

**CCCTS Fraser Valley Chapter**  
**Minutes of Steering Committee Meeting**  
**Semiahmoo Library Branch**  
**January 21, 2019; 4 to 6 pm**

**Members Present:** Leslie Beleski, Andrew McIndoe; Helena Munro, Neil McNeill, Larry Weldon; Janet Whitehead, Clark Woodland

**Regrets:** Chris Hodgson, Madhuri Pendharkar, Mieke Quinn

1. Name

Agreed that we would call ourselves the Fraser Valley Chapter Steering Committee

2. Executive positions

The FV Chapter Constitution requires that the Chapter have a President, President Elect and Secretary/Treasurer.

Agreed that the executive positions would have a one-year term.

The following people volunteered:

- President – Janet Whitehead
- President Elect – Neil McNeill
- Secretary/Treasurer - Clark Woodland

Clark will contact CCCTS and the Comox Valley and NCR chapters re. their job descriptions for these positions and report back at the next meeting.

Note – Thinking we should inform the CCCTS Board re. our new executive positions, Clark has sent her an email to Jenni Lynnea who is the Board member in charge of chapter relations.

3. SC Meetings

We agreed that:

- Quarterly meetings and a quorum of 5 should be sufficient once we get “rolling”.
- The next meeting will be on 4:00 pm on Monday, March 4. Clark has booked the meeting room at the White Rock Library - 15342 Buena Vista Ave.

Leslie suggested maintaining a calendar showing when people would be away travelling.

#### 4. Annual General Meeting

There was general agreement that the Chapter's AGM should be held on a different date than the Christmas lunch, say in October or November.

#### 5. Communication

Agreed to send a short Newsletter in the next week or so with a brief update on the AGM and the initial SC meeting. Leslie and Clark to prepare the draft Newsletter and circulate it to the other SC members for review and comment.

#### 6. Allocating SC responsibilities

The chart prepared by Leslie summarizing the "interests" of the SC members had 13 different categories.

After discussion, it was agreed that the 13 different interests could be grouped into 6 "buckets" which are shown below along with how the SC members present volunteered to be involved. Madhuri, Chris and Mieke will be consulted re. their desired areas of involvement at the next SC meeting.

##### Weekly Rides – Larry and Andrew

Day rides and theme rides

Ride leaders

Ride Coordinator

Map library

Bike maintenance

##### Education, Safety and Advocacy – Helena, Neil and Janet

##### Tours and Hub and Spokes – Larry and Helena

##### Social and Special Events –

Century ride

New Year's Day ride

Social events – summer BBQ, Christmas lunch

##### Membership Administration – Executive Committee, Clark and Larry

AGM and "electronic" Steering Committee meetings

Membership records

New member welcome

Communications – Leslie and Clark

Newsletter

Website

7. General discussion on day rides

There was a general discussion on day ride issues including

- The challenges from having a large number of riders on many of our summer Wednesday rides
- Interest in having a second scheduled ride each week (at least in the summer)
- Accommodating riders with different speed preferences or limitations
- Rescheduling a ride that was cancelled due to poor weather
- “Pop up” rides to take advantage of good weather
- Shortage of leaders
- Leaderless rides
- Ride communication to members
- Replacing Neil Moroney’s as Ride Co-ordinator (Neil says he would like to step down in May)

It was agreed that day rides will be the primary topic of discussion at the March meeting. Other SC members are invited to send their comments and suggestions to Larry and Andrew prior to the meeting.

Larry - [weldon@sfu.ca](mailto:weldon@sfu.ca) 604-943-7962

Andrew - [amcindoe@telus.net](mailto:amcindoe@telus.net) 604-590-4693

8. Adjournment – 5:50 pm