



## CCCTS VICTORIA CHAPTER

## MEETING MINUTES

Date of Meeting: December 16, 2022

Time: 2 pm

Steering Committee Present: Diane Swindell, Chris Hodgson, Donna Kerkhoven,

Mikkel Bonnor, Jean MacDonald, John Pritchard, Stuart Reynolds

Meeting Chair: Diane Swindell

Minutes Donna Kerkhoven

Location: Mikkel's residence & Zoom

Meeting called to order at 2:18 pm

Agenda approved: John moved & Jean seconded

President's comments – Etiquette for Meetings:

1. Meeting to start promptly at designated time. I will assign time limits for each agenda item and use a timer to keep track of the time.
2. All cell phones turned to vibrate or airplane mode.

3. One person speaks at a time – no side comments.
4. Discussion stays on topic- only items on agenda are discussed.
5. Committee strives to reach a consensus. If no consensus, move to vote. Majority vote is accepted by all.
6. Any dissension over an issue stays within the steering committee.

**Agenda:**

1. Role definition – 20 minutes
2. Changes – 15 minutes
3. Ride scheduling – 30 minutes
4. Social activities – 20 minutes

**Roles:**

Role of the President/Chair – Diane Swindell:

1. Prepare agenda – ask for members' input; email agenda to steering committee members 1-2 days prior to the meeting
2. Assign time allotments to each item
3. Ensure meeting proceeds in a timely and orderly fashion
4. Ensure fairness and equality at the meeting
5. Provide leadership and direction- encourage new ideas
6. Summarize points of each agenda item before moving to next item. Ensure all plans and ideas are clear and all in agreement with summary
7. Help to identify goals- state a goal; actions to be taken to achieve goal and evaluation of goal by set date
8. Ensure decisions represent collective views; chair does not move motions; does not vote on a motion unless necessary for a majority
9. My personal goal is to work cooperatively with the steering committee members, be open to new ideas, bring enthusiasm and goodwill to the Club and have FUN!!

Role of the Member at Large – Mikkell Bonnor:

1. Assist other members in the Committee.
2. Help out with events.
3. Propose events

Role of the Treasurer – John Pritchard:

1. Likes to be numbers person
2. Not very active in chapter
3. Discussion on how to get more funds for our Chapter:
  1. Donna mentioned that we can have another Hub & Spoke event if we want.
  2. Jean said we used to hold yearly Hub & Spokes.

#### Role of the Social Convener – Jean MacDonald:

1. Hold events such as a spring pizza party, BBQ in the summer, pie party, New Year's Day open-house.
2. Perhaps request a donation of \$5 (for example). A donation allows the event to break even.
3. In order to address the request for ideas to raising money, ask members to create and donate items for gift baskets, or, possibly requesting bike shops to donate items, too.
4. Jean may need help with event planning from other Committee members / Chapter members

#### Role of the Ride Coordinator – Chris Hodgson:

1. Humbled to take it on; Chris doesn't know many members.
2. Chris was the ride coordinator for the Fraser Valley Chapter.
3. Goal is to get more people involved running rides;
4. Doesn't want to let a week pass without something occurring, ie, cycling or hiking in colder weather.
5. Discussed fast riders vs slow riders and e-bikes in our Chapter.
6. Chris' idea is that if lone riders see our club out cycling, they may want to join.

#### Role of the Member at Large – Stuart Reynolds:

1. Follow what Mikkell does.
2. Stuart mentioned that he has experience with leading rides and being a treasurer with other groups.
3. Stuart knows more serious riders.

#### Role of the Secretary – Donna Kerkhoven:

1. Take minutes of meetings
2. Postmaster / Postmistress for the Chapter
  1. Posting rides
  2. Posting events

#### Changes:

Diane: What worked / not worked / changes moving forward:

1. John commented that he used to cycle Monday and Wednesday. But since COVID, he hasn't gotten back on track. The Sunday rides are social. The group tends to split up before the end of the ride. Wednesday rides tend to be a rag-tag group, with cycling in small units. It's ok, but not great. He's used to regimented rides in Ottawa.
2. Stuart used to ride w Bruce Daykin and Bob Louie, etc. These were fast rides.
3. Jean commented that previously members met at McDonald's (Mt. Newton & Hwy 17) for a social. Then, the group cycled to Ocean Sciences (Pat Bay) for lunch. We also used to meet at other locations, but we got kicked out due to large group (up to 40 people). We didn't drink booze. The Flying Club supplied us lunch for \$7.50; people bitched about it. She also said that we have to offer decent rides of 100km. We now cycle 40km.
4. Diane commented that there have been many changes over the years, including COVID. We need to appeal to different groups of cyclists. We need to bring in more new members.
  1. Jean commented that she has tried to contact new members, but not all new members reply.
  2. Stuart commented that we should ask HQ (National Chapter) for help to get in touch with new members.
  3. John commented that a new member joins for a reason. The new member has to take initiative.
  4. Diane's final comment was to table this to another meeting.
5. Goals: get a phone list of members. We don't always need ride leaders; we don't have to be as formal.
  1. Suggestion to get members to prepare for tours / be better riders.
  2. Communicate to Chapter members to get interest.
6. Mikkel stated that our members don't want all kinds of experiences; just cycling & socializing.

### **Ride Scheduling:**

1. Chris wants to set up a ride schedule [to send to me from 2010]
  1. Members would complete form regarding route, meeting place, etc.
2. Chris asked Jean to send rides from Grandmothers for Africa (GfA).
  1. Jean mentioned their concept for ride leaders.
  2. Donna sent ride list to Chris and Brian Collier (from a 2022 GfA participant).
3. Are we happy w 1 ride per week or more?
4. Suggested time for rides to start: 9 am in summer; 10 am in winter.
  1. Ride leader decides the actual time.
5. Chris suggested a century ride.
  1. He did one / organized one in the Fraser Valley Chapter until 2018
  2. Riders would build up to 100 + km
6. Rides from Jan to Mar 23: Steering Committee can lead rides (Chris & Diane away from Jan to Mar)

7. Stuart mentioned that he has done trail riding starting in Duncan and going to Cowichan area.
  1. The rides are about 80 km.
  2. The rides would be done in spring / summer.
8. Mikkell mentioned that Ken Stepushyn offered to do an overnight Chemainus Theatre ride.
9. Other suggestions were to offer rides to the Fraser Valley chapter, have rides to Washington State, do a ride to Stevenston.
10. Chris will send out notice all regarding volunteer ride leaders and sweeps; mentoring.

#### **Social Activites:**

1. Jean wants to hold a pizza party at the Takata Japanese Pavilion on Wednesday, April 26, 2023. She will book hall. There will rides with different lengths before the pizza party.
2. Jean wants to hold the Howl at the Moon event on Wednesday, June 21, 2023 at Elk Lake. Each participant would bring dish to share. Jean will speak with Don Mais.

#### **Action Items**

<b>ACTION</b>	<b>ASSIGNED TO</b>	<b>DUE DATE</b>
Chris to send out ride schedule to Chapter members	Chris	7 Jan 23
Jean to send Chris info from the GfA group	Jean	
Jean to organize a pizza party	Jean	
Jean to organize the Howl at the Moon event	Jean	

Tentative date for next Steering Committee meeting = 28 June 2023 at Donna's place.

Meeting adjourned at 4:20 pm