



Notice of Pedal Power ACT Inc. Annual General Meeting for 2017

The Pedal Power ACT Inc. Annual General Meeting will be held on Tuesday 21 March 2017 starting at 7.30 pm, in the Southern Cross Club, Woden Town Centre, ACT.

Documents

This document contains the agenda for this meeting, details of those standing for election to the Board, the minutes of the last AGM, and the proxy and voting form. The Pedal Power ACT annual report and financial statement for 2017 are available on the Pedal Power ACT website and will be available at the meeting. The minutes of the last Annual General Meeting 2016 have been on the Pedal Power ACT website since March 2016 and are included on page 16-17 of this document.

AGENDA

1. Open AGM

2. Introduce Board members for last year

3. Receipt of proxy and voting forms

(Proxy and voting forms brought to the meeting are to be handed to the chair at the beginning of the meeting)

4. Apologies for non-attendance

(Attendees to complete attendance sheet)

5. Minutes of last general meeting

(Included on page 16 and has been available to members on the Pedal Power ACT website www.pedalpower.org.au)

- Acceptance of the minutes

6. Matters arising from the minutes

7. Annual report and annual financial statement for 2016

(Available to members at meeting and on Pedal Power ACT website www.pedalpower.org.au)

- Presentation of annual report and financial statement
- Adoption of the annual report
- Adoption of the annual financial statement

8. Presentation of Pedal Power ACT annual awards

Special annual volunteer awards for 2016

The Paul Truebridge Memorial Volunteer of the Year award in recognition and celebration of the outstanding effort by a volunteer in the running of Pedal Power ACT and/or promoting cycling in the community:

- **Roger Bacon** for his cycling news weekly round-ups and newflash alerts started primarily for the Advocacy Group and expanded to become a vital resource in the ACT government, sparking conversations about how Canberra compares nationally and internationally, for his strategic advice to the Advocacy Team, and for his work on cycle tourism advocacy.

Event of the Year award for the events that have been successfully conducted by volunteers and/or introduced innovations to and event (new or ongoing):

- **Cycling Without Age introduction to Australia** at Kangarra Waters (a residential aged care facility located in Belconnen, ACT) by **Jeff Ibbotson** and **Gillian Helyar**. The *Cycling Without Age* program uses electric assist tri-shaws with capable pilots pedalling that enables seniors to re-engage with the community and to bring the participants out of the isolation of living in care or in isolation of their homes.

Annemarie Driver Memorial Leadership award for the volunteer who has been a prominent and successful leader in some aspect of Pedal Power ACT activities:

- **Sue Lake** for managing, organising and running the successful New Horizons courses that enable many people to become confident bike riders and to learn the joys of cycling for transport and pleasure.

Service awards in recognition of giving excellent service to Pedal Power ACT and/or the cycling community in general:

- **Peter Le Mesurier** for his continuing commitment organising and running social rides, for developing new and popular rides and for his input into the governance of Pedal Power ACT.
- **Jennifer Nell** as the member services phone caller extraordinaire for making hundreds of calls and helping members renew, reminding members to renew, updating members contact details, and collecting valuable data about why members had not renewed.
- **Richard Bush** for his dedication as secretary to the Advocacy Infrastructure Group, Pedal Power ACT

representative and the Bicycle User Group meetings and an active advocate for cycling, particularly for the South Side.

- **Douglas Widdup** for endless patience in the Treasurer's job, improving our financial records and continually trying to satisfy Board financial queries

- **Vicki Deakin** for being a most dedicated Board secretary (six years on the Board and four years as secretary) in the preparation of other documents, timely reminders of actions required, keeping good records and making sure Board members did as required, and as an active member of the Tours Committee.

- **Michael Braund** as a dedicated Board member and particularly for the work he put into risk management and other difficult governance documents.

Volunteer Recognition awards in recognition of conspicuous and worthwhile volunteer work in the interests of Pedal Power ACT and/or the cycling community in general:

- **Bryan Kalms** for going above and beyond the usual volunteer duties at the Big Canberra Bike Ride in handling an unlikely stressful situation when a participant died and his continuing leadership of the Monday Dirt Rides.

- **Karen Civil** for her extraordinary navigation and sublime logistics New Zealand South Island Tour.

9. Appointment of public officer

Currently **Luke Wensing** who is prepared to continue in that role.

10. Election of Board members

(See biographies on next page of this document)

The five Board members who were elected for two-year terms at the 2015 AGM resign at the 2017 AGM and up to five new Board members may be elected for two-year terms. One member who was elected for a one-year term at the 2016 AGM is resigning at the 2017 AGM creating a vacancy for a Board member for a one-year term. Nominations for election to Board closed on 14 January 2017 (as advised to members in *Canberra Cyclist* and *NewsWheel*). If there are insufficient nominations, the Chair may call for nominations at the meeting.

Board members elected for two years in 2016 and continuing are:

Jane Brooks, Eric Huttner, Steve Shaw, John Widdup

Election vote 1:

Election of five members of Board to serve for two years

Nominated:

Rosemary Dupont, Gillian Helyar, Jeff Ibbotson, Bruce Paine, Lynne Prentice

Election vote 2:

Election of one member of Board to serve for one year

Nominated:

Adam Horner

Election vote 3:

Election of President for one year from those elected to Board

Nominated:

Jane Brooks

11. Motions on notice

Substantive motions that are not on notice can not be addressed

There are no motions on notice

12. Close AGM

13. Open discussion session

14. Close discussion session and retire for refreshments

Pedal Power ACT Inc. Annual General Meeting for 2017

Persons nominated for election to the Council at the 2017 AGM



Rosemary Dupont



Gillian Helyar



Adam Horner



Jeff Ibbotson



Bruce Paine



Lynne Prentice

• **Rosemary Dupont** is now an active and regular social rider with Pedal Power ACT and has become an accredited day and tour ride leader. She joined Pedal Power ACT and undertook a New Horizons course, after hearing about it on the radio, in September 2014. That followed a bad skiing accident in 2012 when her specialist recommended cycling to strengthen her knee. For the past twenty four years Rosemary has been director of her own business specialising in human resources consulting, negotiation and dispute resolution. She has been a Board member of the Institute of Arbitrators and Mediators Australia. Rosemary has professional qualifications in social work and arbitration and she has wide ranging experience as an alternative dispute resolution panellist and Tribunal Member. She will bring to the Board an extensive business background that includes sound financial and personnel management, negotiation and training experience and advocacy skills. Rosemary is a long term resident of Canberra.

• **Gillian Helyar** has been a Board member for three years, was President in 2015 and is currently one of the two Vice-Presidents. For over 30 years she has been a keen advocate for cycling to be widely used as a mode of transport, recreation and fitness. Gillian is extremely appreciative of the hard work that Pedal Power ACT members have done advocating for the existing cycle conditions and facilities in Canberra and for building the relationship between the cycling fraternity and the government. She is keen to see this fostered further. Having ridden overseas and seen the amount of effort and resources that some countries apply to encourage the use of bicycles for transport and tourism, she is keen to see Canberra promote itself as a city easily explored by bicycle and to encourage locals to appreciate and use the infrastructure already in place.

• **Adam Horner** is a senior executive with extensive experience in the sport and recreation industry. Focusing on governance reform and organisational structures, he has led and built strong business and performance platforms for numerous sporting organisations having worked with Netball ACT, the Australian Sports Commission and Rowing Australia. He is currently the General Manager of Netball ACT setting the strategic direction and planning and managing all day to day aspects of the business. In leading the organisation through the evolution from an amateur sporting organisation to a professional business, Netball ACT has achieved commercial and financial success, improved athlete pathways and performance and is seen as an organisation with influence on a local and national level. He is an avid recreational cyclist regularly seen on the MTB trails in Bruce, pushing himself on the roads around Uriarra Crossing or just enjoying a leisurely ride around Lake Ginninderra with his family.

• **Jeff Ibbotson** has served on the Board and its predecessor Management Committee for over ten years, most recently as a Vice President and earlier as President. He is the Board member responsible for advocacy and became the Advocacy team leader in 2013. Jeff initiated the ride-to-work program in 1998 and *Cycling Without Age* in 2016. As well as riding for everyday transport, Jeff enjoys touring such as on Pedal Power ACT's Darling and Queensland tours in 2013. If re-elected to the Board, Jeff will continue to keep the Board and Pedal Power ACT's attention on being member focused; on professionally managing its affairs and ensuring its projects, events and advocacy are well prepared and professional, with particular emphasis on making cycling an accepted everyday way for Canberrans aged 8 to 80 to get around town.

• **Bruce Paine** joined the Board in 2014 and was last re-elected in 2015. He is seeking re-election for another two-year term to, amongst other things, to continue contributing to the governance and financial leadership of Pedal Power ACT and to make a greater contribution towards improving cycling culture and safety in the ACT. Bruce has become an even keener 'person cycling' in recent years, and regularly participates in, and volunteers for, Pedal Power ACT's events as well as cycling socially with other people and alone. Bruce has the luxury of generally travelling around Canberra by bicycle (and recognises that is not practical for many people), and keeps an 'eye out' for cycling hazards (and has not yet been barred from the ACT government's 'Fix my Street' portal!) and potential improvements to infrastructure to assist people cycling.

• **Lynne Prentice** is a retired dietitian who rediscovered cycling while working for ACT Health Promotion in 2010. Her organising of the 'Learn to Ride' and 'Cycling Skills' programs became an enjoyable part of work. Realising that you don't know (about how to ride a bike safely) until you know (or learn the skills to ride a bike safely), cycling skills programs became a passion. From 'dusting off the old bike' to first commuting to work and then learning how to ride a mountain bike and a road bike, her garage now has N+1 bikes that she enjoys. She gained Cycling Australia cycling coach qualifications in 2013 and has helped, supported and trained New Horizons and Cycle Well participants over the last few years. Lynne is keen to assist Pedal Power ACT to encourage more Canberrans to ride 'any bike, anywhere, any time' and to have the necessary confidence and skills to do this safely.

MINUTES OF PEDAL POWER ACT INC. ANNUAL GENERAL MEETING 16 FEBRUARY, 2016

Attendance

Members:

Armstrong, Chris; Armstrong, John (EO); Armstrong, Lindy; Bacon, Roger; Brooks, Jane (Vice-Pres); Bush, Richard; Chalklen, Andrew; Deakin, Vicki (Secretary); Driver, Rod; Greathhead, Sheryl; Hawkins, Walt; Helyar, Gillian (Pres); Hornby, June; Ibbotson, Jeff (Vice-Pres); Johnston, Beth; Kalms, Bryan; Katz, Rod; King, Miathhuw; Lambeck, Gerda; Lynch, Mike; Mewburn, Inger; Mewburn, Luke; Moffat, Neil; Munro, Claire; Paine, Bruce (Council); Shaw, Steve; Smaglinski, Silke; Taylor, Carol; Wensing, Marie; Widdup, Douglas (Treas); Widdup, Joanne; Widdup, John (Council); Widdup, Julia;

Non-members: Nil

Chairman of the meeting: Gillian Helyar (Outgoing President, Pedal Power ACT)

1. Meeting opened at 7:40 pm

2. Council members for 2015

The Chairman introduced the 2015 Council members.

3. Proxies and voting papers

Eric Huttner. All votes were affirmative for the nominated council member(s) for: Vote 1: for council members as listed in the Agenda to serve for 2 years; Vote 2: 1 members of council as listed for 1 year; and Vote 3: Jane Brooks for President.

4. Apologies for non-attendance

Eric Huttner (Council), Michael Braund (Council), Luke Wensing (Public Officer), Peter Gamble, Keith Helyar

5. Minutes of Annual general meeting (2015)

Accepted as a true and correct record of that meeting. Accepted by Gillian Helyar and seconded by John Widdup.

A copy of minutes was signed by the Chairman.

6. Matters arising from the 2015 minutes

None

7. Annual report and annual financial statement (2015)

The 2015 Annual Report and Annual Financial Statement was presented by the President (Gillian Helyar) and Treasurer (Douglas Widdup). Jeff Ibbotson (Vice-President) presented the main achievements and changes to advocacy team foci for 2015. Key features included:

- an increase in total membership (nearly 7000 members) and improvement in membership retention, compared with 2014.
- an increase in Pedal Power ACT staff (and corresponding wages) associated with the employment of a full-time Communications

Continued ...

Manager, a part-time Project and Event Manager and a part-time Membership Services officer. (Wages listed are not representative of a full-year's employment for all positions)

- A new cycle map for ACT, new branding and new jersey initiated for Pedal Power ACT
- The inclusion of the Fitability group in Pedal Power ACT (since May 2015)
- A strengthening of the advocacy team's activities into 2 strategic areas: 1) cycle safety/culture and 2) road infrastructure, which allows more focused representation for cyclotourism and cycle safety in the ACT. Several cycling infrastructure and safety issues have now been realised or recognised in the ACT because of the lobbying by the advocacy team (e.g Civic Cycle loop, Bowen Crossing, Vulnerable Road Users Inquiry, Active Travel network).
- Providing ongoing cycling-related activities (e.g recreational rides, bike maintenance courses, National Ride2Work day, CycleJam, Ride Leader accreditation) and novel cycling-related initiatives (e.g overseas cycling tour).
- More recognition of Pedal Power ACT volunteers.

The financial status of Pedal Power ACT remains reliant on income from government grants, large events, some programs and projects (e.g. Amy's Big Canberra Bike Ride, Fitz's Challenge, New Horizons, ACT Cordon Counts, Cycle Facilities Rating scheme) as evident in the Annual Financial Statement.

On behalf of Council, the president, Gillian Helyar, formally acknowledged and thanked John Armstrong and Jeff Ibbotson for their leadership and dedication, particularly in facilitating the advocacy agenda.

The Annual Report and Annual Financial Statement for 2015 was tabled and accepted by Gillian Helyar, seconded Rod Driver.

8. Presentation of Pedal Power ACT Honorary memberships

The chairman presented the awards of

Honorary Life Membership to:

Annemarie Driver (posthumous), June Hornby, Jeff Ibbotson, Doug Thompson, Silke Smaglinski Luke Wensing, Marie Wensing, John Widdup and Julia Widdup.

Although Howard Rawson was eligible for receipt of an Honorary Life Membership, he declined the offer.

An Honorary Membership for one year was awarded to **Roger Bacon.**

9. Presentation of Pedal Power ACT annual awards

The chairman presented the awards:

a) The Paul Truebridge Memorial Volunteer of the Year award

John Widdup for his ongoing participation in Pedal Power ACT administrative tasks, formulating the ride leader accreditation system, leading rides and tours, event organisation, and as the lead infrastructure technical expert for the Pedal Power ACT Advocacy's Team.

b) Events of the Year awards

Pedal Power ACT Social and Information Nights – conducted over recent years by Annie McDevitt, Claire Munro and Carol Taylor. For their outstanding efforts in organising an interesting and entertaining range of speakers

ten times a year and for the now traditional Christmas party – with Santa Claus.

The Tassie Tour, Pedal Power ACT's first overseas tour for some years – carefully and thoroughly organised by Steve Squeaky Wheel Shaw with the help of all participants in which 26 riders successfully and enjoyably rode the 480 km Tasmanian Trail (off-road) from Devonport in the north to Dover in the south – and had a great time doing so.

c) Leadership award

Gillian Helyar for hitting the ground running in her first year as President and proactive involvement with members, administration issues, events and activities: and her leadership and outstanding commitment to Pedal Power ACT during the year.

For noting. This award is presented in honour of Anne Marie Driver in recognition of her outstanding contribution to Pedal Power

d) Service awards

Bryan Kalms for being the glue that holds the Monday dirt rides together by gently persuading people to lead rides, for delving into Pedal Power ACT's history with a view of sharing that history with a wider audience, for his work on the information management requirements of Pedal Power ACT, and his input to the requirements for organising and managing tours and on the life and honorary membership protocols.

Beth Johnson for the successful expansion and management of the New Horizons courses over recent years and for encouraging these riders to continue to engage with others and go to the next level.

e) Volunteer Recognition awards

Jeff Ibbotson for his numerous innovative ideas for advocacy, involvement with active travel, tourism and activities overall
Natasha Beckmann for her work with the Advocacy Team and especially running the advocacy email answering service.

Those members not present will be advised of their awards which will be presented at another time.

10. Appointment of Public Officer

Luke Wensing was re-appointed as the Public Officer for Pedal Power ACT Inc.

11. Election of Board members

The following people were elected to Council for two years, according to the constitution:

Jane Brooks, Eric Huttner, Steve Shaw, Douglas Widdup, John Widdup

The following person was elected to Council for one year, according to the constitution:

Vicki Deakin

Jane Brooks was elected president.

12. Motions on notice

Motion on notice 1: Proposed by Jane Brooks, seconded by John Widdup That the 'Council' of Pedal Power ACT be renamed as the 'Board' and that in the Rules of Pedal Power ACT the word 'Council' wherever it appears be replaced with the word 'Board'.

The motion was accepted.

12. Close AGM

The meeting closed at 8.25 pm

13. Open discussion and other business

The Executive Officer, John Armstrong, updated members about the main activities and

initiatives of Pedal Power ACT in 2015 which included:

- Increased diversity of Pedal Power ACT activities
- Enhanced public perception of Pedal Power ACT from increased interaction with the media on local and national cycling issues, compared with the previous year
- Initiation of a new Mountain bike group for recreational rides and an increase in several additional regular social recreational rides for members
- Current membership at the highest in the history of Pedal Power ACT with 6700 members

* Sponsorship is provided from five organisations including the ACT government for many activities, including the Big Canberra Bike ride. The ACT government (i.e. TAMS) continue to use Pedal Power ACT as contractors for cordon counts around each town centre and for a new initiative in 2015 - cordon counts around schools

- The importance of maintaining continued interaction with government agencies and recognition of the potential threat to Pedal Power ACT from other bike organisations seeking to become established in the local region

The EO formally thanked the advocacy team and all the volunteers who contribute to Pedal Power ACT's recent successes and events.

Advocacy

Jeff Ibbotson, representing the advocacy group, updated members on the key outcomes for 2015 after many years of lobbying government. He praised the professionalism and persistence of the advocacy group in their achievements, which include for example

- The completion of Bowen Crossing bicycle and pedestrian access path.
- The initiation of the Active Travel office within ACT government - Pedal Power ACT, via Roger Bacon, was instrumental in establishing the framework for this initiative.

Jeff Ibbotson called for volunteers to join the newly-formed sub-group of the advocacy team that is responsible for cultural change and safety associated with cycling.

Member queries

One member asked about the number of members who actually participated in Pedal Power activities or actively showed support for Pedal Power ACT.

The President acknowledged that membership numbers (~6800 people) are at a much higher rate than other bike organisations (relative to the population numbers), which provides good evidence of public support.

Pedal Power ACT has a strong Facebook following, compare to industry norms, providing further evidence of member appreciation and support.

A member of the advocacy team, Richard Bush, reported that members often volunteer to assist them when a new issue is raised that relates to cycling. As an example, several members living in the Belconnen area voluntarily submitted a comprehensive written response relating to cycling infrastructure in the Belconnen Master plan, in liaison with the Pedal Power ACT Advocacy group. ✿

Pedal Power ACT Inc. Annual General Meeting 21 March 2017

Member proxy and voting form

Step 1: Details of Pedal Power ACT membership and thus entitlement to vote

Name of voting member:

Member number (on membership card):

Membership type (place a tick or cross in box): Individual Household (Note 2) Life Corporate (Note 2) Honorary

Member must be over 18 years of age to vote. I declare that I am over 18 years of age .

Step 2: Appoint a proxy

I appoint the person named on the line below (who is a Pedal Power ACT member) as my proxy to vote on my behalf at the Annual General Meeting of Pedal Power ACT Inc. on 16 February 2016 or any subsequent date if the meeting is rescheduled (Note 1).

Proxy name:

Step 3: Voting directions

Place a tick or cross in the box adjacent to the name or motion (Note 4):

'For' if you intend to vote for that motion

'Against' if you intend to vote against the motion

'Abstain' if you do not want to vote on that motion (Note 5)

Adopt the annual report: For Against Abstain

Adopt the annual financial statement: For Against Abstain

Elect the following persons as Board members (Note 6)

Election vote 1: Election of five members of the Board to serve for two years

Nominated:

- Rosemary Dupont For Against Abstain
- Gillian Helyar For Against Abstain
- Jeff Ibbotson For Against Abstain
- Bruce Paine For Against Abstain
- Lynne Prentice For Against Abstain

Election vote 2: Election of one member of the Board to serve for one year

Nominated:

- Adam Horner For Against Abstain

Election vote 3: Election of President from those elected to the Board

Nominated:

- Jane Brooks For Against Abstain

Motions on notice:

There are no motions on notice For Against Abstain

Step 4: Make declaration:

Signature of member Date:

Step 5: Send completed proxy and voting form to Pedal Power ACT office before 12 February or provide to the chairman of the AGM at the beginning of the meeting.

NOTES

Note 1: The proxy holder must be a member of Pedal Power ACT.

Note 2: Each member in a household or a corporate memberships gets one vote provided they are over 18 years of age.

Note 3: If multiple voting papers are submitted for a member they will all be declared invalid.

Note 4: If you leave the voting directions blank (for any item), your proxy can vote as they desire for that item.

Note 5: If you mark the abstain box for a particular item, you are directing your proxy not to vote on your behalf on a show of hands or on a poll for that item and your vote will not be counted for that item.

Note 6: Where there are insufficient nominations for Board positions on the voting paper, the chair of the meeting will accept nominations for that position at the meeting.

Note 7: Your proxy can vote as they desire for any other motions to be voted on at the meeting.