

Victoria Cycling Adventures

MINUTES OF MEETING

October 2, 2016

7:30 pm Tuscany Village Starbucks on Mackenzie

Attendees: Wendy Wilcox, Stuart Reynolds, Lucie Mandanici, Kathy Robertson, Janet Davies

1. All the board signatures are now on file to confirm

- Listed under societies register. Victoria Cycling Adventures Club (VCAC) has whole liability coverage for the society,
- All five directors have signing authority,
- The Directors will infrequently have to handle cash. Most transactions can be done via e-Transfer

Action Item On Thursday will go to VanCity Credit Union Branch 68 to set up the account for the current Directors. We will all need to go to the bank to sign the appropriate document. Stuart will send us an email when we have an appointment to sign these documents after arranging a specific time for this meeting.

2. Membership:

- **Simon will update the database for 2016/2017. He is now the webmaster.**
- **Clean up membership list – do we remove inactive members?**
 - **Need to clean up list. Considerable discussion revolved around whether we should let members remain even though they are not active or if after 2 years they should be removed. If we cut names and they are still on the VCAC site then how do we clean up both sites? And the PayPal has to match as well,**
 - **Need a meeting with Simon to understand how website works at a very high level,**
 - **The Board has decided that we should minimize paper for the rides. Sign-up sheets will be sent electronically and stored as a digital database. There will no longer be storage of the records in binders,**
 - **Preference to be not to accept cash. But we can make the odd exception,**
 - **Kathy to contact rider leaders to let them know they can accept cash but if they do there needs to be a paper trail,**
 - **PayPal is neither intuitive nor easy to access. Maybe need to look at PayPal to see how we can make it easier,**
 - **Recommend we have a couple of classes by Simon and Norah to show us how to use the website,**
 - **System doesn't make you take the quiz when you pay the next year using PayPal. Does this need to change?**
- **Quizzes – The previous Board had decided that the quizzes were necessary for anyone signing up to VCA. Members should complete quiz only once, probably during registration, as a requirement,**
- **Password – members have asked if it is necessary to have a password on the site. Do we want to change this or not?**
 - **Won't change the process as it is requirement of the meetup site,**
 - **We should inform the ride leaders about the password and it is nothing to do with meetup,**
 - **New members need to understand the difference between the VCAC and meetup,**
 - **Maybe Norah could be the membership mentor.**
- **How do we encourage paid members to come out for the rides? It should be a priority for the 2016/2017 year that we increase activity levels of our paid members,**
- **We have around 170 – 200 paid members,**
- **Do we want to solicit people to see if they want to stay on the site? Is our mandate to get them to come out? Probably not but we do need to promote the club,**
- **Do we want an automatic reminder to tell them to sign up for a ride if they haven't come for a ride after 3 months – no as this is invasive,**

- Wendy suggested members remain on Meet.up site and clean up VCAC every 2 years, if possible. *Bring forward item.*
- We have posters on all the bike shops. Should investigate whether tweet or Instagram is an effective way to reach out to potential members?
- Maybe we need to promote the club such as bring a friend ride, etc. Have special activities a couple of times this year that promote membership,
- Social Events Coordinator – do ad hoc. We won't have a person whose job is just to be the social events coordinator. Maybe will post on the website. We did a beer run last year for Lin's cancer ride. So if any member wants to post an event they can. Usually get a ride leader to do a ride associated with the event,
- If you are going to do an event then run it by the Board,
- If we collect money and buy alcohol then we are liable but if each member buys their own then the club is not liable,
- Most of the rides are for Pace 3 but small groups, the Board will review the number of Pace 1, 2 and 3 riders in the club,
- But not many Pace 2 rides. Need to look at the stats of Pace 2. Need to look at all of the previous rides,
- When you know the number of members in each pace then we will know if there are more pace 2 riders; subsequently we may need to host more rides for Pace 2,
- If we add the number of riders in each Pace we will be able to track if rider numbers are increasing or decreasing.

Action Item

- We need Simon or Norah to teach us about PayPal
- Have Simon or Norah teach us how to use the VCA website at a very high level
- Lucie will check with Simon for the statistics. If Simon doesn't want to do this then Kathy and Cindy will go through the data to determine the numbers in Pace 1, 2 or 3,

3. Secretary/Treasurer split into two positions. Stuart will continue to be Treasurer; Janet has volunteered to be Secretary and define roles clearly?

➤ **Treasurer:**

- Prepares all financials, annual report and audit. For every Board meeting the Treasurer prepares and presents the treasurers report. All financial, all PayPal payments go to the VCAC and Stuart gets an email. The treasurer is responsible for all banking. (Note: PayPal does not go into Van City directly. Need to set up a transfer to the bank.)

➤ **Secretary:**

- Minutes, keeper of records such as whether members have completed the quizzes, keeper of sign-up sheets, handles any mail for the club.
- All leaders email the sheet to the Secretary. *No paper copies.* Ride leaders will change meetup site to reflect who came on ride. Treasurer will track ride participants,
- Simon will look at database to determine the members who have paid and completed quizzes. Could not decide on who would monitor this activity and decided to move on as this is taking too much time. Put something into minutes that this needs to be continued,
- Simon doing updating the membership data and so that when a payment comes in he will update database plus the quizzes,
- Home address of Secretary to be used instead of a P.O. Box Number.

➤ **President:**

- Organize meeting, put the agenda together, chair AGM, call the AGM, have a nomination committee, chair the meetings, make sure everyone is doing their role, ensure key dates are followed (such as insurance).

➤ **Vice President:**

- Will chair meeting if President is not here. Handle complaints.

➤ **Rider Liaison:**

- Communicate with riders,
- Membership Mentor: walk riders through any signup problems they may have.

➤ **Safety Coordinator:**

- **New Role for the Board,**
- First aid and bicycle maintenance,
- Notify Board and Ride Leaders if there is an increased presence of police, safety issue and incidence reports,
- Kathy Robertson has agreed to be the Safety Coordinator.

Action Item Look at the number of Pace 1, 2 and 3 members.

4. Discuss new roles: Ride Liaison (Kathy) and Membership Liaison (club mother) (TBD), social coordinator (communication coordinator)?

Membership Liaison

- Handle complaints from riders about leaders or organization, etc.,

Ride Leaders Liaison

- Kathy is the rider leader liaison,
- Members should first attempt to discuss and resolve issues with the appropriate ride leader and or rider liaison. If complaint not resolved to satisfaction by member then option to contact the Board in confidentiality. Rider liaison to copy or consult with Board on all urgent or safety issues,
- Issues could be concerns as such as going through a light or if the team doesn't wait up,

5. Rides: Will address at a later meeting

- Guests are signed as +1.
 - *We will no longer have any plus ones. When riders sign up a guest, they will have to sign up the guest on VCA with their own name. We will be taking the Plus 1 option off the Ride Template. All leaders will be notified by Kathy.*
 - *Do we want to have an out of town membership cost as if you have someone coming just on 1 or 2 rides max, maybe \$20 is too much for the second ride. Can we discuss the option of a \$5 fee? May this will get tricky with payments and proof of residency so could get shot down right away when look at logistics.*

6. Board & Ride Leaders: Need Bio's for each of us on webpage

- Board:
 - Lucie
 - Wendy
 - Janet D (also ride leader)
 - Stuart
 - Kathy
- Ride Leaders (per the list on VCA website) update on website assign task to someone
 - Annie J (new)
 - Cindy
 - Claudette (new)
 - Darren Marr
 - Ester (new)
 - Heather Gray
 - Jason Weedmark
 - John Ward
 - Larry P(new)
 - Mary Lou Gorrie (new)
 - Norah
 - Sam
 - Simon
 - Stuart
 - Veronica
 - Whitney (new)
 - Kathy
 - Gerry
 - Brian
- Stuart asked if we should have the group riders list at VCAC.net??
- Some people don't want a group send out,
- Decision: Any group emails will go to the rider liaison first,
- Can have the main group as blind email.

Action Item

Simon's name and address is on the registry for society and bank account. Will change to Stuart's personal home address. Stuart will make the necessary change.

Next meeting Dec 11, 2016 7:30 pm

Meeting adjourned at 9:13 pm