

Bike to the Future Monthly Meeting

October 11, 2011 – 5:38 to 7:03 PM
Sport for Life Centre, 145 Pacific Ave

Minutes

Directors:

Present: Curt Hull (facilitator), Kevin Miller, Liz Erickson, Tom McMahon, Charles Feaver, Loren Brault, Dave Elmore (leave at 6:30), Mark Wiehler (arrive at 6:00), Bill Newman (arrive at 6:00)

Regrets: Mark Cohoe, Vicky Reaney, Shona Kusyk

Members:

Present: Rosanne Ritchot (office administrator), Chris Chypyha (note taker), Jeremy Hull, Laura Belanger, Gary Liao, Philip Wolfart, Kevin Champagne, Bryan Goods, Ted Mann, George Clark, David Wild, Guy Madill

Regrets: Gareth Simons, Shannon Keys

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

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

1. Introductions

- Everyone introduced themselves.

2. Minutes from the September Monthly Meeting / Agenda

- The minutes, which have been posted for three weeks at <http://biketothefuture.org/about/meetings>, were reviewed. The agenda was briefly reviewed. Approved by consensus.

3. Red River Crossing study – St Vital to UofManitoba (update) – Kevin Champagne

- Background: 2007 idea of a crossing (example a cable crossing) at St. Vital-to-UofM. A \$250,000 study has commenced. Options are being received. Cable car option is down-played. Others: 1-lane bridge, transit bridge with bike lane. Suitable crossing sites are being surveyed; engineers say anywhere is doable. Kevin will continue to represent us at these meetings.

4. Bicycle Valet (update) – Rosanne Ritchot

- Recent events where we provided secure bike parking service: Moving Planet (at The Forks in September) and Nuit Blanche (Oct 1 at the Wpg Art Gallery). Coming ahead, two more events: 2 football games at the stadium on Oct 22 and 28, and possibly any post-season games.
- Rosanne also mentioned that as BVW winds down for 2011, she’ll have more time to focus on BttF admin tasks.

5. Communications student – Tom McMahon

- Paula Hrnkow is a UofWinnipeg student whose project for her Communications class is to work with BttF. Her cycling advocacy background is very limited, but she’s interested in it. Tom is her primary BttF contact.
- We’re working on a statement of understanding, which includes tasks such as providing feedback about BttF to BttF, a blog, a Facebook page (etc).
- For orientation she’s reviewed our website, and Kevin Miller has sent her our Announce List newsletters for the past number of months.

6. City Sub-Committees report – Kevin Miller for Mark Cohoe

- The [Filling the Gaps in St Boniface’s Cycling Network workshop](#) on September 27 had 14 attendees, which included 8 local (St B) people. Mark is writing a report.
- There has been progress on 3 of 35 [\\$20M projects from 2010](#) that hadn’t yet been completed: The St Mary Ave bike lane has been painted, the Lagimodiere Pathway (east side, from Fermor to Bishop Grandin) has been done, and Mark has been working with the City on St Mathews Ave but he’s pessimistic about success.

7. Safety & Education report – Dave Elmore

Establishment of a cycling safety and education program continues to be elusive, although recent discussions with MPI have resulted in funding to expand our Can-Bike resources with development of more potential Can-Bike instructors. Overall this is not what we had hoped for and is only a small step in what is needed, but it will allow us to be better prepared to meet need if/when it develops. Here is an update on some of the specific areas we have been working on:

- BttF submitted a proposal to train 12 new Can-Bike 2 riders, which in essence, creates 12 Can-Bike 1 instructors. With these credentials they will be able to deliver courses such as the ones that BttF developed for the Leisure Guide as well as of course deliver full Can-Bike 1 courses should they be needed. As part of this proposal BttF would also develop a roughly 8 hour cycling skills program that would be delivered to “workplace champions” through a program run by MPI. MPI would be responsible for finding these so called workplace champions, negotiating with the newly developed Can-Bike instructors for their time/services, and coordinating the training. We would only develop 12 new instructors and the course content for them to deliver. If you are interested in being one of the 12 instructor trainees, or if you have ideas on how we should recruit the instructor, please [contact Dave](#).
- MPI responded to this proposal asking that BttF take on the training of 60 Can-Bike 2 riders. The BttF Safety and Education Committee reviewed this request and it was decided that we did not have the time/resources to take this on and so we declined and indicated that we would undertake what we had originally proposed. A recent response from MPI indicates that they would like to proceed and we will be meeting next week to discuss a funding agreement. The proposal and that agreement includes a 15% overhead fee for BttF which should result in approximately \$ 1,350.
- Unfortunately we were unsuccessful in obtaining support for a comprehensive cycling education program. At this point it would appear that BttF will have to continue to lobby the provincial government for support of such a program and try to get MPI, the City, and other possible partners to the table as well.
- The Safety Committee on Active Transportation (SCAT) is close to finalizing a document that will provide key messaging related to the safe use of the new infrastructure in Winnipeg. We are targeting early November to complete this document and plan for the next steps. The next steps have not yet been decided, however from a cycling perspective, BttF will be pushing to move to broader safety messaging that deals with more than just the new infrastructure. Considering the time taken to complete this last task it is going to be necessary to explore other ways of getting broader messaging completed that don't involve a large bureaucratically based group.
- As reported in July, MPI had their communications staff develop (without consulting BttF) a cycling safety training presentation and trainer information package based on their website information. The intent was to distribute this to schools and workplaces so that the tools can be used to provide students and/or staff with cycling safety information through a presentation including some video footage. Although we voiced our concerns that this would rely on the person presenting the information having the skills and knowledge to effectively deliver it, MPI indicates that they have proceeded with printing and distributing of this package to schools and that they are planning a safety information pilot program in 10 schools. In response to this we indicated to MPI that our cursory review of the materials showed significant errors and holes in the information and that an information program was not teaching students the skills they need. We received no further response from MPI on this.
- The two cycling safety and skills courses offered through the City of Winnipeg's Leisure Guide in September were both cancelled due to low registration. While it is a bit disappointing, it is not surprising and clearly fall courses are not popular enough to be successful. Courses will be offered again in the spring, and BttF will have to strategize to get the word out, as the City does not specifically promote the course and its placement in the Leisure Guide is not where most people would intuitively look. We will continue with the format of a beginners course and one for more intermediate level (commuters).

8. Website redevelopment – Kevin Miller

- A few directors have suggested that we should redevelop our website so that anybody can update it. (The Content Management System is primitive/complex, so currently only Kevin Miller and Mark Cohoe know how to update the website.) Last year (October 2010 Monthly Meeting – point 3.6, September 2010 Monthly Meeting – point 11, July 2010 Monthly Meeting – point 5, June 2010 Monthly Meeting – point 2), we discussed **technical** problems with the website and a **technical redevelopment**.
- A website developer would be hired to do the redevelopment, but the project must be managed, and content migration is a major task. Therefore, involvement of BttF people is large, with Kevin being the key person because he has added 95% of the content and has a good understanding of our current website's logical design and technical design. Kevin does not have time until January, so at the January Monthly Meeting we will discuss this and form a Website Redevelopment Committee.
- Members expressed great appreciation for Kevin and his work on website.

9. Annual General Meeting on November 22 – Kevin Miller

- Notice of the AGM must be communicated to our membership (posted on our website and included in an Announce list newsletter) at least 30 days prior to the AGM (done). Any proposed changes to our organizational by-laws must also be communicated 30 days beforehand.
- Directors for 2011-2012:
 - 9 of 12 directors have attended this October Monthly Meeting, which is the best showing in many months.
 - We discussed the make-up of a new Board: who is coming to the end of their two-year term and would (or would not) be re-running, who is stepping down, need candidates, etc. (The Board continued this discussion via email.)
- A few directors suggested that the *Sport for Life Centre* (which has already been booked) is not an ideal location for a number of reasons. We discussed its advantages/disadvantages and alternatives. We also discussed the purpose of the AGM. (The organizational by-laws require it within 240 days of our March 31 fiscal year-end.) This discussion will continue among the Board via email. (We decided to not change the location.)
- See <http://biketothefuture.org/events/archives/2011/09/19/2011-annual-general-meeting-achievements-celebration>.

10. Provincial Committee – Charles Feaver

- Manitoba has no AT policy or planning. [Changing this was a major recommendation of the Greater Strides: Taking Action on Active Transportation report.](#) [BttF letter to Premier Selinger about provincial commitment to active transportation during the next four years.](#)
- We posted 3 Latest News items about the Provincial Election (last week) on our website: [here](#), [here](#), [here](#).
- [Provincial Election Email Campaign](#), Charles' report:

Manitoba's political parties made some important commitments to active transportation during this election campaign, but we were concerned that there was not enough talk about Active Transportation as an important policy issue in the campaign, and some of the senior candidates did not seem to be familiar with the key Active Transportation issues.

We therefore launched a non-partisan campaign asking our supporters to send form letter e-mail messages to over 100 candidates in the Winnipeg region and the major political party headquarters, asking for commitments to implement key recommendations of the Provincial Active Transportation Advisory Group report, and to act immediately to include AT in construction projects such as those related to CentrePort.

We sent the campaign to the 1523 people on our Announce list on September 29th, asking supporters to fill out a form to send the e-mails to candidates. We also asked them to forward the campaign to their cycling friends. People acted quickly:

Thu 29-Sep-11	61
Fri 30-Sep-11	105
Sat 01-Oct-11	9
Sun 02-Oct-11	10
Mon 03-Oct-11	13
Grand Total	198

On October 4th, we closed the campaign.

The response rate was highest in neighbourhoods such as Wolseley, River Heights, Crescentwood, and Osborne (calculated as the number of responses per household in the postal FSA). This probably reflects the geographic distribution of the people on our Announce list.

Six candidates took the time to tell us how they felt about improving cycling and walking conditions. Their comments were published on the BttF website. Five candidates sent us very positive statements about promoting active transportation. One was negative. A few candidates complained about the inconvenience of receiving many e-mails with the same message -- these candidates generally had little or no campaign experience or campaign staff. We did not hear concerns from any of the big players.

11. Financial reports (attached) – Liz Erickson

- Bicycle Valet Winnipeg income is paying its operating expenses.
- MEC is happy with how we've spent their Partnership Agreement funding.

12. Visioning / Strategic Planning (update) – Loren Braul & Tom McMahon

- No progress was made over the summer.
- We need a meeting with a sole focus of policy discussion – developing and publishing policy positions.
- A discussion of BttF's Fall Forums (2006, 2007, 2008) occurred. See <http://biketothefuture.org/design-for-the-future/bttf-publications> for reports from those forums.
- Janice Lukes has said that successful advocacy requires the right person who is paid to advocate.

13. Winnipeg Transit (update) – Loren Braul

- Loren had a collaborative discussion with the Winnipeg Transit driver who contacted BttF a few months ago.
- Many drivers support the idea of a discussion about cyclists' issues.



Income Statement - Year to Date - September 2011
Financial Statement

Account	DB	CR	Net
Revenue/Partnerships/Grants			
Interest	4.21		\$ 4.21
Membership	449.36		\$ 449.36
Bike Valet	12,800.00	9,700.00	\$ 3,100.00
ACU Grant	4,000.00		\$ 4,000.00
MEC Partnerships		3,633.57	\$ (3,633.57)
Donation	140.00		\$ 140.00
	<u>17,393.57</u>	<u>13,333.57</u>	<u>\$ 4,060.00</u>
Expenses			
Admin Cost		445.06	\$ 445.06
Part Time Admin		4,113.64	\$ 4,113.64
Bike Shorts	50.00	50.00	\$ -
Cycling Map	2,780.00	2,280.00	\$ (500.00)
	<u>2,830.00</u>	<u>6,888.70</u>	<u>\$ 4,058.70</u>
Opening retained earnings			\$ 11,702.35
Net change YTD			\$ 1.30
Closing retained earnings			\$ 11,703.65
	20,223.57	20,222.27	1.30

Note: As of Apr 1 '09 T-shirts had yet to recover \$497.64 of cost **T-shirt net to date:** \$ -

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

Note: Opening retained earnings includes \$633.57 for the first MEC Partnership Grant and \$3000 for the second MEC Partnership grant. See breakdown of funds spent and earmarked on Grants & Partnership report.

Note: Bike Shorts International Fan Favourite cheque for \$50 written in October 2010. The cheque was mailed in October and returned undeliverable. There was coorespondence with the winner and the cheque was promptly resent. Cheque was considered stale dated at the end of April so the funds were put back into general use.

UPDATE Payee cashed the cheque in May and the ACU processed it.



General Ledger
Fiscal Year to Date - September, 2011

01-Apr-11				Balance Forward				\$ 11,702.35
Date written	Bank Date	Acct	Who	Memo	Ck#	CR	DB	Balance
15-Oct-10	13-May-11	Bike Shorts	Laura Newman	International Fan Favourite	88	\$ 50.00	\$ 50.00	\$ 11,702.35
13-Apr-11	26-May-11	Admin Cost	Minister of Finance	Annual Return on Information	97	\$ 25.00		\$ 11,677.35
26-Apr-11	05-May-11	Admin Cost	MB Eco Network	Annual Membership	98	\$ 50.00		\$ 11,627.35
	30-Apr-11	Interest	ACU	Credit Interest			\$ 0.55	\$ 11,627.90
16-May-11	31-May-11	Cycling Maps	Chelsea May	Proof Reading Cycling Map	99	\$ 300.00		\$ 11,327.90
	17-May-11	Membership	Liz Erickson	Deposit			\$ 110.00	\$ 11,437.90
	17-May-11	Donation	Liz Erickson	Deposit			\$ 40.00	\$ 11,477.90
20-May-11		Membership	Paypal	Membership \$\$ in Paypal used to pay Dreamhost			\$ 10.02	\$ 11,487.92
20-May-11		Admin Cost	Dreamhost	Webhosting (paid via Paypal - \$9.95 USD)		\$ 10.02		\$ 11,477.90
24-May-11	03-Jun-11	Admin Cost	University of Winnipeg	Meeting space for AGM	100	\$ 78.75		\$ 11,399.15
	25-May-11	Membership	Kevin Miller	Various Memberships			\$ 65.00	\$ 11,464.15
30-May-11		Membership	Paypal	Membership \$\$ in Paypal used to pay costs below			\$ 36.00	\$ 11,500.15
30-May-11		Admin Cost	Linda Hull	Member incentive to attend Cycling Skills Course		\$ 18.00		\$ 11,482.15
30-May-11		Admin Cost	Shannon Keys	Member incentive to attend Cycling Skills Course		\$ 18.00		\$ 11,464.15
	31-May-11	Interest	ACU	Credit Interest			\$ 0.57	\$ 11,464.72
	03-Jun-11	ACU Grant	ACU Grant	Curt Hull - Deposit - ACU Grant			\$ 4,000.00	\$ 15,464.72
14-Jun-11	28-Jun-11	Bike Valet	DMSMCA	Payout of DMSMCA Grant	101	\$ 200.00		\$ 15,264.72
14-Jun-11	28-Jun-11	Part Time Admin	Rosanne Richot	1st Contract Payment - prorated for length of service	102	\$ 285.00		\$ 14,979.72
	22-Jun-11	Bike Valet	DMSMCA	Liz Erickson - Deposit - Grant for Bike Valet			\$ 200.00	\$ 15,179.72
	22-Jun-11	Membership	Misc	Liz Erickson - Deposit			\$ 10.00	\$ 15,189.72
23-Jun-11	28-Jun-11	Bike Valet	David Wieser	Payout of Blue Bomber Contract	103	\$ 2,000.00		\$ 13,189.72
23-Jun-11	28-Jun-11	Bike Valet	David Wieser	Payout of MB Gov't Grant	103	\$ 3,000.00		\$ 10,189.72
	28-Jun-11	Bike Valet	Blue Bombers	Liz Erickson - Deposit - Blue Bombers Contract			\$ 2,000.00	\$ 12,189.72
	28-Jun-11	Bike Valet	MB Gov't	Liz Erickson - Deposit - MB Gov't Grant			\$ 3,000.00	\$ 15,189.72
	30-Jun-11	Interest	ACU	Credit Interest			\$ 0.84	\$ 15,190.56
12-Jul-11	15-Jul-11	Part Time Admin	Rosanne Richot	Monthly Payment	104	\$ 570.00		\$ 14,620.56
	31-Jul-11	Membership	Liz Erickson	\$40 regular, \$158.34 through MEC			\$ 198.34	\$ 14,818.90
	31-Jul-11	Bike Valet	City of Winnipeg	Liz Erickson - Deposit - Bike Valet at BTWD			\$ 1,000.00	\$ 15,818.90
	31-Jul-11	Donation	Liz Erickson	HSC - Volunteer Appreciation			\$ 100.00	\$ 15,918.90
	31-Jul-11	Interest	ACU	Credit Interest			\$ 0.84	\$ 15,919.74
05-Aug-11	11-Aug-11	Bike Valet	David Wieser	\$2000 MEC Grant and \$2500 MPI Grant	105	\$ 4,500.00		\$ 11,419.74
05-Aug-11	11-Aug-11	Part Time Admin	Rosanne Richot	Monthly Payment	106	\$ 570.00		\$ 10,849.74
05-Aug-11	23-Aug-11	MEC Partnership				\$ 633.57		\$ 10,216.17
05-Aug-11	23-Aug-11	MEC Partnership	Dave Elmore	Lightvisions - Bike Trailer/Display	107	\$ 3,000.00		\$ 7,216.17
05-Aug-11	23-Aug-11	Admin Cost				\$ 10.91		\$ 7,205.26
	13-Aug-11	Bike Valet	MPI	Liz Erickson - Deposit - Grant			\$ 2,500.00	\$ 9,705.26
	13-Aug-11	Bike Valet	MEC	Liz Erickson - Deposit - Grant			\$ 2,000.00	\$ 11,705.26
	13-Aug-11	Membership	Misc	Liz Erickson - Deposit			\$ 20.00	\$ 11,725.26
	16-Aug-11	Cycling Maps	City of Winnipeg	Rosanne Ritchot - BTTF Inv 2011-01			\$ 1,980.00	\$ 13,705.26
	16-Aug-11	Cycling Maps	City of Winnipeg	Rosanne Ritchot - BTTF Inv 2011-02			\$ 800.00	\$ 14,505.26
18-Aug-11	18-Aug-11	Cycling Maps	Anders Swanson	Work done re: BTTF Inv 2011-01	108	\$ 1,980.00		\$ 12,525.26
30-Aug-11	21-Sep-11	Admin Cost	Rosanne Richot	Farewell gift/food - David Wieser	109	\$ 211.98		\$ 12,313.28
	31-Aug-11	Interest	ACU	Credit Interest			\$ 0.83	\$ 12,314.11
13-Sep-11	20-Sep-11	Admin Cost	Dave Elmore	Lights for trailer	110	\$ 22.40		\$ 12,291.71
13-Sep-11	21-Sep-11	Part Time Admin	Rosanne Richot	Monthly Payment + Expenses	111	\$ 1,638.64		\$ 10,653.07
	28-Sep-11	Bike Valet	The Forks	Liz Erickson - Deposit - pmt for July 1 and Kidfest			\$ 2,100.00	\$ 12,753.07
30-Sep-11		Part Time Admin	Rosanne Richot	10% Bonus on \$10,500.00	112	\$ 1,050.00		\$ 11,703.07
	30-Sep-11	Interest	ACU	Credit Interest			\$ 0.58	\$ 11,703.65

Please note entry for cheque #88 written on October 15, 2010. The cheque was mailed out to the International Fan Favourite for the Bike shorts. It was returned undeliverable. There was correspondence with the winner and the cheque was promptly resent. Cheque is now stale dated and the funds are available for BttF use. Winner has not contacted us looking for payment. If, in the future we are contacted, a new cheque can be produced and sent. **UPDATE:** Cheque cashed in May.

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
Grant Writing - Darren Grunau	chq 96	\$500.00
BTTF Bike Trailer/Display (partial)	chq 107	\$633.57
Total		\$5,000.00
MEC Partnership 2010-2011		\$3,000.00
BTTF Bike Trailer/Display (remaining)	chq 107	\$3,000.00
Total		\$3,000.00
Assiniboine Credit Union		\$4,000.00
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
ACU - Bike Valet specific grant)		\$4,000.00
David Wieser - BVW	chq 91	\$4,000.00
DMSMCA - (Bike Valet specific grant)		\$2,000.00
David Wieser - BVW	chq 93	\$1,800.00
David Wieser - BVW	chq 101	\$200.00
Province of Manitoba - (Bike Valet specific grant)		\$3,000.00
David Wieser - BVW	chq 103	\$3,000.00
Manitoba Public Insurance -(Bike Valet specific grant)		\$2,500.00
David Wieser - BVW	chq 105	\$2,500.00
MEC - (Bike Valet specific grant)		\$2,000.00
David Wieser - BVW	chq 105	\$2,000.00