

Comox Valley Cycling Coalition Monthly Board Meeting - MINUTES

Virtual Meeting – via Zoom

Wednesday April 22, 2020, 6:45pm

Attending Board Members: Lawrence Vea, Brian Schoneberg, Jude Loukras, Angela Holmes, Chris Bowman, Mike Keohane, Steve Allen, Susan Lang, Jay Van Oostdam

Regrets: Gregg Strong

Guests: none

1. Call to Order

2. Welcome and Introductions

Motion to add two new board members for the 2020 year: Susan Lang and Jay Van Oostdam. Moved by Mike, seconded by Chris, all in favor.

3. Additional Agenda Items – none added

4. **Approval of Minutes (March 26, 2020)** Moved by Jude, second by Jay, all in favor.

5. Business:

- **Financial Report / Grants – Jude** (*see attached monthly report*).
 - Plans to develop a 2020 Budget have been delayed until we get back to a more normal operational situation where it can be a useful and more predictable exercise.
- **Membership Report – Steve**
 - As of April 21 there are 103 members.
 - After a renewal notice was sent to local bike shops only one, Trail Bikes, took out a corporate membership. Normally we would pull logos of other bike shops off website at May 1; however, due to special circumstances this year the board decided we will wait another month.
- **Social Media/Blog – Brian, Jude, Mike**
 - Lawrence to look for a suitable photo for our front splash page. Preference is for cycling infrastructure being used/enjoyed.
 - New trial website should be available for us to peruse next month. If we want to be effective at communicating our message we will need content, photos and links to be submitted on a regular basis.
 - General opinion of new website work to date is positive.
- **Education Committee Report –**
 - iRide/Biking Skills -Lauren Lan/Angela Holmes proposal – Angela/Jude
 - Proposal is on back burner with school district right now as they are focused on managing the pandemic. Angela has proposed to update some schools “best routes” mapping and has some interest from Puntledge.
 - Bike Rodeo Coordinator – Lawrence/Angela

- Angela is on a waiting list for some training this fall (3 months full time) which would preclude her performing the Bike Rodeo coordinator position. Lawrence has been emailing with Lauren and she still has some interest – she feels it is best to have one coordinator rather than two job sharing. Sally will schedule the Rodeos for the 2020-21 school year in May/June this year, when the schools are putting together their yearly calendar for the next school year. Easier to cancel then schedule later. Our preference would be to hopefully get someone with at least a two year commitment. Obviously need to see if we will even have rodeos in 2020.
- Bike Rodeos, Corona Virus – *Lawrence*
 - Decisions will be made once we have firm dates for when school goes back in. Even if school goes back in we may not be able to do bike rodeos due to distancing rules. We will have to consider the safety of our volunteers – especially due to a number of them being in an age category that is considered more vulnerable to coronavirus health issues.
- **Infrastructure Advocacy**
 - Integrated Regional Transportation Select Committee (IRTSC)- *Angela*
 - No status change, all meetings have been postponed.
 - Route Signs – *Gregg*
 - No status change
 - *Cyclist Counts*
 - Anecdotally, many are reporting seeing a higher number of cyclists enjoying the roads during the pandemic. Discussion around whether we could get a revised cyclist count to support our hypothesis that more ride if the roads are quieter/safer? Don't feel we could ask volunteers to come out and also wonder if the commuter cycling component might actually go down due to business closures? Jude will discuss with Brian as to possibility of putting a survey on Facebook to gather experiences (cycling more/less, seeing more/less cyclists, comments).

Other Business

- Z-Maps updating & reprinting – *Gregg*
 - Ties to route signs in big picture. No update.
- Bike racks purchase– *Chris/Brian*
 - Connectors purchased, need to buy pipes and cut/assemble as appropriate when the racks are needed. As for now, all events are up in the air so no pressing time to complete.
- Donation to BCCC – *Lawrence/Jude*
 - Donation of \$250 sent to BCCC along with letter from Lawrence.
- CCCTS Legacy Funding request – *Lawrence*
 - Lawrence discussed contribution by CCCTS to provide \$1500 to cover costs of rodeos and \$360 for adult learn to ride courses. This has been approved in principle by CCCTS and when these events take place we can expect funds.
- Membership Communication Policy
 - In depth discussion in regards to how and what we should be communicating to our membership.

- Methods of communication include email (current members only and/or broader historical list), website or social media (Facebook).
- Facebook has three admins at present (Brian, Jude and Marg) who can post items of interest to our followers – we have approx. 500 followers on FB.
- Below is a general consensus that was discussed with reference to what we should be considering in our overall communications policy:
 - Communications should remain focused and relative to our mandate – advocacy and education for safer cycling. This can include general interest items or events that are supportive of cycling and our alternative transportation goals in general. Any requests which do not obviously meet these criteria will go to board for discussion and decision.
 - We can also send communications that are not directly relating to advocacy or education. These items should be of a non-commercial nature - including not-for-profit groups, fundraising efforts, general cycling/transportation interest or items supportive of our event partners (Filberg, Snow to Surf, Bike Swap, etc).
 - As an example, we can promote an e-bike event in the valley that has several vendors but helping to advertise an event for a specific bike shop is not something we would promote (we should likely communicate this to the bike shops, once we get them all re-signed up as members...)
 - We will continue to deal with any new requests on a one by one basis as a board. The board will make final decisions as to whether or not we send communications, what will be included and how those communications will be sent.
- Received correspondence from 3L developments
- Remote “Zoom” Meetings - Lawrence
 - Lawrence asked if anyone had a preference to continue with some of our meetings in a remote/virtual format once the world returns to a new state of normal. General opinion seemed to be that a combination of “in-person” and remote meetings might be desirable. Perhaps alternate month to month? We will discuss further as this situation unfolds, in the meantime we will continue with virtual meetings. Lawrence asked Brian to submit any costs for Zoom that he felt should be borne by CVCCo – nothing so far.
- Bump outs – Hobson – Lawrence/Mike
 - Crosswalks have been painted. Completion is on hold – City is aware that they did not discuss changes to final design with stakeholders. Mike will review the BC Design Guide to see what signage may be recommended to assist in vehicle/cyclist sharing road on crosswalks.

6. Additional Agenda items added

- None added

7. Upcoming Events

- Robb Road Rodeo – May 12 on hold

- Miracle Beach Rodeo – May 28 on hold

8. Round Table

- No additional items

9. Adjournment (approx. 8:30)

- Moved by Jay, seconded by Steve – all in favor

Next Meeting: May 28 , 2020 Genoa Room, Comox Marina or Virtual Meeting via Zoom, 7PM

Regular CVCCo meetings 2020: May 28, June 25, August 27, September 24, October 22, November 26

Monthly Financial Report

Comox Valley Cycling Coalition

Financial Report

Submitted by Jude Loukras
March 2020

	Current Month	Year to Date	Balance
Opening Balance			\$14,734.93
Income			
Membership	\$920.00	\$1,165.00	
Interest	\$0.10	\$0.35	
Bike Lockup			
Education Sales			
CCCTS donations			
Grants			
CVRD			
City of Courtenay			
School board			
Total Income	\$920.10	\$1,165.35	\$1,165.35
Expenses			
Paypal fees	\$12.83	\$14.01	
BCCC Membership/insurance/fees			
Office/Meeting/Website	\$228.58	\$228.58	
Bike lockups			
Bike Rodeos/Education/trailer			
Grants Expenses			
City of Courtenay, Promotion			
CVRD, Bike Racks/Signs	\$660.88	\$660.88	
School board, Rodeo Coordinator	\$2,500.00	\$2,500.00	
Paul Bally Fund			
Go by bike Fund			
Other expenses	\$118.08	\$118.08	
Total Expenses	\$3,402.29	\$3,403.47	\$3,403.47
Closing Balance			\$12,496.81
Pre assigned funds			

Paul Baily fund	\$534.83
SD #71 Rodeo Coordinator	\$1,500.00
Go by Bike	\$196.01
City of Courtenay Grant	\$1,683.61
CVRD Grant	\$539.12
CCCTS Grant	
Total Pre-assigned funds	\$4,453.57
Funds Available	\$8,043.24