



Bike Waikato Annual General Meeting 2023

Time 1400 - 1600

Date Sunday 1 October 2023

Location GoEco, Frankton, Hamilton City

Attendees Melissa Smith
Stephen Hay
Kelli Pike
Phil Evans
Pearson Mills
Felix Hoornaert
Matthew Leach
Simon Campbell
Samantha Campbell
Ada Campbell

Stuart Penfold

Jackson Faulkhauser

Apologies None received

Welcome and Opening

The AGM was declared open by Melissa Smith at 2.34pm, late due to time taken to reach a quorum of 10 paid members.

Melissa welcomed new and existing members to the Annual General Meeting and thanked everyone for attending.

Melissa requested a change in order of business to bring forward a Proposed Rule Change for Procedure effective immediately.

Relating to Clause 11.4 of Society Rules, **Melissa Smith** moved to reduce quorum to 8 paid members instead of 10 members, effective immediately. This was to reflect the size of membership and committee. Seconded by **Kelli Pike**. All in favour.

Confirmation of the Previous AGM Minutes

The minutes of the previous AGM had been circulated with the invitation emails to the 2023 AGM.

Melissa asked if there were any questions or clarifications from last year's minutes. Kelli questioned the accuracy of the record in the Welcome and Opening section - which said "a quorum of 8 members had been reached" as that would not have been consistent with society rules which states that 10 are required for a quorum. Clarification sought by those at attendance at 2022 AGM who agreed this should state 10, and was an error in reporting.

Melissa Smith moved a motion to amend previous minutes, to say "a quorum of 10 members had been reached"; seconded by **Stephen Hay**. Passed.

Melissa Smith moved a motion to accept previous minutes of the AGM; seconded by **Stephen Hay**. All members who were in attendance at that meeting, voted unanimously in favour.

Chairperson's Report

The Chairperson's report was circulated with the invitation emails to the 2023 AGM, and taken as read.

Melissa provided a brief recap of the report. The main focus for the committee for the last year had been in advocacy for the Hamilton City Council's CERF infrastructure projects. We supported the projects by presenting at Transport and Infrastructure meetings and facilitating submissions by members. We attended workshops and provided feedback and submissions for other strategic pieces of council consultations. We had started a relationship with Waikato Regional Council for transport projects and the Waikato Police.

The Bike Valet has been successful, making income and supporting bicycle parking at community events. Community events – We hosted 2 x Boon Street Art Bike Tours, the Bike Friendly Business Awards and participated at the recent World Car Free Day.

With big gains made for cycling in the last year, we would love to move from an infrastructure focus to promoting cycling generally eg) the Life in the Bike Lane initiative as well as expanding our capacity to work outside of Hamilton.

Melissa asked if there were questions or clarifications from the report.

- Phil Evans asked about the nature of the relationship with **Waikato Police** as he had previously tried to work with them to improve enforcement issues. Melissa advised that they consider us to be a key stakeholder after hood meetings with **Jeffrey Penno (Snr Rooding Policing Manager)**. Melissa explained that the benefit to the relationship is knowing we can trust problems will be resolved. Providing context – Waka Kotahi funds police to address enforcement issues. They have 8 key priorities, none related to cycling. A future strategic priority might be to lead a collaboration with WK / Police / Council and other communities to have a proactive approach to communicating how people can report near misses/accidents and to strengthen enforcement. Phil is happy to be involved in developing a productive relationship - and is passionate about enforcing the traffic rules for the safety of cyclists.
- Stephen wanted to acknowledge **Melissa's perseverance** and push for us to do better despite the committee not always being communicative.
- Phil asked how we could get more **regional input** into the committee, which currently has a Hamilton focus due to where the members live. Matt provided some historical context, saying that Bike Waikato used to be Cycle Action Waikato, which had regional divisions rather than city to city. Bike Revolution (Cambridge based) and Transition Matamata would be good to connect with if a strategic decision was made to focus on seeking regional input & engagement. We could also provide support to them if required. Simon asked if Bike Waikato needed to focus on Hamilton, due to capacity – asking: “Are we serving those in regions well?” Stephen said there is scope to grow our membership base and build capacity for the regional groups. Simon asked what the measurements and objectives are so that we could know what we need to do in those areas. Phil suggested requesting a council staff member, or community group representative attend meetings to improve engagement. Matt suggested we reach out to community groups to offer support for their projects. What are the Long Term Plan projects we can support? Felix suggested we share how to run Bike Valet services in other areas – Bike Revolution already does this.
- Jackson asked how we can **connect advocacy to Waikato Metro Spatial Plan** or regional projects to connect towns & networks, with a vision of a cyclepath connecting towns in the region.

Kelli Pike moved that the Chairperson's report be accepted, the movement was seconded by **Stephen Hay**. PASSED

All members voted unanimously in favour of the Chairperson's report being accepted.

Treasurer's Report

Presented by Stephen Hay with Stu absent from meeting. This is the 3rd year of reporting as a registered charity and incorporated society. Modest incoming and outgoing transactions this year. The biggest expenses being the website, CRM and election event. Membership fees and valet service contract provided income.

Membership: There are currently 30 members, 260 on mailing list and 1700 on social media platforms. Recommendation in the 2023-24 year to increase paid membership numbers. Another key push to reinvigorate events schedule.

Volunteer work by committee is integral. Thanks committee for work and progress over the last three years. Happy to be leaving finances in good health.

Simon queried the CRM web hosting amount, and asked what period the \$750 was related to. Melissa said that it is for two years.

Melissa to clarify with Stu that the \$750 is for the current and next year. It would therefore be recorded as \$0 in the 2024-25 year. Add an addendum to finances to clarify this after speaking to Stu.

Phil queried what we charge the Valet Service out for. Melissa answered that the charge is \$150 per hour, which includes pack in pack out and we have a minimum charge out rate. We could negotiate and charge less for some groups who request the service. Phil asked if we would consider charging

patrons, but there is reluctance to do so as it would create another barrier. There is a lot of potential for the Bike Valet service, but it needs someone to lead the establishment and growth. Felix is happy to work on the Valet project as a member.

Kelli Pike moved that the Treasurer's report be accepted on the condition that an addendum will be included in the Treasurer's report, the movement was seconded by **Jackson Faulkhauser**. All members voted unanimously in favour of the Treasurer's report being accepted.

General Business

Membership Fees

Melissa Smith moved that Membership subscription rates remain static (\$30 individual/\$10 unwaged/\$50 family), the motion was seconded by **Kelli Pike**.

Feedback from Felix was that the rates are just right - particularly to sign up the family.

All members voted unanimously in favour of Membership subscription rates remaining static.

Kelli noted Bike Waikato could consider a corporate sponsorship. To ask Cycle Action Waikato about a model of corporate membership.

Website

Ongoing need to review the website – simplify and update. Simon asked if there is an opportunity for Bike Waikato to use the website more often for those who aren't on social media as we have a high dependency on facebook. Stephen said CRM is currently used for automating memberships making it easy and seamless. As well as membership, it is used for newsletters and has a blog function. Scope for more integration and post more content to the website. Discussion about whether we list everything on the website and / or facebook. We don't currently have a hit counter for our website which means we don't know how often it is accessed to know if there is value in putting work into it. Simon advised he is a software developer and is happy to provide technical guidance to the committee once a decision is made on what our priorities are. Melissa said due to capacity they decided to focus on CERF projects, rather than the website for the past year.

Matt mentioned that we have \$4500 + in account, and we could decide to spend on the website.

Felix mentioned that he appreciated the link to make submissions to HCC on CERF projects. Stephen said he was proud of it as it made engagement really easy for everyone. Benefits for council is support for projects, and council staff can reflect that back to elected members. The advantage is having more people sharing their own stories, not just theoretical people who want progress on cycling.

Kelli said she has drafted a comms and engagement plan to build on & make better use of CRM – to be discussed at a Future meeting.

Bike Valet

Discussed during finances, but Felix expressed interest in helping to develop this further, with agreement that there is a lot of potential as an income stream, and to help make cycling a good option for events.

Re-election of Committee Members

Melissa thanked the existing Committee members for their efforts over the preceding year.

Chris Broabent, Stuart Penfold, Matthew Leach and Neil Payne are stepping down from the committee.

Simon asked what the committee do and the commitment involved. Matthew said it is a governance role, but due to the size, tends to do operational work depending on capacity. Melissa said there is no pressure to do more than you can - but there is a responsibility to stay communicative. Kelli said time commitment can be just the monthly 1.5hr meeting, particularly if we can ask members to help more.

AGM is the only non-negotiable. Society rules state that committee meetings have to be regular, so it could be a bi-monthly meeting.

Phil asked if you have to be on the committee to attend. Melissa advised she will look into it. Kelli said it makes sense to allow, although would not have voting rights. Opens doors to more people to get involved, and contributes to more skills being offered. Alternatively members could be invited to attend specific discussions.

Melissa called for re-nominations and new nominations.

- Kelli Pike: reappointment to role of Committee member, 1 year
- Stephen Hay: reappointment to role of Committee member, 1 year
- Melissa Smith: reappointment to role of Committee member, 1 year
- Simon Campbell: self nomination to role of Committee member, 1 year
- Jackson Fankhauser: self nomination to role of Committee member, 1 year
- Felix Hoornaert: self nomination to role of Committee member, but may not be available for 1 year.

Rules indicate that the specific roles of Secretary and Co-chair would need to be appointed at the first Committee meeting.

Melissa Smith moved to confirm members nominated, **Phil Evans** seconded. All members voted unanimously in favour of the new Committee members.

Melissa finished by thanking returning members, and congratulating the new Committee members.

The meeting formally closed at 4.15pm.