

Bike to the Future Monthly Meeting

November 23, 2010 – 6:30 to 7:30 PM

University of Winnipeg Boardroom (room 2M70), 2nd floor in Manitoba Hall

Minutes

Directors:

Present: Kevin Miller (meeting chair), Mark Cohoe (notes taker), Curt Hull, Mark Wiehler, Liz Erickson, Shona Kusyk, Bill Newman, Loren Braul, Tom McMahon,

Regrets: Charles Feaver, Vicky Reaney, Dave Elmore

Members:

Present: Gord McGonigal, Rob Cosco, Jackie Avent, Lindsey McBain, Don English, Amanda Humphries, Jeremy Hull, Linda Hull, Shannon Keys, Gareth Simons, Anita Miller, Mike Tutthill, Bruce Popham, Val Cousineau, Chris Chypyha, Ted Mann, Ken Preston, Peter Aitchison, Rowena Fisher, Warren Bend, Janice Lukes, John Wilmott, Guy Madill

Regrets: Anders Swanson, Bryan Goods, Barre Hall

Non-members: Jen Kowalchuk, Cornelia Dombroski, Trevor Sie

Note: For all items listed as “(update)”, please see the minutes from previous months’ meetings.

<http://biketothefuture.org/about/meetings>

1. Minutes from the October Monthly Meeting

- This has been posted for three weeks at <http://biketothefuture.org/about/meetings>. Kevin briefly reviewed it. Approved by consensus.

2. New BttF mobile display unit to use at events (update) – Rob Cosco

- [Woodcock Cycle Works](#) has donated a bike trailer that will be used to store and transport the mobile display.
- The mobile display should be ready to use in early 2011.

3. Sturgeon Creek Bridge replacement project – Ted Mann

- In early November the City’s consultant invited BttF to send a rep to an initial stakeholders’ meeting. Ted went.
- It was a very good first meeting. Several stakeholder organizations were represented, but there were few unattached community residents. Only Ted had an AT perspective.
- The next bridge will be built higher than the existing bridge. Trails under the bridge will also be higher, and access trails will be improved.
- **Motion** to authorize Ted to represent BttF on this project: Mark C. Second: David W. Passed by consensus.

4. Grant Writer (update) – Mark Wiehler

- Vicky and Mark are working on two MEC grants. They will be looking for a third grant in the new year.

5. 2011 Bike to Work Day – Mike Tutthill

- The tentative date for the 4th annual BtWD is Friday June 24th. Mike is the volunteer Project Manager. Volunteers are needed to serve on the planning committee. Mike will set up a date and location for monthly meetings.
- **Kevin will produce a Latest News item on our website to recruit volunteers.** ([done](#))
- As in previous years, there will be a staff person to do the detailed work in May and June.

6. Bicycle Valet Winnipeg (update) – David Wieser

- Effective next August, David will be transferred away from Winnipeg; he’s in the Canadian Forces.
- David will be working on a succession plan for [Bicycle Valet Winnipeg](#). This is very important because BVW has received \$11,000 in sponsorships, and it has made great progress towards achieving its business plan.

7. Community Outreach / Capacity Planning meetings – Janice Lukes

- Janice (Winnipeg Trails Association), Anders, Kevin Miller, Curt, Mark Cohoe, Charles, Dave Elmore, Kevin Nixon (City of Winnipeg), and Beth McKechnie (Physical Activity Coalition of Manitoba) met on November 10th. This initiative was introduced by Anders a year ago, and has been discussed at many Monthly Meetings since then.
- The goal is to get better community engagement on future AT plans.
- A week later, Janice took the results of this meeting to the City's monthly Active Transportation Advisory Committee (ATAC) meeting where it was discussed for 45 minutes.
 - It is critically important to determine a better Community Outreach / Community Engagement process to ensure moving forward on AT.
 - An ATAC sub-committee will be formed. They will meet before year-end.

8. 2011 priorities – Kevin

- At the October Monthly Meeting there was consensus that we should scale back the roles and responsibility of the Board to ensure long-term sustainability of BttF. We are volunteers.
- We can't continue to try and serve the needs of every cyclist that contacts us. Janice suggested that we forward general cycling questions/problems to Kevin Nixon, the City's Active Transportation Coordinator. His workload is already huge, but if it grows even more, maybe the City will hire someone to assist him.
- We will discuss 2011 priorities at the January Monthly Meeting.

9. Contracting staff / budget / fundraising – Kevin

- Kevin cannot continue to do BttF admin as a volunteer, and he does not want to be paid for it. He retires from his career next summer, and he needs freedom from too many time commitments.
- The absolute minimum time required to do BttF administration is ~365 hours per year or ~1 hour per day, although some times during the year and some days during the week are much more and much less than others. Tasks include
 - promptly and consistently monitoring contact@biketothefuture.org and dealing with the many messages (5 to 10 per day), including media contacts, questions and requests for info/help from members and supporters, notice of opportunities, requests for promotion of events and attendance at events, and misc messages related to the administration of BttF.
 - website updates: Upcoming Events, Latest News, and Local Media items, and creating/updating the info on permanent website pages so that it's always up-to-date.
 - producing/distributing Announcement list messages/newsletters.
 - Membership database updates and other membership admin.
- \$5000 annually would be needed to contract someone on a casual, as-needed, hourly basis to handle BttF admin. In order to be able to operate more-or-less independently, the admin person would need a good cycling background and a reasonable knowledge of BttF.
- We should look into the Green Team program to see if we're eligible for a summer intern.
- Fundraising ideas:
 - Try to set up automated monthly donations to BttF.
 - Accept donations at events (in addition to selling memberships).
 - Add a request for donations to our contact@biketothefuture.org e-mail signature.
 - We don't have a charitable status because we're an advocacy organization, but for our admin requirements perhaps we can partner with another organization that has charitable status.
 - Our annual memberships are very inexpensive (\$10 individual, \$20 family, \$5 student/low-income). Perhaps we should raise the cost. (Our original rationale for inexpensive memberships was that having members was more important than generating income, and we didn't want cost to be a deterrent.)
 - We should be aware of the psychology of membership versus donation.
 - We could consider a 'recommended' membership fee, but allow any donation to get you a membership.
 - Fundraising Night. Trivia Night.
 - Perhaps there should be a Special Board Meeting to look at funding.
 - The contracted admin person should work at fundraising. (i.e. obtaining their own funding)
- Budget:
 - Liz, Curt, Mark, and Kevin have had a discussion about a possible 2011 budget. Mark has created a draft, which will be discussed further by the Board.
- **Motion** to spend up to \$5000 in 2011 for contracted admin: Mark C. Second: Curt. Passed by consensus.

10. Monthly Meeting format – Kevin

- Kevin asked for opinions.
- Jeremy: We have many small items. Maybe they shouldn't be part of the meeting so we'd have more time for substantive issues.

11. City Committee report – Mark Cohoe

- The extra \$2.5M the City needs for the 2010 Infrastructure projects (<http://biketothefuture.org/cycling-news/archives/2010/11/23/city-tab-for-bike-pedestrian-upgrades-climbs-by-3m>) will be 2011 funding or it will be transferred from the City's reserve fund that collects money from capital projects that come in under budget; it won't be new money.
- Brad Sacher, the City's Director of Public Works, reiterated that the City is getting very good value for its ~1/3 contribution to the 35 \$20M AT Infrastructure projects.
- Thanks to Anders for getting Winnipeg on [Google Maps' Bike Directions](#).

12. Financial report – Liz Erickson

- Attached.

13 Adjournment

- **Motion** to adjourn: David W. Second: Curt. Passed by consensus
- The next Monthly Meeting will be on Tuesday January 11th at 5:30 PM at the *Sport for Life Centre*.



Income Statement - Year to Date - October 31, 2010
Financial Statement

	Account	DB	CR	Net
Revenue/Partnerships/Grants				
	Interest	1.37		\$ 1.37
	Membership	1,337.85		\$ 1,337.85
	Donation	160.00		\$ 160.00
	T-Shirts	40.00		\$ 40.00
	Bike Shorts	1,034.76	1,051.35	\$ (16.59)
	MEC Partnership		1,866.43	\$ (1,866.43)
	MEC Partnership 10/11	3,000.00		\$ 3,000.00
	Bike Valet	4,550.00	5,050.00	\$ (500.00)
		10,123.98	7,967.78	\$ 2,156.20
Expenses				
	Admin Cost		237.57	\$ (237.57)
			237.57	\$ (237.57)
	Opening retained earnings			\$ 8,866.84
	Net earnings YTD			\$ 1,918.63
	Closing retained earnings			\$ 10,785.47
		10,123.98	8,205.35	1918.63

Note: As of Apr 1 '09 T-shirts had yet to recover \$597.64 of cost **T-shirt net to date:** \$ (557.64)

Note: Opening retained earnings includes **\$450 liability for July 25, '08 Scavanger Hunt grant**

Note: Opening retained earnings includes \$3,000.00 for the MEC Partnership Grant received last fiscal year. See breakdown of funds spent on Grants & Partnership report.



General Ledger
Fiscal Year to Date - October 31, 2010

01-Apr-10		Balance Forward					\$	8,866.84
Date written	Bank Date	Acct	Who	Memo	Ck#	CR	DB	Balance
30-Apr-10	30-Apr-10	Interest	ACU	Credit Interest			\$ 0.16	\$ 8,867.00
30-Apr-10		Membership	Paypal	Membership \$\$ in Paypal used to pay Invoice 1112			\$ 50.00	\$ 8,917.00
30-Apr-10		Admin Cost	MB Eco Network	2010 Membership, Invoice #1112. Paid through Paypal	\$	50.00		\$ 8,867.00
	11-May-10	Membership	Misc	Liz Erickson - Deposit			\$ 145.00	\$ 9,012.00
	12-May-10	T-Shirts	Misc	Liz Erickson - Deposit			\$ 40.00	\$ 9,052.00
	12-May-10	Membership	Misc	Liz Erickson - Deposit			\$ 90.00	\$ 9,142.00
13-May-10	24-Jul-10	Admin Cost	Rob Cosco	Poster Printing	76	\$ 112.57		\$ 9,029.43
	31-May-10	Interest	ACU	Credit Interest			\$ 0.17	\$ 9,029.60
13-Jun-10		MEC Partnership 09/10	Dreamhost	Annual Webhosting (paid via Paypal - \$91.40 USD)	\$	99.87		\$ 8,929.73
13-Jun-10		Membership	Paypal	Membership \$\$ in Paypal used to pay Dreamhost			\$ 99.87	\$ 9,029.60
	30-Jun-10	Interest	ACU	Credit Interest			\$ 0.17	\$ 9,029.77
13-Jul-10	27-Jul-10	Bike Shorts	Winnipeg Film Group	Deposit on event space	75	\$ 315.00		\$ 8,714.77
18-Jul-10	20-Jul-10	MEC Partnership 09/10	Anders Swanson	Final Payment on contracted services provided	77	\$ 1,000.00		\$ 7,714.77
18-Jul-10	27-Jul-10	Bike Valet	David Wieser	Start up funds	78	\$ 500.00		\$ 7,214.77
22-Jul-10	27-Jul-10	Bike Valet	David Wieser	Payout of BVW MEC Grant	79	\$ 2,800.00		\$ 4,414.77
	23-Jul-10	Bike Valet	MEC	David Wieser - Deposit - Grant for Bike Valet			\$ 2,800.00	\$ 7,214.77
	26-Jul-10	Membership	Misc	Liz Erickson - Deposit			\$ 467.98	\$ 7,682.75
	26-Jul-10	Donation	Misc	Liz Erickson - Deposit			\$ 70.00	\$ 7,752.75
	31-Jul-10	Interest	ACU	Credit Interest			\$ 0.17	\$ 7,752.92
	05-Aug-10	Membership	Misc	Liz Erickson - Deposit			\$ 120.00	\$ 7,872.92
	31-Aug-10	Interest	ACU	Credit Interest			\$ 0.12	\$ 7,873.04
02-Sep-10	10-Sep-10	Bike Shorts	Dustin Anderson	Bike Shorts DVDs	80	\$ 75.00		\$ 7,798.04
08-Sep-10	28-Oct-10	Bike Shorts	Joe Seitz	Promo Poster Modifications	81	\$ 100.00		\$ 7,698.04
13-Sep-10	25-Sep-10	MEC Partnership 09/10	Computer Service Grp	Virus/Spyware Removal - Inv 1550	82	\$ 266.56		\$ 7,431.48
22-Sep-10	01-Oct-10	MEC Partnership 09/10	Mark Cohoe	Expenses - Portland Active Transport Conference	83	\$ 500.00		\$ 6,931.48
23-Sep-10	05-Oct-10	Bike Valet	David Wieser	Payout of MPI Grant	84	\$ 1,750.00		\$ 5,181.48
	26-Sep-10	Bike Valet	MPI	Liz Erickson - Deposit - Grant for Bike Valet			\$ 1,750.00	\$ 6,931.48
	26-Sep-10	Membership	Misc	Liz Erickson - Deposit			\$ 290.00	\$ 7,221.48
	30-Sep-10	Interest	ACU	Credit Interest			\$ 0.20	\$ 7,221.68
08-Oct-10		Admin Cost	UofW Conference Svcs	Room rental for September meeting	86	\$ 75.00		\$ 7,146.68
09-Oct-10	21-Oct-10	Bike Shorts	Winnipeg Film Group	Balance owing on inv 2981	87	\$ 315.00		\$ 6,831.68
15-Oct-10		Bike Shorts	Laura Newman	International Fan Favourite	88	\$ 50.00		\$ 6,781.68
15-Oct-10	27-Oct-10	Bike Shorts	Daniel Timmerman	Local Fan Favourite	89	\$ 50.00		\$ 6,731.68
17-Oct-10	26-Oct-10	Bike Shorts	Don English	Misc expenses	90	\$ 146.35		\$ 6,585.33
	17-Oct-10	Bike Shorts	Don English	Liz Erickson - Deposit - Sales Bike Shorts Film Fest			\$ 1,034.76	\$ 7,620.09
	17-Oct-10	Membership	Misc	Liz Erickson - Deposit			\$ 75.00	\$ 7,695.09
	17-Oct-10	Donation	Misc	Liz Erickson - Deposit			\$ 90.00	\$ 7,785.09
	17-Oct-10	MEC Partnership 10/11	MEC	Liz Erickson			\$ 3,000.00	\$ 10,785.09
	31-Oct-10	Interest	ACU	Credit Interest			\$ 0.38	\$ 10,785.47

Grants, Partnerships & Projects

Cheque # or Meeting / Agenda

MEC Partnership 2009-2010		\$5,000.00
Anders Swanson - One Green City	chq 72	\$2,000.00
Anders Swanson - One Green City	chq 77	\$1,000.00
Dreamhost - Webhosting	Paypal	\$99.87
Expenses at Conf - M Cohoe	chq 83	\$500.00
Website work - Spyware/Virus Removal	chq 82	\$266.56
Total Available		<u>\$1,133.57</u>

Earmarked from available

Grant Writer-Feb meeting	Feb - pt 9	\$500.00
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Total earmarked funds from MEC Partnership **\$500.00**

MEC Partnership 2010-2011		\$3,000.00
Earmarked from available		
Website Rebuild - October meeting	Oct - pt	\$1,800.00
Display and Trailer - October meeting	Oct - pt	\$2,500.00
Total earmarked funds from MEC Partnership		<u>\$4,300.00</u>

Please note that the \$633.57 remaining unearmarked from the 09/10 grant can be put towards items earmarked in the 10/11 grant.

Bike to the Future - Bike to Work Day Project Start Up **\$2,000.00**

Bike to the Future - Bike Valet Winnipeg Project Start Up **\$500.00**

MEC - (Bike Valet specific grant)		\$2,800.00
David Wieser - BVW	chq 79	\$2,800.00

MPI - (Bike Valet specific grant)		\$1,750.00
David Wieser - BVW	chq 84	\$1,750.00