

Bike to the Future Monthly Meeting

September 11, 2012 – 5:36 to 7:30 PM

Sport for Life Centre, 145 Pacific Ave

Minutes

Directors:

Present: Loren Braul (meeting chair), Tom McMahon, Kevin Miller (notes taker), Chris Chypyha, Charles Feaver, Liz Erickson, Barrett Ens, Mark Cohoe, Dave Elmore, Bill Newman

Regrets: Curt Hull

Members

Present: Amanda San Filippo (Bicycle Valet Winnipeg), Kevin Champagne, Bryan Goods, Nathan Wild, Guy Madill

Regrets: Gareth Simons, Shannon Keys

Non-Members: Joe St Mars

1. Welcome and Introductions

- All attendees introduced themselves.

2. Approval of Agenda

- We approved the agenda by consensus.

3. Approval of Minutes from the previous Monthly Meeting

- The August Monthly Meeting minutes, which have been posted at <http://biketothefuture.org/about/meetings>, were approved by consensus.

4. Sharing

a. Good News!

- Ciclovía was very successful. Mark, Chris, Barrett, Bryan, and Dave all reported positive experiences at the BttF display, Bicycle Valet Winnipeg, and/or at other displays/seminars/events. There were many happy, excited people, and lots of positive feedback was received, including \$100 of donations and three new memberships. The donation/membership money is still in a jar in our mobile display, which is at Charles' house, so Charles will get the money to Treasurer Liz and the membership info to Kevin, who will contact Rosanne to get the membership database (done).

b. **Emerging Challenges:** Too many cyclists are getting hit by motor vehicles.

5. Monthly Updates

a. Finances (Liz & Bill)

- The Financial report is attached. A couple large cheques (grants) just arrived. They will be reflected in next month's financial report.
- Bill will soon have our financial reporting converted to a new (better) format.

b. Administration

- Fundraising, Grants and Partnerships
 - With Rosanne's departure, there is no report.
- Membership (Kevin):
 - See *Good News!* – Ciclovía. Also, a couple of new memberships were purchased via PayPal.
- Executive Director (Loren):
 - A week ago the Board received a detailed proposal from Loren to hire an Executive Director rather than a new Office Administrator. He received a few replies by email.
 - Mark recused himself from this discussion by leaving the Meeting Room.
 - We had a lengthy discussion about this – the many pros and cons (funding the position, power of an ED versus the Board, attracting candidates, job expectations of the successful candidate versus the tasks we'd expect an ED to do, etc). **Loren will take all this info/discussion, create a Job Description and Job Posting, and send it to the Board** (done).
- Communications
 - Website Committee (Tom)
 - David Pensato is presenting the new website to us immediately after this meeting.
(Note: David thought the presentation was tomorrow. He rushed to the meeting, but he wasn't prepared for the presentation. In the past month he has received a few comments about the new website; suggested text changes were implemented, but changes that require re-coding were not because that part of the contract is closed. **The presentation meeting was rescheduled for Wednesday October 3 at 5:30 at the Sport for Life Centre.** The purpose of the meeting is to show BttF volunteers the website's components and to train them to update contact. Participants with a laptop computer can connect to the *Sport for Life Centre's* Wi-Fi for hands-on training.)
 - Online Profiles (Loren)
 - With Rosanne's departure, there is no report for Twitter and Facebook.

c. Public Advocacy

- **Province** (Charles)
 - Charles' report is attached.
- **City** (Mark)
 - Mark's report is attached.

d. Safety and Education (Dave)

- Dave led a seminar at Ciclovía, but there is very little else to report.

e. Community Bike Events

- There's an event at [The Wrench](#) on Friday October 5. Kevin will contact them and then create an *Upcoming Events* item on our [website](#).
- A Bike-B-Q Fun Ride 2012 is on Saturday September 22. It's sponsored by City Councillor Mike Pagtakhan. It's listed under *Upcoming Events* on our [website](#).

f. Bicycle Valet Winnipeg (Amanda)

- Amanda handed out a two-page financial spreadsheet that listed proposals for BVW in 2013. A lengthy discussion followed, which included many possible staffing scenarios: BVW Coordinator, BVW Volunteer Coordinator, BttF Executive Director, etc. More thought and discussion will be required in the next few weeks.

6. Issues

- None.

7. Other Items

- None.

8. Upcoming Dates

- a. Next Monthly Meeting: Tuesday, October 9, 2012 at 5:30.
- b. Annual General Meeting: Tuesday, November 20, 2012 at 5:30. **Kevin will initiate the planning** (done). Our November/December Monthly Meeting will immediately follow the AGM.

Pembina Underpass

Jacqueline East from Dillon Consulting has updated me on the progress of the Pembina Underpass Study. They are currently looking into the costs and benefits of land purchases that are required for different options being considered for the underpass.

Note that since the decision on where to route the second phase of the Southwest Rapid Transit corridor will also affect land acquisition requirements, I think it is likely that the decision on this project will likely have to wait until after the routing for rapid transit has been decided.

Phase II Southwest Rapid Transit

Winnipeg Transit has invited the public to 2 open houses to review and provide feedback on the alignment options being proposed for the second phase of the Southwest Transitway, which will see the transitway extended south from Jubilee to Bison Drive. The open houses will be drop in format.

Date: Wednesday September 19, 2012

Time: 3PM – 8PM (Drop in Format)

Location: [Holiday Inn Winnipeg South](#)

[1330 Pembina Highway](#)

[Winnipeg, Manitoba](#)

Date: Saturday September 22, 2012

Time: 9AM – 2PM (Drop in Format)

Location: [Holiday Inn Winnipeg South](#)

[1330 Pembina Highway](#)

[Winnipeg, Manitoba](#)

More information is available [here](#).

BttF has long asked for an active transportation route down the Letellier line, so we will be pressing for options that allow for an AT pathway to be constructed along the rail corridor, continuing across Bishop Grandin to Bison (and ideally beyond Bison into St. Norbert). A key question for us will be whether or not the city has obtained permission from CN for an AT pathway along the rail corridor if the Hydro Corridor alignment is selected for the transitway.

Related to this project, I have reached out to Transport Canada to set up a meeting to discuss the relationship between active transportation and rail lines, and hope to meet sometime in September. The goal of the meeting would be to discuss facilities at crossings and along active rail lines.

Osborne Bridge

Work on the Osborne Bridge should be completed on time sometime in October.

Sherbrook Street Bike Lanes

Parking studies have now been completed for the Sherbrook bicycle lanes (Maryland bridges to Notre Dame). Kevin Nixon, the city's Active Transportation coordinator will be presenting the planned bicycle lane design to the West End BIZ, and I have asked him to present the plans to us as well.

Riverside Drive

Public open houses for a potential neighbourhood greenway along Riverside Drive in Fort Garry were part of the 2012 AT action plan. The idea was to see public consultations in 2012, and if desired, design over the winter with construction to follow in 2013. I have reaffirmed our commitment to help the city reach out to the public with any notices and information regarding open houses it may schedule for this project.

Pembina Buffered Bicycle Lanes

Work continues on the buffered bicycle lanes, and is expected to be completed in November.

BttF Provincial Issues Report August 2012

The Provincial AT staff asked for consultation on their web site design.

They are building a "reference library" web site, so that municipalities, schools and individuals can find the information they need to plan AT projects.

This is not an exciting project, but it is something they need to do to improve their support for municipalities and schools. They hope to launch it this fall.

They gave us some background on what else is going on:

- For this fall, their AT priority is safety & awareness.
- There should be consultations on the bicycling regulations to the Highway Traffic Act this fall. They will be going to Cabinet soon for approval of a consultation plan.
- The provincial land use policies (which had consultations last year) will include a "transportation planning guide" with an AT component. It is under development now.
- The AT guidelines for municipalities are not under development yet; that process should start this fall. However, they were clear that Local Government could not make such guidelines "prescriptive". The only thing that the province can "require" them to do is what is in the legislation or regulations. However, the Association of Municipalities usually draws up a bylaw template and shares it with their members, so we need to try to participate in their development process.
- In the next year or so, they hope to do an inventory / map of AT infrastructure throughout Manitoba

They are looking for links to easy to read, illustrated examples (in English), ideally from Canadian jurisdictions, of

- How road design affects speed, and how speed affects safety
- How being bike friendly make business more successful

Please forward any good links to me and/or Anders.

In September, the PUB will be hearing the MPI rate application, which provides us with the opportunity to review and comment on all the plans which MPI must file to the PUB. We have registered as "presenters".

I spoke to one of the people working on AT at MPI about the one metre passing issue, and she indicated that, in joint planning sessions, the Winnipeg Police are the most recalcitrant about emphasizing that bikes and cars do not fit in a single lane. We need to understand the city police's attitudes & perceptions about bicycle traffic, and how to get them to advocate safe passing.



Income Statement - Year to Date - August 2012
Financial Statement

	Account	DB	CR	Net
Revenue/Partnerships/Grants				
Interest		2.74		\$ 2.74
BTWD		20,000.00	20,000.00	\$ -
MB Public Insurance		10,899.74	9,600.00	\$ 1,299.74
ACU Grant 2012		3,500.00	2,450.00	\$ 1,050.00
Bike Valet		3,000.00		\$ 3,000.00
		37,402.48	32,050.00	\$ 5,352.48
Expenses				
Admin Exp			560.27	\$ 560.27
Part Time Admin			1,666.65	\$ 1,666.65
Part Time Admin - Bonus			540.00	\$ 540.00
BV Expense			1,571.37	\$ 1,571.37
BV Admin			2,166.64	\$ 2,166.64
BV Admin - Bonus			80.00	\$ 80.00
Sponsorship			450.00	\$ 450.00
			7,034.93	\$ 7,034.93
Opening retained earnings				\$ 9,127.83
Net change YTD				\$ (1,682.45)
Closing retained earnings				\$ 7,445.38
		37,402.48	39,084.93	-1682.45

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. At the May meeting, it was decided to sponsor the WRENCH Wheely Fun Bike Ride held on June 10, 2012 with the scavenger hunt funds.



General Ledger
Fiscal Year to Date - August 2012

01-Apr-12			Balance Forward						\$ 9,127.83
Date written	Bank Date	Acct	Who	Memo	Ck#	CR	DB	Balance	
10-Apr-12	17-Apr-12	Part Time Admin	Rosanne Ritcho	Monthly Payment	120	\$ 333.33		\$ 8,794.50	
17-Apr-12	17-Apr-12	Admin Expenses	Rosanne Ritcho	Companies Office and Interview Exp	120	\$ 60.27		\$ 8,734.23	
10-Apr-12	19-Apr-12	BV Expense	Sandeep Dhariwal	February, March & April equipment storage	121	\$ 60.00		\$ 8,674.23	
10-Apr-12	18-Apr-12	BTWD	Bike to Work Day Wpg	Please see invoice sent to the City	122	\$ 20,000.00		\$ (11,325.77)	
	10-Apr-12	BTWD	Liz Erickson	Deposit cheque received on behalf of BTWD			\$ 20,000.00	\$ 8,674.23	
	30-Apr-12	Interest	ACU	Credit Interest			\$ 0.85	\$ 8,675.08	
08-May-12	19-May-12	Part Time Admin	Rosanne Ritcho	Monthly Payment	123	\$ 333.33		\$ 8,341.75	
08-May-12	16-May-12	BV Expense	Sandeep Dhariwal	February, March & April equipment storage	124	\$ 60.00		\$ 8,281.75	
08-May-12	29-May-12	BV Admin	Amanda San Filippo	Monthly Payment	125	\$ 541.66		\$ 7,740.09	
08-May-12		Sponsorship	WRENCH	Support for Wheely Fun Bike Ride	126	\$ 450.00		\$ 7,290.09	
08-May-12	10-May-12	Admin Expenses	Mark Cohoe	APBP Webinar Registrations	127	\$ 450.00		\$ 6,840.09	
27-May-12	02-Jun-12	Admin Expenses	MB Eco Network	Annual Membership	128	\$ 50.00		\$ 6,790.09	
27-May-12	04-Jul-12	Part Time Admin	Rosanne Ritcho	Monthly Payment	129	\$ 333.33		\$ 6,456.76	
27-May-12	16-Jun-12	BV Admin	Amanda San Filippo	Monthly Payment	130	\$ 541.66		\$ 5,915.10	
27-May-12	05-Jun-12	MB Public Insurance	John Anderson	Skills course participant	131	\$ 100.00		\$ 5,815.10	
27-May-12	10-Jul-12	MB Public Insurance	Currie Gillespie	Skills course participant	132	\$ 100.00		\$ 5,715.10	
27-May-12	05-Jun-12	MB Public Insurance	Paul Sutherland	Skills course participant	133	\$ 100.00		\$ 5,615.10	
27-May-12	14-Jun-12	MB Public Insurance	Mark Cohoe	Skills course participant	134	\$ 100.00		\$ 5,515.10	
27-May-12	06-Jun-12	MB Public Insurance	Pat Krawec	Skills course participant	135	\$ 100.00		\$ 5,415.10	
27-May-12	06-Jun-12	MB Public Insurance	Shoni Litinski	Skills course participant	136	\$ 100.00		\$ 5,315.10	
27-May-12	05-Jun-12	MB Public Insurance	Clint Toews	Skills course participant	137	\$ 100.00		\$ 5,215.10	
27-May-12	28-Jun-12	MB Public Insurance	Neil Sander	Skills course participant	138	\$ 100.00		\$ 5,115.10	
27-May-12	05-Jun-12	MB Public Insurance	Geoff Heath	Skills course participant	139	\$ 100.00		\$ 5,015.10	
27-May-12	02-Aug-12	MB Public Insurance	Melissa Dupuis	Skills course participant	140	\$ 100.00		\$ 4,915.10	
27-May-12	12-Jun-12	MB Public Insurance	Mario Bento	Skills course participant	141	\$ 100.00		\$ 4,815.10	
27-May-12	11-Jul-12	MB Public Insurance	Dave Dorning	Skills course participant	142	\$ 100.00		\$ 4,715.10	
	31-May-12	Interest	ACU	Credit Interest			\$ 0.27	\$ 4,715.37	
06-Jun-12	22-Jun-12	ACU Grant 2012	David Pensato	Invoiced for Deposit - New web page	143	\$ 1,225.00		\$ 3,490.37	
	20-Jun-12	ACU Grant 2012	Liz Erickson	Deposit - Grant for new web page			\$ 3,500.00	\$ 6,990.37	
	20-Jun-12	MB Public Insurance	Liz Erickson	Deposit - Grant for skills course prep and delivery			\$ 8,139.74	\$ 15,130.11	
25-Jun-12		Sponsorship	WRENCH	Write off cheque that had incorrect year on it	126		\$ 450.00	\$ 15,580.11	
25-Jun-12	13-Jul-12	Sponsorship	WRENCH	Reissue cheque	144	\$ 450.00		\$ 15,130.11	
	30-Jun-12	Interest	ACU	Credit Interest			\$ 0.43	\$ 15,130.54	
13-Jul-12	25-Jul-12	MB Public Insurance	Dave Elmore	Skills course prep and delivery	145	\$ 7,150.00		\$ 7,980.54	
13-Jul-12	20-Jul-12	MB Public Insurance	Curt Hull	Skills course prep and delivery	146	\$ 650.00		\$ 7,330.54	
13-Jul-12	18-Jul-12	MB Public Insurance	Jeremy Hull	Skills course prep and delivery	147	\$ 600.00		\$ 6,730.54	
13-Jul-12	14-Aug-12	BV Expense	Sandeep Dhariwal	May, June and July storage	148	\$ 120.00		\$ 6,610.54	
13-Jul-12	24-Jul-12	BV Expense	The Co-operators	Insurance	149	\$ 904.15		\$ 5,706.39	
13-Jul-12	24-Jul-12	Part Time Admin	Rosanne Ritcho	Monthly Payment	150	\$ 333.33		\$ 5,373.06	
13-Jul-12	24-Jul-12	Part Time Admin - Bon	Rosanne Ritcho	10% Bonus	150	\$ 540.00		\$ 4,833.06	
13-Jul-12	24-Jul-12	BV Admin	Amanda San Filippo	Monthly Payment	151	\$ 541.66		\$ 4,291.40	
13-Jul-12	24-Jul-12	BV Expense	Amanda San Filippo	Expenses	151	\$ 427.22		\$ 3,864.18	
13-Jul-12	24-Jul-12	BV Admin - Bonus	Amanda San Filippo	10% Bonus	151	\$ 80.00		\$ 3,784.18	
	15-Jul-12	Bike Valet	Liz Erickson	Deposit - Downtown Biz - Cyclovia			\$ 3,000.00	\$ 6,784.18	
	15-Jul-12	MB Public Insurance	Liz Erickson	Deposit - Final Pmt - Skills Course			\$ 2,760.00	\$ 9,544.18	
30-Jul-12	08-Aug-12	ACU Grant 2012	David Pensato	Invoiced for 2nd Installment	152	\$ 1,225.00		\$ 8,319.18	
31-Jul-12		Interest	ACU	Credit Interest			\$ 0.91	\$ 8,320.09	
14-Aug-12	23-Aug-12	Part Time Admin	Rosanne Ritcho	Monthly Payment	153	\$ 333.33		\$ 7,986.76	
14-Aug-12	21-Aug-12	BV Admin	Amanda San Filippo	Monthly Payment	154	\$ 541.66		\$ 7,445.10	
	31-Aug-12	Interest	ACU	Credit Interest			\$ 0.28	\$ 7,445.38	