

## COMOX VALLEY CYCLING COALITION - MONTHLY MEETING

18 April, 2024 7:00 pm

1725 Valley View Dr + zoom

### MINUTES

**PRESENT:** Chris Bowman, Lawrence Vea, Brian Schoneberg, Mike Keohane, Grant Watson, Gregg Strong, Ian Kalina, Spencer Cappallo

**Guests:**

#### 1. Call to Order

#### 2. Additional Agenda Items

#### 3. Approval of Minutes

Passed.

#### 4. Business

##### 1. Financial Reports

- Financials update: \$10,897 in chequing account, \$10,040 in savings. New grant received.
- Treasurer and Banking Transition: Ian has gone through the books with Lisa. Asked her to assist with an orientation manual of basic bookkeeping activities on Quickbooks. Lisa kept records of many things not typically the job of treasurer.
- Insurance renewal – CGL and D&O: Ian paid group policy. But BCCC a day later notified us that the provider (Markel) was going to increase rates dramatically because of e-bike battery fires. BCCC declined so we need to secure another provider and may have to pay more for CGL (comprehensive general liability). We seem to have no directors' insurance.
- Chris will pay for trailer insurance. Mike will talk to John about paper trail.
- Mike: we need a wheel lock for the trailer.

##### 2. Membership Report

- Update on Membership: 124 2024 members, 358 on the email list.
- Ian: we should ask people how they heard about us when they sign up.
- BCCC Membership – we are no longer required to be a group member of BCCC but they would appreciate a \$50 donation. Mike proposed a \$100 donation. Passed.

##### 3. Social Media/Blog/ Website

- No news.
- If anyone wants something posted on Social Media, send content to Brian.

##### 4. Events/Promotion

- Grant application submitted to BCCC/MoTI for additional bike racks (May decision?)
- Snow to Surf April 28
- Cumberland Bike Swap 1<sup>st</sup> weekend in May
- Air Show May 18th

##### 5. Mapping Project

- Elite has the final map data from Lester. We need to review a proof and send a 50% deposit. Gregg will pick up the printed draft in Nanaimo tomorrow if its ready. Grant will organize a

review.

- Advertisers – Grant will send a list of advertisers and what they owe to Ian. He will make invoices when he is up to speed with the accounting app.
- Digital Map for website is next to come. Grant will contact Lester with status and timing for that.
- Racks for maps and how to distribute?

## 6. Education

- Adult Ed Ctte successful with BCCC \$1000 grant to provide 8 free sessions this summer. Need to sign grant letter to receive funds.
- Class dates are May 8 and 26 so far. Instructor mentoring April 20.
- NIC Ride Right Event – May 25
- School program done at Courtenay and Huband, next are Queneesh, Denman and Couer de l’Isle. Lauren has broken her foot but volunteers stepped up to help make it all happen.
- Consider a follow up survey for parents and teachers?
- Mike: would like contact info for a couple of schools for the school bike count.

## 7. Infrastructure

- Comments for Headquarters Rd/Vanier Dr bike lanes
- Courtenay-Cumberland Connector – consultant report, to CVRD board Apr 23. Mike will share our recommendation with Cumberland council.
- 6<sup>th</sup> St cycle/ped bridge is approved and funding is in place. Work will begin this year.
- Lazo Greenway is going to bid soon.

## 8. Other Business

- Strategic planning (Ian) – first step is to create a document listing our various tasks, committees, projects, and associated policies. /creating a reference document for the various items we handle regularly as well as outlining responsibilities is a great first step in understanding how we achieve our goals. Many will need to be involved.
- Ian: lets keep procedural documentation separate from strategic planning.
- Mike filed with Societies Registry this year. Grant offered to take on next year as Secretary.
- Ian: recordkeeping and repository system needs to be addressed.
- Meetings – would like to have them in a public space to encourage anyone else interested to attend. Zoom costs are about \$300 per year, do we want to continue with that? Is there a free alternative we could use instead (Teams, etc)?
  - Grant: consider FB Messenger. Its free with no time limit.
  - We discussed daytime meetings.
  - Mike will look for a public venue for late afternoon of May 28.

## 9. Additional Agenda Items

- Lawrence: Lazo Loop celebration. Prefer Sunday, set up tent at Pt Holmes, put a notice in the Record, maybe have food. Could invite key stakeholder people. Proposed date is 2-June.

## 5. Upcoming Meetings

- TBD

## 6. Round Table

- 

## 7. Adjournment

-