jeff Lee from mHUB, the BC Cycling Coalition has a template which they will send to BTWBC with HUB. <p>ACTION: Corey to follow with HUB ACTION: GVBTWS to claim school program in next grant application</p> <ul style="list-style-type: none"> - Mia and Glennys on Carshare merger

		<p>ACTION: Mia and Corey to connect so Mia can follow through on this item.</p> <p>Setting dates for social board meetings Social events intended as needed, would like to review the Marketing Impressions Report at the first one. Will allow more time for discussion.</p> <p>ACTION: First Social scheduled for Nov 10 at Swan's 6:45 pm to 8:45 pm.</p> <p>Chris to advise on any updates about new computers for the society Chris updated that staff simply need to attend Tesseract Computers and speak with Gary when time comes for equipment upgrades.</p> <p>Amelia advised have 3 computers now, one server and a shared drive. Just getting the server serviced, which will indicate if it needs to be upgraded. Servers vs cloud storage subject to privacy laws ACTION: Andrew to review privacy laws for storage ACTION: Amelia, Andrew and Chris to meet to discuss equipment needs.</p>
<p>5</p>	<p>Treasurer's report</p>	<ul style="list-style-type: none"> - Year-end financials - Jack to present year end financials at AGM <p>Amelia on behalf of Jack - The 2018 Budget is still in draft. Grants are becoming more difficult to obtain and sustain. We need new sources of income, corporate sponsors seem more sustainable. Our primary (budget) goal is to get more money! BTWBC Funds are decreasing every year as well as some municipal funds.</p> <p>Bike Skills courses did see an increase in revenue this year, largely due to the additional school courses (which require instructors who are available during the weekday).</p> <p>Opportunities for new funding exist in transportation plans surrounding sustainable travel and bike lanes; could be a source for offering bike skills to compliment these developments. ACTION: Chris to generate a list of contacts to solicit for this type of revenue.</p>

		<p>Also had discussion on including a line item at the AGM for the trend on the dollar to show the true picture of the society's budget. Chris suggests other Ministries such as Health, was confirmed the Canadian Bike Manufacturers do not offer grants / money to societies like ours. Show the declining BTWBC funds at the AGM.</p> <p>Noted again lower costs as a result of staff working with two people instead of three to orchestrate BTWW. Bike skills courses were also lower due to Active and Safe Routes to School grant, but the CRD is not renewing this and not renewing Haste.</p> <p>Year end with \$2900 surplus. ACTION: Show trends of sources of grants / revenue over time (Amelia, Jack).</p> <p>Motion to Adopt the Treasurer's report as presented by Amelia Potvin; moved by C Foord, Seconded by C Burger, carried.</p>
<p>6</p>	<p>Executive Director's report</p>	<p>Thank you certificate mentioned at last meeting</p> <ul style="list-style-type: none"> - provided in email with Board meeting documents <p>Further exploration with Comox Cycling Coalition</p> <ul style="list-style-type: none"> - Revised from course delivery to exploring selling them a tool kit with proprietary rules on material and branding. Cannot offer shadowing with such great distances between regions. Still in exploratory stages of making it happen. <p>Education Committee: Want to develop Standard Operating Procedures, formalize guides, create terms of reference. Purpose is to steer bike skills program in all aspects. This is becoming a busy and diverse component to the Society. We are being asked to e-bike trainings, more lunchtime workshops, have hands on delivery of courses (at lunchtime) develop business sponsorships for show and tell eg with Oak Bay Bikes (for ebikes), offering 55+ courses.</p>

		<p>ACTION: Mia, Amelia and Andrew to meet and discuss.</p> <p>ACTION: Mia and Andrew to work on terms of reference for the Committee</p> <p>BTW Days</p> <ul style="list-style-type: none"> - Was expanded as promised to 3 days instead of 2 as in the past. Need better communication and advertising for the events, but had decent attendance. Would be better if had a sponsor like we do for BTWW. Would like to develop a communications plan, will talk to HUB for advice and tips. - Deliverables: 100 + attendees, Centennial Square was the least busy though, overall each station was great. <p>New Members</p> <ul style="list-style-type: none"> - 37 people expressed interest in becoming members, agreed that no token of membership is required, and ensure we recognize them with a welcoming email and greeting. (Amelia to confirm required number of members at AGM for the Gaming Grant). <p>Motion to approve 37 new members upon payment of \$1 to the society by C Burger, Seconded by C Foord, carried.</p> <p>AGM</p> <ul style="list-style-type: none"> - Venue at UVic is not available, hosting at Swan's in the Buckerfields Room. Catered, doors at 5:30, meeting at 6:00 with opening presentation from guest speaker.
8	Other Business	<p>New Director(s) on the Board proposed</p> <ul style="list-style-type: none"> ○ Hu Wallis, Lana Teaves ○ Andrew to confirm how they are appointed. ○

		<ul style="list-style-type: none"> - Special Committees <ul style="list-style-type: none"> o Other committees will be established for joint ventures / partnerships (underway) and other areas for development of the society as needed. - Corey discuss workshop on engagement <ul style="list-style-type: none"> o \$200 weekday meeting, 2 days, on how to market transportation. Agreed Amelia should attend the workshop and a board member or two should attend the executive breakfast.
9	Date of Next Meeting	AGM - October 26 Board meeting November 14, 2017 at 12 PM, GVBTWWS Office
10	In-camera	Renewal of Executive Director's contract - Discussed interim ED as well.
11	Adjournment	Motion to adjourn at 1:10 pm by K Zedel, Seconded by C Foord, carried.