



Chair:	Erica Kang
Note Taker:	Erin England
Location:	UNBC
Executive Members:	Lynda Foreman, Brenda Black, Erica Kang, Gordon Horning, Jordan Hammond, Heather Sappergia, Kyrke Gaudreau, Erin England
Guests:	N/A

Call to order at 10:20am

Action Items:

- Send Chrissy a headshot and a small bio (with a list of skills and experience)
- Send Chrissy any content that you would like on your webpage for the PGCC
- Lynda will check with Otway to see if they updated the newest trail
- Lynda will GPS points on Pidherny when trail is clear
- Gordon will get incident emergency response plan and report
- Create a grant and sponsorship folder (successful or not) accessible on Google Drive
- Create roles and responsibility guide for board position
- Gordon or Lanita will drop off Race CBC memberships and money and registration with Lynda
- Jordan and Chrissy will create discount sticker signs for stores.
- Erica send out letter of agreement between stores and club by February, response by March (we need to go and get the money by March)
- Stores must display the shirts with a sign that say "Buy a membership and get a free t-shirt while supplies last"
- Chrissy-Email membership mailout directing previous members to website to renew membership and benefits (First Week of March)
- Lynda will put together a per-dollar benefit overview of money we receive per membership
- Jordan will look into stickers (By end of February) (Vista Print, check with Handsome Cabin Boy Tattoos)
- Bring volunteer hours to Erin and she will enter them into log (she will create a sign in sheet)
- Erica will create a facebook profile for PGCC to act as admin of website
- Create a road contract (Chrissy will send the Mountain bike example form)
- Brenda Confirm the contact name for insurance provider for Road
- Lynda will contact stores to see who wants to have kit for a few days for try on
- Jordan will contact Ben to get going on Learn to Ride Program: BY Mid February
- Dona Lynn will be taking calendars to the store
- Bike to Work Week contract needs to be revised (change bonus from a specific amount to a percentage (35%) of new money brought in)

Previous Business

Agenda Topics			
Topic	Facilitator	Note	Time
Meeting Minutes	Erica		10:20

Standing Business and New Business

Agenda Topics			
Approval of Previous Minutes		<ul style="list-style-type: none"> • Motion to approve board meeting minutes. Motion by, seconded by. • Approved unanimously. 	



Ground Rules		<ul style="list-style-type: none"> Postpone until later 	
Chrissy: Drop Box	Chrissy	<ul style="list-style-type: none"> Propose changing from Dropbox to Google Drive 10 dollars a month and gives us 15GB We will switch to Google Drive Motion by Lynda, Seconded by Erica 	
Erica: Active Living Market	Erica	<ul style="list-style-type: none"> March 7 and 8 Chrissy will send out a Doodle poll to assess availability Usually have a program booklet, make a brochure instead. More cost effective and will refer users to webpages. Needs updating. 	
Review 2014 Organizational Strategies		<ul style="list-style-type: none"> We don't have the 2014 one, just the 2013 one. Revise plan Each board member responsible for Must track volunteer hours: sign up sheet and send to secretary 	
Membership/store relationship		<ul style="list-style-type: none"> Only get enough T-shirts that stores 150 cover. Shirts need to be displayed 	
Program Strategies: Mountain Biking	Jordan	<ul style="list-style-type: none"> Following up with Andrew Steel over Fifth Ave trails Develop a series of races in the Community (Poker Ride, Enduro, etc) Maybe a childrens ride. No providing alcohol 	
Program Strategies: Road Cycling	Gordon	<ul style="list-style-type: none"> Look at PG to Purden Ride (cancelled last few years) Take back ride from Koops and making it a Grand Fondo Interest in youth racing group (enforce membership for insurance purposes) Confirm the contact name for insurance provider Weekly beginner ride (no experienced riders! They have their own separate ride) Ensure no favoritism for meeting spaces (not stores, coffee shops etc are okay) Get sample kit for uniform orders 	
Prince George Learn to Ride		<ul style="list-style-type: none"> Possibly look for grants to create this as a paid position 	
Urban	Kyrke and Erica	<ul style="list-style-type: none"> Contact membership base Two grants (My PG Social Development Grant and Canbike Grant) These must be used this year! For Canbike – possibly bring up a trainer from Vancouver to train some instructors in PG. Peter Stevenson is the person taking this on. Continue pressuring city council to fulfill agreements to increase biking access and parking. Grants will not count toward Bike to Work Week extra income for coordinator. Start a UNBC cycling group Increase Urban Rides 	
		<ul style="list-style-type: none"> 	

Motion to adjourn – Kryke

Second – Gordon

Next Meeting Date/Location: AGM on February 11th, 2015, 7:00pm