

Comox Valley Cycling Coalition

Monthly Board Meeting - MINUTES

At: Genoa Room, Comox Marina

Thursday, June 27, 2019, 7:00pm

Attending Board Members:

Lawrence Vea, Terry Bourque, Marg Harris, Judy Loukras, Gregg Strong, Steve Allen, Chris Bowman, Matt Low, Angela Holmes

- Joined by Angela Dawson, guest.

1. Getting Started

- **Motion:** Accept May Minutes.
 - Moved by Marg, Seconded by Judy. **Passed** unanimously

2. Reports

- Board Reports (attached as Appendices at end of report).
 1. June 2019 BdRpt Financial
 2. June 2019 BdRpt Membership
 3. June 2019 BdRpt Education - Bike Rodeo Coordinators: Posting/Job Description
 4. June 2019 BdRpt - Bike Racks
 5. June 2019 BdRpt - Education

3. New Business

- Financial matters
 - CVCCo received \$1,200 CVRD grant for bike racks - should receive the money ~August.
 - **ACTION: 1) Chris & Brian to make plan for spending this, including to get a good, stand-up sign(s) to go with racks.**
 - CCCTS Legacy Fund Grant came in. \$500 for Ride Right; \$1,000 for rodeos
 - Paul Bally funds almost expended. Angela has ideas from conference how we might use balance. Letter will need to be sent to Evelyn outlining how funds used (prepared by?)
- Membership
 - **Draft Motion for review** (at Aug meeting): Move that, starting in 2020, we will no longer require payment of \$25 Corporate membership dues for bike shops, so long as they continue to offer the 10% discount on (*what exactly is discounted?*) to CVCCo members.
 - Bike shops will need to sign agreement committing to this discount arrangement (*need someone to draft?*).
 - This will only apply to bike shops (so far), as we could have other corporate members in future - such others will still be required to pay the \$25 corporate membership fee (unless there is some CVCCo member benefit they may be able to provide?)
- Newsletter
 - Suggested other provincial cycling coalitions might like to receive our newsletter
 - Possible upcoming topics:
 - **ACTION: Lawrence & Gregg to do draft on (fuzzy) topic of something like "Opportunity & Advocacy", noting how this links to requests that members send in letters to Council members to support cycling related matters**
 - possible topic - things happening at provincial level (BCCC, MOTI, Environment, etc) , perhaps centred around Angela's recent attendance at conference

- New Rodeo Coordinator(s)
 - No luck yet re new Rodeo Coordinator. A new job description for 2 coordinator positions (one for volunteer management) shared. We need someone on board by end of August
 - Feedback: specify remuneration to be paid; give idea re hours required; consider more avenues (Craigslist, WorkBC?) to disseminate position; be open to 1 or 2 coordinators
 - Angela H will forward posting to School and regional PACs. If necessary, we can consider going broader to platforms like Craigslist and WorkBC
- Criminal Records Checks
 - Lawrence registered CVCCo as an organization that can get Criminal Record checks for volunteers.
 - It was decided not to start requiring that all volunteers get checks at this time, for the following reasons: 1) it is a hurdle for volunteers, 2) Matt noted that in his volunteer experience, Criminal Records checks have been required for overnight events, and 3) volunteers at rodeos are not alone with children.
- Adult Ride Right Course & Eventbrite registration
 - Jude is using Eventbrite to post and manage registration for events (see example for Ride Right course: https://www.eventbrite.com/e/ride-right-cycling-safety-course-tickets-64363193043?aff=efbeventtix&fbclid=IwAR3F0O5R1kuXHbS5SB6G-JDpl47yTCRWBHxpTQWXTqr_plDKFk5bIkYP4DU). This makes life easier for organizer and attendees, reaches a broader audience, and manages the financial side of things. Payment model is based on fee for tickets sold.
 - Jude noted we have been successful reaching audiences via social media - mostly Facebook & Instagram. We can track views, likes, forwards and follows. She put \$400 into promoting our course/events on Facebook, which has in past increased FB followers, and should do so again
 - Comox Rec is willing to advertise CVCCo courses. Plan to start in Spring 2020
- Managing Inventory
 - Recent use of CVCCo vests has highlighted a need for better inventory management. We have been ending up with supplies in various locations with no one clear where they are.
 - Marg - adult sized vests are all large and many are getting old and grotty. **ACTION - Marg to get a quote to buy ~15 large and 15 medium adult vests.**
 - **ACTION: Chris & Gregg will develop options to better manage inventory. This will also cover managing any official paper/files (hard copy and/or digital) - including guidelines on when to destroy/delete docs**
- BC Active Transportation Summit (June 17/18, New Westminster)
 - Angela H attended for CVCCo, and came back energized and impressed. Over 1,000 attendees. She shared a slide presentation
 - themes that stood out included: diversity, inclusivity, climate change
 - Many municipalities now have Active Transportation coordinators, and funds to support this may become available. (*Angela - how would we find out whether we can help stir something up for Courtenay?*)
 - potential funding may become available through MOTI (for AT strategy), Plan H (healthy communities), VIHA?
 - Angela shared these new guidelines for Active Transportation design: https://d3n8a8pro7vhmx.cloudfront.net/bccyclingcoalition/pages/1020/attachments/original/1561573485/BCAT_Design_Guide_Presentation.pdf?1561573485
- Engaging CVEDS re Farm Cycle Tour (September 22) & Route Signs
 - July 4 meeting scheduled with Lara Greasley and Tanya Greasley from CVEDS to cover both items

- Marg & Chris will not be here for tour day. Matt & Angela agreed to assist with Farm Cycle Tour
- Canada Day Parade
 - **Motion:** That the CV Safe Synchronized Bike Club parade entry carry a banner recognizing it is supported by the Comox Valley Cycling Coalition. Moved by Marg. Seconded by Judy.
 - **Passed** - unanimously.
 - Terry needs two more people (pacer & banner carrier)
- Cyclist Counts
 - Gregg is preparing a report on findings. Chris and Marg & Lawrence will join in initial review. This review is intended to focus on consolidating and presenting the data
 - Count info was useful in meeting with David F, and will be used in upcoming EDS meeting
 - We will need to consider whether we do another round of counts in September
- Bike Racks
 - We should add Snow to Surf (April) to our list for providing bike racks.
 - We are now doing 9 different bike rack events and need guidelines: charity vs not; donations vs honorarium; secure lock up or just provide racks.
 - **ACTION: Marg & Lawrence to draft proposal for guidelines governing how we manage who and how we support with racks. Proposal to be shared for online feedback.**
- Z-maps updating & printing
 - CVEDS to take on costs of updating and printing. Marg got quotes to share with them.
 - New map ready to go in spring 2020. The biggest need is the the GPS work for updating. Might Brian S be interested in taking on this work?
- Meeting with David Frisch
 - Lawrence and Gregg met with David on June 25. David had tabled Council Resolution to have Courtenay commit to "... *design an implementation plan that would see the build out of a core bicycle network over the next 5 years.*" Notes on this meeting shared with Board.
 - David said CVCCo could help by having a presence at Council for key decisions. Further, CVCCo can help by mobilizing public opinion to write Council members in support of cycling decisions - in other words advocacy. We can maybe build upon Jude's success with social media (see above)
 - David had messaging suggestions; particularly, to frame issues as broader than cycling: pedestrians, school kids & seniors, recreation & environment, etc. (see Appendix 5).
 - David proposed a workshop with CVCCo on a cycle network plan. Lawrence has sought clarification.

4. Round Table

- David F shared plans for: "... *Ierwick overlay project..... It's the second lift of asphalt.*"
- Lawrence to inform 'World Community' that CVCCo is overburdened so will need to bow out
- Caution - we should limit documenting or electronic exchanging any content that could be interpreted politically (and might fuel controversy)
- Meeting room - we can check out the room at Matt's office. Perhaps not as nice, and no view. But there is the capability to present/share visuals.
- There was feedback that Board members should be reminded to address action items they have agreed to take on as soon as possible after minutes have been received

5. Upcoming Events

- No July Board meeting planned

NEXT MEETING: Thursday August 22, 2019 (Venue tbd)

Further 2019 meetings: September 26, October 24, November 28

APPENDIX 1 - June 2019 Financial Report

Comox Valley Cycling Coalition Financial Report
Report completed by: Julia Painchaud, Treasurer on June 24, 2019

Jan 1, 2019 balance	Plus Income	Minus Expenses	Current balance
\$9,718.44	\$6,865.42	\$4,173.97	\$12,409.89

INCOME	Membership	Interest	Bike Lockup	Education / Sales	Video + Mapping projects	Grant In Aid (1) (Courtenay)	Grant SD 71 (2)	Totals
Since last meeting	\$540.00	\$0.10						\$540.10
Since January 1/19	\$1,395.00	\$0.42		\$170.00		\$2,800.00	\$2,500.00	\$6,865.42

EXPENSES	BCCC membership / insurance + Society fees	Office / Meeting / Website	Bike lock ups	Bike Rodeos, education + trailer costs	Grant 1 Expenses	Grant # 2 Expenses	Totals
Since last meeting		\$185.28		\$531.52			\$716.80
Since January 1/19	\$40.00	\$829.76		\$3,304.21			\$4,173.97

Donations from 2017 Paul Bally Memorial Ride: \$1620.00; \$315.00 of this money used for 4 coalition members to take Bike Instructors course in Victoria March 24 + 25, 2018. Remaining balance = \$1305.00 March / April 2019 = \$462.50 for helmets and May 2019 = \$307.67 (for 3 members (75.00 per person) to take Adult cycling course in Victoria + gas expenses (\$82.67). Remaining balance = \$534.83

Remaining balance from Go By Bike program: \$196.01 balance

Amount transferred from PayPal to date for membership fees to date: \$500.00

APPENDIX 2 - June 2019 BdRpt Membership
from Steve Allen

CVCCo Membership Report – June 27, 2019

As of June 27 there are 153 members including 5 corporate. Two other local bike shops have not chosen to renew for 2019. Discussion required on future requirements for local bike shops to be featured on our website.

Appendix 3 - June 2019 BdRpt Education - Bike Rodeo Coordinators - Job Descriptions

Comox Valley Cycling Coalition **Bike Rodeo Coordinator Positions (2)**

Job Description

Coordinator 1

- To coordinate, facilitate and evaluate bicycle safety education in the elementary schools SD71 utilizing the Bike Rodeo format and Lesson Plans established by the Comox Valley Cycling Coalition (CVCCo)
- To coordinate the dates of the Rodeos for Grade 4 & 5 students with the Schools in the District (6-7 schools each school year and schools being scheduled every 2 school years).
- To keep records of Rodeo dates, numbers of students & number of volunteers.
- To keep up to date document of school contacts and CVCCo contacts.
- To liase with iRide program to coordinate schedule so that rodeos, ideally, follow iRide.
- To liase with the involved teaching staff to ensure they understand the Rodeo schedule and their responsibilities.
- To arrange for the equipment and volunteers to be at each Rodeo at an appropriate time.
- To liase with the Equipment Coordinator to ensure it is all in good working order.
- To work with the Education Committee to ensure Volunteer Manual and Coordinator Manual are up to date
- Be a member of the Comox Valley Cycling Coalition
- Home office with computer, printer and smartphone.

Coordinator 2

- To provide instruction for volunteers.
- To ensure Volunteers have completed a Criminal Record Check if deemed appropriate.
- To oversee the actual Rodeo to ensure things are going smoothly.
- To arrange for lunch to be provided to the volunteers at the Rodeos.
- To follow up each Rodeo with a "thank you" to the Volunteers.
- To provide reports at the end of the Fall and Spring Rodeos to School Board Trustees dasasvof our work to date including schools, number of students & volunteers and our needs and expectations, from the schools.
Contact: Admin asst. for Board: debra.page@sd71.bc.ca
- To liase with the CVCCO Board via the Education Committee & President.
- Be a member of the Comox Valley Cycling Coalition.
- Home office with computer, printer and smartphone.
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Skills:

- Ability to communicate effectively verbally and in writing with CVCCo Board, SD71 Administration, Administrators and teachers at the schools, as well as Volunteers and Gr. 4 & 5 students.
- Administrative, computer, organizational, time management, record keeping and financial record keeping skills
- Work flexible hours
- Work independently
- Knowledge, experience and love of cycling.
- Cycling skills.

Appendix 4: June 2019 - Bike Racks

Comox Valley Cycling Coalition **Bike Racks**

2019

- EV Show, Sports Centre, Saturday May 18
- Seafood Festival, Filberg Lodge Saturday/Sunday June 15/16
- CVRDCVRD Water Services, 299 Puntledge, Wednesday June 26
- Musicfest, Exhibition Grounds , Friday July 12 – Sunday July 14
- Courtenay Market Day, Saturday July 20
- Filberg Festival, Filberg Lodge Friday August 2-Monday August 5
- YANA Ride Marina Park, Sunday August 16
- Petite Fondo, Royal Lepage , Comox Rd, Sunday September 8
- Farm Cycle Tour, Fairgrounds, Sunday September 22

Appendix 5: Education Committee Report

Education Committee Report
June 26th, 2019
Submitted by Chris Bowman

There has been no committee meeting since the last board meeting. Members are working and planning individually.

Children's Education:

Bike Rodeos booked for

Oct. 3. - Arden -

Oct 10 - Cumberland -

Oct 16 and Oct 17 am - Puntledge -. (130 students)

Liaison continued with I-Ride to follow their program delivery with a schedule discussed for the next 12 months.

Adult Education

Adult Ride Right Course- CCCTS completed June 15 with 11 participants, thanks to Nancy and Dylan Gothard instructing & 3 volunteers.

Another is planned for July 20th & Sep 14th.

Volunteer Coordinator

We are advertising for a paid volunteer coordinator but have not yet filled the position and looking for a candidate.

Manuals

Brenda continues to volunteer her time to create Rodeo manuals.

Equipment

Safety vests have all being washed and equipment put away & organised until the next rodeos in the fall.

I am documenting a list of the equipment and its location. Planning to have a spreadsheet that will be available to all the board.

I am gathering quotes and will make a recommendation on purchasing more signage to display our logo at events.