

**Bike to the Future Monthly Meeting**  
**October 7<sup>th</sup> 2008 - Manitoba Eco-Centre**  
**Minutes**

**Directors**

**Present:** Jackie Avent, Kevin Miller (Chair), Mark Cohoe, Ben Goldstein, Curt Hull, Rob Cosco, Jeremy Hull, Dave Elmore, Karin Kliewer, Cory Bellhouse

**Regrets:** Dave Wieser

**Members**

**Present:** Anders Swanson, Ted Mann, Tim Hunt, David Hubbard, Charlie Thrift, Liz Erickson, Kathy Knowles, Dustin Dufour, John Anderson, Kaj Hasselriis

**Regrets:** Shannon Keys, Don English, Gareth Simons, Lindsey McBain

**Guests:** Caitlin McIntyre

**1. Introductions**

**2. Call to Order**

The meeting was called to order at 5:30 pm by chair Jackie Avent.

**3. Approval of Minutes**

Minutes from the September 9<sup>th</sup>, 2008 meeting were approved.

**4. T-Shirts**

Ben Goldstein updated us on the Bike to the Future t-shirts we've printed up for fundraising. 200 shirts were printed

- 100 black
- 25 baby blue
- 25 red
- 25 navy
- 25 grey

Sizes are limited (small to XXXL)

We decided on pricing as follows:

- \$20/t-shirt
- \$30 for t-shirt plus membership
- \$40 for t-shirt, membership plus bike shorts ticket

## **5. Wheely Green**

Caitlin McIntyre from Wheely Green spoke about her company, their partnership with BttF, and their desire to participate in the fall forum.

- They run a pedi-cab service
- They market an environmentally oriented coupon book
- They are donating \$1.50 from each coupon book they sell to BttF
- They want to sell the coupon books at the fall forum, donating the \$10 commission from each book sold to BttF

We agreed this would be beneficial to both organizations; they will send us a cheque after the forum.

## **6. Finance**

Curt Hull provided an update on finances. See the attached report.

## **7. Safety & Education Report**

Dave Elmore gave an update from the Safety & Education committee. See attached report.

## **8. SUN SET**

Mark Cohoe gave an update on the U of W SUN SET program. The program puts non-profit groups together with student researchers to help create practical research projects that will benefit the community. We are looking to update the list of cycling related research projects we have listed on the SUN SET site. Contact Mark if you have any ideas.

## **9. Cyclist's Map**

Ted Mann and Curt Hull updated us on progress being made towards a new City of Winnipeg Cyclist's map.

- They've held 4 meetings so far
- Curt Hull, Ted Mann, Ron Brown, Beth McKecknie, Janice Lukes, Gord McGonigal, and Kevin Nixon have been working on the map project.
- They have completed a charter for the project
- They've gone to the city for approval of funding, and are hoping for approval this week.
- Most bike maps are paid for by the corresponding city government
- The cyclists map will be aligned with the city's AT map
- The cyclists map will give an idea of what to expect along routes
- Only routes on the AT map will be included in the cyclists map
- The map will go through a tendering process
- They are targeting completion of the map for March 15, 2009
- Ted is requesting volunteers to help with route checking, and will send Kevin a request in include in the next Announcement e-newsletter. We'll also ask for volunteers at the forum. They need to get the route information in before the snow falls.
- Once completed, the map will be updated and will be a dynamic resource.

## 10. Downtown Bicycle Lanes Update

- Meeting #4 on downtown bike lanes has taken place
- See updates on the Downtown Winnipeg Cycling Google Group via One Green City ([www.onegreencity.com](http://www.onegreencity.com))
- Meetings have been small scale with stakeholders
- Hargrave/Carlton likely first to get bike lanes painted
- Progress on Fort/Garry bike lanes is slower, there have been some suggested modifications
- Overall, the process seems to be going well
- When next to parking, a 5' bike lane is being painted outside of a 10' parking lane.
- We'll have to work to keep the same budget for next year
- Assiniboine bikeway is going forward to a consultant for public input
- We will want to frame the discussion that goes forward on Assiniboine
- Downtown BIZ is offering to pay for half the cost of bike racks (including installation) in the downtown
- Anders requested that members keep spot improvement suggestions coming forward via One Green City

## 11. Membership

Cory Bellhouse and Karin Kliewer will be meeting Friday to discuss membership strategy. They hope to put together a letter that will be sent out via email, although they are uncertain how to manage this at the moment. They are looking into on-line payment options through PayPal, Touchless Tickets, etc., and will find out about rules related to each payment method.

### Discussion:

- The easiest way to handle on-line membership fees would be to have a stand-alone website that we can link to.
- To pay via PayPal, members would need to register their credit card/bank account.
- Anyone who took out membership after the last fall forum will not need to renew
- The membership form still has an option to allow for open donations, so we should include a reminder of that in any communications sent out.
- We will try to phone or mail those without email after the forum
- It might be worth sending out a letter to all lapsed members
- Do we want prizes for renewal incentives?
- We want membership prizes to be better than any door prizes.

### Actions:

- Ben Goldstein will look into the options available for us to connect to payment sites off of our website.
- Tim Hunt will coordinate prize packages for membership renewals

## 12. AGM/Board of Directors

Our Annual General Meeting has been scheduled for November 18<sup>th</sup>, 2008. We need to send out notice of the AGM at least 21 days in advance. We have one vacancy plus one member leaving the board.

### Actions:

- Kevin Miller will put together job descriptions/expectations
- Mark Cohoe and Kevin Miller will put together by-law changes
- Any member interested in becoming a board member should contact Kevin Miller via the BttF contact email (contact@biketothefuture.org)

## 13. Fall Forum

Curt Hull briefed us on planning for the fall forum. Kaj Hasselriis has been hired as the event planner for the forum.

Tentative agenda:

- ½ hour introduction/orientation
- Show a few visionary videos
- Skit
- Mayoral Address
- 1 hour expert panel moderated by Bartley Kives
  - you can send in questions for the panel over the BttF website [www.biketothefuture.org](http://www.biketothefuture.org)
  - Panel discussion will be broadcast by CKUW
  - Each panellist will be partnered with a buddy
- Break Out Groups

Other notes on the forum

- The U of W has excellent bike parking located next to its security office, make sure you lock your bike properly.
- 5-6 organizations will be displaying at the forum
- There will be prizes at the forum
- The forum committee has been meeting at the Sport Manitoba building every Wednesday.

## 14. Adjournment

The meeting was adjourned at 7pm

## 15. Reports

### 15.1. *Safety and Education*

by Dave Elmore, Safety & Education Director

October 7, 2008

- 5 members have completed all the training and are certified as Can-Bike I instructors. All will be certified as Can-Bike II instructors once the written exam has been completed.

- Discussions between the province and the Manitoba Cycling Association (MCA) continue in an effort to revive the Can-Bike program in Winnipeg/Manitoba. MCA indicates that there has been significant interest shown through calls to their office for cycling safety and skills training. Provincial funding has been provided, and discussions are taking place with Mountain Equipment Coop to outfit the instructors with the needed gear for the Can-Bike course. The 5 members of BttF taking the Can-Bike Instructors course represents the first instructors trained, however the hope is that there will be others that qualify and are interested in taking the training required to expand the base of available trainers. The specifics of how the course would be rolled out still require further discussion between Howard Skrpnik, MCA, and BttF. It is not expected that any Can-Bike training would be rolled out before the spring.

- BttF's Safety & Education Committee has developed a training course based on the Can-Bike program, however broken into 3 modules which would allow riders to select a level/course content that is appropriate to their skill level. The 3 modules cover the following:

Module 1 - Basic safe cycling & road positioning

Module 2 - Specific road positioning and multi-lane, high-speed arterial riding

Module 3 - Understanding and maintaining your bike

- The first module was delivered to 5 BttF members in September, and the 2<sup>nd</sup> module was delivered on October 5th, however only 2 of the 5 individuals were available for the training. **The 3<sup>rd</sup> module will be delivered in November, and because it is based on understanding and maintaining your bike, it is open to anyone interested.** The maximum number of participants may have to be limited depending on the availability of instructors. All 5 participants attending the module 1 training have indicated interest in module 3 training.

Feedback on the first 2 modules delivered has been positive. Of particular note, the on-road portions of the course were particularly well received. The module format seems to as well have been helpful to participants in allotting time for taking the course. The only real challenge has been in trying to coordinate the dates/times for the course to suit the participants. The course was delivered at no charge to participants and this could have contributed to the lack of commitment.

### 15.2. *Finance*



**General Ledger**  
- Apr 1, 2008 to Oct 7, 2008

| Date written | Bank Date        | Acct           | Payee          | Memo   | Ck# | CR          | DB          | Balance            |
|--------------|------------------|----------------|----------------|--|-----|-------------|-------------|--------------------|
|              | <b>01-Apr-08</b> |                |                | <b>Balance Forward</b>                           |     |             |             | <b>\$ 2,498.31</b> |
|              | 25-Apr-08        | Donation       |                | MEC bag donation                                 |     |             | \$ 2,400.00 | \$ 4,898.31        |
|              | 25-Apr-08        | Donation       |                | MCA donation for MB Budget printing              |     |             | \$ 400.00   | \$ 5,298.31        |
|              | 25-Apr-08        | Membership     |                | Deposit  |     |             | \$ 550.00   | \$ 5,848.31        |
|              | 30-Apr-08        | Interest       |                | Interest   |     |             | \$ 0.36     | \$ 5,848.67        |
| 12-May-08    | 13-May-08        | BTWD           | Anders Swanson | Contempra Signs                                  | 26  | \$ 117.60   |             | \$ 5,731.07        |
| 9-May-08     | 15-May-08        | BTWD           | Ken Gerrard    | BTWD Website                                     | 25  | \$ 500.00   |             | \$ 5,231.07        |
| 13-May-08    | 16-May-08        | Admin cost     | MB Eco Network | MEN Membership renewal                           | 27  | \$ 50.00    |             | \$ 5,181.07        |
|              | 19-May-08        | Membership     |                | Deposit  |     |             | \$ 20.00    | \$ 5,201.07        |
|              | 22-May-08        | Membership     |                | Deposit  |     |             | \$ 20.00    | \$ 5,221.07        |
| 14-May-08    | 27-May-08        | BTWD           | Anders Swanson | Industry Images inv 2599 - Posters               | 28  | \$ 109.77   |             | \$ 5,111.30        |
|              | 31-May-08        | Interest       |                | Interest   |     |             | \$ 0.70     | \$ 5,112.00        |
| 1-Jun-08     | 02-Jun-08        | BTWD           | Anders Swanson | Industry Images inv 2630 - Posters               | 30  | \$ 166.33   |             | \$ 4,945.67        |
|              | 02-Jun-08        | Membership     |                | Deposit  |     |             | \$ 120.00   | \$ 5,065.67        |
| 1-Jun-08     | 03-Jun-08        | BTWD           | War on Music   | BTWD T-shirts deposit                            | 31  | \$ 1,680.00 |             | \$ 3,385.67        |
|              | 05-Jun-08        | Membership     |                | Deposit  |     |             | \$ 5.00     | \$ 3,390.67        |
| 10-Jun-08    | 11-Jun-08        | BTWD           | Anders Swanson | Industry Images inv 2724 - Posters               | 32  | \$ 66.53    |             | \$ 3,324.14        |
| 17-May-08    | 19-Jun-08        | Admin cost     | Jackie Avent   | Special membership meeting food                  | 29  | \$ 10.89    |             | \$ 3,313.25        |
|              | 30-Jun-08        | Interest       |                | Interest   |     |             | \$ 0.32     | \$ 3,313.57        |
| 2-Jul-08     | 11-Jul-08        | Admin cost     | Alain Foidart  | Dreamhost inv#319764 - Website domain            | 33  | \$ 83.65    |             | \$ 3,229.92        |
| 3-Jul-08     | 11-Jul-08        | Admin cost     | Jackie Avent   | Contempra inv#93491 - BttF Banner                | 34  | \$ 107.52   |             | \$ 3,122.40        |
| 8-Jul-08     | 21-Jul-08        | BTWD           |                | Invoice to BTWD                                  |     |             | \$ 640.23   | \$ 3,762.63        |
|              | 25-Jul-08        | Scavenger hunt |                | City (Mike Pettet) for Ray Yuen Scavenger hunt   |     |             | \$ 450.00   | \$ 4,212.63        |
|              | 31-Jul-08        | Interest       |                | Interest   |     |             | \$ 0.35     | \$ 4,212.98        |
|              | 13-Aug-08        | Membership     |                | Deposit  |     |             | \$ 20.00    | \$ 4,232.98        |
|              | 23-Aug-08        | Membership     |                | Deposit  |     |             | \$ 15.00    | \$ 4,247.98        |
|              | 31-Aug-08        | Interest       |                | Interest   |     |             | \$ 0.46     | \$ 4,248.44        |
|              | 19-Sep-08        | Membership     |                | Deposit - memberships                            |     |             | \$ 50.00    | \$ 4,298.44        |
|              | 24-Sep-08        | Fall Forum     |                | Grant - SDIF                                     |     |             | \$ 4,500.00 | \$ 8,798.44        |
|              | 30-Sep-08        | Interest       |                | Interest   |     |             | \$ 0.66     | \$ 8,799.10        |
|              | 01-Oct-08        | Membership     |                | Deposit - memberships                            |     |             | \$ 100.00   | \$ 8,899.10        |
|              | 01-Oct-08        | Membership     |                | Deposit - memberships                            |     |             | \$ 20.00    | \$ 8,919.10        |
|              | 03-Oct-08        | Fall Forum     | Kaj Hasselriis | 1st pmt as per Fall Forum Event Planner contract | 38  | \$ 1,750.00 |             | \$ 7,169.10        |
|              | 03-Oct-08        | Fall Forum     | Kaj Hasselriis | Industry Images inv#3652 - poster printing       | 40  | \$ 534.24   |             | \$ 6,634.86        |
| 24-Apr-08    |                  | Conference     |                | Journal entry - ck#12 stale dated                | 12  |             | \$ 30.00    | \$ 6,664.86        |
| 8-Jul-08     |                  | Conference     | Planners Plus  | To replace ck#12 - Oct'07 Green Conference       | 35  | \$ 30.00    |             | \$ 6,634.86        |



**Income Statement - Apr 1 '08 to Oct 7 '08**  
**Financial Statement**

|                                  | Account        | DB                 | CR                 | Net                |
|----------------------------------|----------------|--------------------|--------------------|--------------------|
| <b>Revenue</b>                   |                |                    |                    |                    |
|                                  | Donation       | 2,800.00           |                    | \$ 2,800.00        |
|                                  | Interest       | 2.85               |                    | \$ 2.85            |
|                                  | Membership     | 920.00             |                    | \$ 920.00          |
|                                  |                |                    |                    | <u>\$ 3,722.85</u> |
| <b>Expenses</b>                  |                |                    |                    |                    |
|                                  | Admin cost     |                    | 252.06             | \$ (252.06)        |
|                                  | BTWD           | 640.23             | 2,640.23           | \$ (2,000.00)      |
|                                  | Conference     | 30.00              | 30.00              | \$ -               |
|                                  | Fall Forum     | 4,500.00           | 2,284.24           | \$ 2,215.76        |
|                                  | Scavenger hunt | 450.00             |                    | \$ 450.00          |
|                                  |                |                    |                    | <u>\$ 413.70</u>   |
| <b>Net earnings YTD</b>          |                |                    |                    | <b>\$ 4,136.55</b> |
| <b>Opening retained earnings</b> |                |                    |                    | <b>\$ 2,498.31</b> |
| <b>Closing retained earnings</b> |                |                    |                    | <b>\$ 6,634.86</b> |
|                                  |                | <b>\$ 9,343.08</b> | <b>\$ 5,206.53</b> |                    |