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# MINUTES OF PEDAL POWER ACT INC. 2017 ANNUAL GENERAL MEETING

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Held on 21 March, 2017 at the Southern Cross Club in Woden

These minutes were adopted at the 2018 AGM on 20 March 2018

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## ATTENDANCE

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### MEMBERS

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Armstrong, John (EO)	Catchpole, Barbara	Gamble, Peter
Armstrong, Chris	Catchpole, Ted	Kalms, Bryan
Armstrong, Lindy	Deakin, Vicki (Secretary)	Lake, Ian
Auty, Kate (Guest Speaker)	Furlonger, Leigh	Lake, Sue
Bacon, Roger	Greathled, Sheryl	Luke Wensing
Baron, Phillip	Helyar, Gillian (Vice-Pres)	McDevitt, Annie
Bell, Harvey	Helyar, Keith	Munro, Claire
Bell, Judy	Horner, Adam	Paine, Bruce (Board)
Brooks, Jane (Pres)	Hotchkiss, Ian	Prentice, Lynne
Bush, Richard	Huttner, Eric (Board)	Robertson, Matt
Bruce Payne	Ibbotson, Jeff (Vice-Pres)	Synnott, Derek
		Tupper, Graham

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### NON-MEMBERS

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Nil

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### CHAIRMAN OF THE MEETING

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Brooks, Jane (President, Pedal Power ACT)

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#### 1. MEETING OPENED AT 7:35 PM

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#### 2. APOLOGIES FOR NON-ATTENDANCE

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Michael Braund (Board), Rosemary Dupont, Walter Hawkins, Peter Le Mesurier, Steve Shaw (Board), Marie Wensing, Doug Widdup (Treas), John Widdup (Board), Julia Widdup

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#### 3. GUEST SPEAKER

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Professor Kate Auty, Commissioner for Sustainability and the Environment in the ACT since May 2016, gave a very interesting and inspirational address to members. She provided strong support for active travel and for improving the infrastructure for enabling people to make better use of the environment. She commended Pedal Power ACT for our leadership in this area and collaboration with government and other stakeholders to engage and enable more people to ride bikes in the ACT. She encouraged all members to encourage other people to make the change from cars to bikes and left us with the message that it is people like us who drive behaviour change in others.

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#### 4. BOARD MEMBERS FOR 2017

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The Chairman introduced the 2017 Board members.

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#### 5. PROXIES AND VOTING PAPERS

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Nil.

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#### 6. MINUTES OF ANNUAL GENERAL MEETING (2016)

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Accepted as a correct record of that meeting. A copy of the minutes was signed by the Chairman.

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#### 7. MATTERS ARISING FROM THE 2016 MINUTES

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None

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#### 8. ANNUAL REPORT AND ANNUAL FINANCIAL STATEMENT (2016)

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The 2016 Annual Report and a Summary of the 2016 Financial Statement was distributed during the meeting and presented by the President. The President apologised for the delay in distribution of the financial report and directed the members to a more detailed report which is located on the Pedal Power ACT Website. Key features reported by the president included:

- An increase in total membership (over 7500 members) and continuing improvement in membership retention, compared with 2015.
- A further expansion of Pedal Power ACT staff, staff hours and workloads (and corresponding wages) compared with 2015. Staff include a full-time Communications Manager, two part-time Project and Event Managers and a full-time Membership Services/External Services officer who works closely with the advocacy team.
- The introduction to Australia by Pedal Power ACT of the Cycling-without-age initiative from Denmark for the first time (see Annual Report). This program has increased engagement with the ageing community locally and enhanced local and international recognition of Pedal Power ACT.
- Enhanced engagement and recognition from the ACT government for the expertise of the Pedal Power ACT advocacy team, particularly in relation to the consultation about bike transport for the Capital Metro initiative.
- A final annual loss of around \$13k to the organisation, which was substantially less than the budgeted loss of \$45k which was primarily attributed to the increase in office space in 2016 and consequent higher rental cost.
- Increased popularity of social rides and events.
- The two main events, the Big Canberra Bike Ride and Fitz's Challenge remain major earners for Pedal Power ACT.

#### **Member queries**

One member asked about the potential impact on the Pedal Power ACT budget associated with the loss of government funding for Capital Cycling in 2017, which has helped to offset Pedal Power ACT financial loss in 2016. The EO informed the members that the operating grant for Pedal Power ACT for 2017 had increased by \$19k compared with the 2016 grant, which provides some compensation, with another \$12k grant for updating IT services. He also acknowledged that recurring expenses for the organisation have increased; that membership numbers have doubled in the last five years and continue to grow; and that the organisation, as a not-for-profit organisation, was not expected to generate large income returns.

*The Annual Report and Annual Financial Statement for 2016 were tabled and accepted.*

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## 9. PRESENTATION OF PEDAL POWER ACT ANNUAL AWARDS

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The guest speaker, Professor Kate Auty presented the awards:

**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 newsflash alerts started primarily for the Advocacy Group and expanded to become a vital resource for the ACT government, which has sparked 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 event that has been successfully conducted by volunteers and/or introduced innovations to an existing event (new or ongoing):

- **Cycling-Without-Age introduction to Australia** at Kangarra Waters (a residential aged care facility in Belconnen, ACT) by **Jeff Ibbotson** and **Gillian Helyar**. The *Cycling Without Age* program uses electric assist tri-shaws with capable pilots pedalling. The program enables seniors to re-engage with the community and to bring participants out of the isolation of living in care or in isolation in 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 in 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 to help and remind existing members to renew their membership; for updating members contact details, and for collecting valuable data about why members had not renewed.
- **Richard Bush** for his dedication as Secretary to the Advocacy Infrastructure Group, as Pedal Power ACT representative on the Bicycle User Group meetings and as an active advocate for cycling, particularly for the South Side.
- **Douglas Widdup** for endless patience in the Treasurer's job, for improving our financial records and for continually trying to satisfy financial queries from the Board.
- **Vicki Deakin** for; being a most dedicated Board secretary (six years on the Board and four years as secretary), 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 as well as his continuing leadership of the Monday Dirt Rides.
- **Karen Civil** for her extraordinary navigation and sublime logistics for the New Zealand South Island Tour.

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

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## 10. APPOINTMENT OF PUBLIC OFFICER

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

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## 11. ELECTION OF BOARD MEMBERS

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The following people were elected to the Board for two years, according to the constitution: *Rosemary Dupont, Gillian Helyar, Jeff Ibbotson, Bruce Paine, and Lynne Prentice.*

The following person was elected to the Board for one year, according to the constitution: *Adam Horner.*

*Jane Brooks* was re-elected president for one year.

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## 12. MOTIONS ON NOTICE

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No motions on notice were presented.

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## 13. CLOSE AGM

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The meeting closed at 8.15 pm

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## 14. OPEN DISCUSSION AND OTHER BUSINESS

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### **Member queries**

One member was concerned about the membership drive undertaken by another cycling organisation, Bicycle Network, who are recruiting members from other state-based organisations and how Pedal Power ACT was addressing this drive. The EO reported that Bicycle Network had not undertaken a strong recruitment drive in the ACT as they had done in other states, which was probably attributed to the strong recognition of Pedal Power ACT in local cycling activities. Pedal Power ACT is pro-active with key stakeholders in local government which may help to inhibit the initiatives of external cycling groups.

Another member requested clarification on any involvement of Pedal Power ACT with the Captain Flat Rail Trail and the Monaro Rail Trail proposals. Both sites are in close proximity to the ACT. Jeff Ibbotson (Vice-Pres) informed members that the advocacy team of Pedal Power ACT was assisting and that legislation was required to formally close the rail link before it can be used for other purposes. He reported that this was the main holdup. He also informed members that these proposals, particularly the Monaro Rail trail, were specified as an election commitment by the ACT government as part of their new initiative in cyclo-tourism.