

## Fraser Valley Steering Committee Meeting Minutes

9 am. Monday, Jan. 6 ,2020 16338 12B Ave., Surrey

Members present: Sandra de Best, Lynn Harding, David Liggat , Andrew McIndoe, Neil McNeill, Helena Munro, Mieke Quinn, Larry Weldon, Ralph White, Clark Woodland

Regrets: Leslie Beleski, Janet Whitehead

Call to order and declare quorum.

1. Approve minutes from Nov. 25 meeting. Moved by DL, seconded HM.
2. **Membership renewal update.** 72 members renewed, 3 new members. Clark to contact FV members who have not yet renewed.
3. **Financial projection for 2020.** CCCTS funding of \$400 not yet received. Clark to follow up once Vancity bank account active. Moved to accept by NM, seconded DL.
4. **Vancity Bank Account.** Letter of consent to set up account accepted by Vancity, Morgan Crossing Branch.

### Motion to open a bank account

Moved by Clark Woodland, seconded by Andrew McIndoe:

*That the Fraser Valley Chapter of CCCTS open a Community Service Account with Vancity's Morgan Crossing Community Branch to administer the Chapter's local finances and that Neil McNeill, Janet Whitehead and Clark Woodland be appointed as signing officers.*

Motion approved unanimously.

Attached files show Janet's letter of request for legacy funds and breakdown of projects.

5. **Mt. Vernon Hub and Spoke Update.** All rides have been selected with a possibility of Ralph adding an additional ride. A lottery system will be used to select riders. A one-week window for sign up could help manage enrollment of riders.
6. Steering Committee minutes to continue being posted on website.
7. **Review of sub committee business plans.**
  - Executive business plan**...no action to date.

-**Social**...Mid Winter Lunch completely organized. Preliminary plan for Spring pub night and Summer barbeque has been done.

-**Communications**...Continue bulletins. Continue newsletter but only quarterly, always including a safety component, (Helena to prepare), as well as advocacy and general issues.

-**Safety, Education, Advocacy**...REC- Neil and Helena to meet with REC to set up a structure for our involvement, including orientation dates and times for 5 or 6 people. This to be followed up by finding members interested in filling these time slots.

-**Ride Coordination** ...Rides covered until end of February by David, Carol, Andrew and Ralph. Committee to meet to prepare clear plan of how to set up ride schedule, recruit and qualify new leaders. Plan to be completed in 2.5 weeks. If required, entire steering committee to meet with ride committee to offer assistance and review progress. Meeting to be at Road House restaurant at 10:30 prior to winter lunch.

There is a need to adopt a naming protocol for rides and to update ride info on website and to ensure new rides are properly posted to Ride with GPS website.

8. **New Business.** Ralph to look into name tags (magnetic or applied to helmets) and to connect with Jenny Lynnea re getting business cards from CCCTS showing website address and blank spot to insert a name.

Chapter email for social RSVP's is set up, currently accessed by Aline for winter lunch RSVP's. Password should be changed annually at AGM.

9. **Meetings** to be 6x annually, 1<sup>st</sup> Monday of the month at 9 am. 2020 dates are as follows...

Jan. 6, March 2, May 4, July 6, Sept 21, and Nov. 2. Location TBD.

10. Adjournment.