



MORE PEOPLE BIKING
MORE OFTEN

Bike Winnipeg Finance Committee Meeting

May 12th, 2021, 7:00pm

Location: Zoom

Meeting chair: Neiva Desrochers

Minutes: Clayton

In attendance: Neiva, Mark, Clayton, Misty

Regrets: none

Governing documents: [Bylaws](#) / [Policies](#) / [Strategic Plan](#) / [2021 Budget](#) / [Committee TOR](#)

Operational documents: [Scheduled committee meeting topics](#) / [Core volunteer roster](#) /
[List of acronyms/abbreviations](#) / [Estimated volunteer hours](#)

Draft Agenda

1. Opening
2. Old business
3. Quickbooks orientation
4. Canada Summer Jobs budgeting
5. Clayton's agenda suggestions
6. Budget/financial update
7. Board meeting reports
8. Announcements
9. Adjourn

Minutes

1. Opening
 - a. Call to order: 7:04pm
 - b. [Land Acknowledgement](#)
 - c. [Review past minutes \(Apr. 2021\)](#)
 - d. Review of agenda
2. Old business
 - a. Misty
 - i. Send CRA repID form with Clayton's e-signature [completed]
 - ii. Create document for login credentials master list **[Misty]**
 - iii. Quarterly reporting **[Misty]**
 - b. Mark
 - i. Scan 2018-19 receipts for evidence for charitable registration application **[Mark]**
 - ii. Set up volunteer hour spreadsheet OR form [completed - linked above]
 - iii. Heritage Grant payment [completed - cheque on its way]
 - c. Clayton
 - i. Contact ITES for \$6k NPSSIG payment **[Clayton]**
 - d. Delegated
 - e. Deferred
 - i. Recommendation to board to approve financial accountability and transparency policies **[Recommended for board approval]**
 - ii. Finance Committee Operations Manual **[Misty, due Dec. 2021]**
 - iii. 2020 T2 **[Misty, due June 2021]**
3. Quickbooks orientation with Misty
 - a. 10-15 minutes
 - b. Reports/files are kept on Misty's flash drive and periodically uploaded to BW's Google Drive
4. Canada Summer Jobs
 - a. Budgeting & feasibility
 - b. Need ~\$8k balance to hire the 2 positions; could come from ACU and/or BSC grant, which are both expected this week or next
 - c. If just ACU grant is received, positions can be hired for the number of hours that we have funding for
5. Discuss Clayton's agenda suggestions
 - a. Developing cash flow forecasts at useful time horizons
 - i. Cash flow statement is something that Misty is planning to develop **[Misty - ETA summer]**
 - b. Bike Winnipeg assets list (with values) & depreciation schedules ([Interim/working document for accounting purposes](#))
 - i. In progress **[Misty - ETA summer/fall]**
 - ii. Also needed for insurance
6. Budget/financial update

- a. CICAN (Colleges & Institutes Canada): \$25,500 expected by direct deposit within 2 weeks (reports submitted)
 - b. City of Wpg: 2020 invoice was paid and deposited
 - i. Need to copy City's Accounts Payable with invoices
 - c. Building Sustainable Communities grant payments ETA June/July (after reports are submitted)
 - d. Membership is currently 153, with allowance for recurring payments
- 7. Board meeting reports
 - a. Report content
 - b. Report total volunteer hours & number of volunteers **[Neiva]**
 - i. Clayton: 1
 - ii. Misty: 5(previously submitted)
 - iii. Neiva: 2
 - iv. Jackson:
- 8. Announcements
 - a. [Learning opportunities](#)
 - b. Next meeting: Tues., June 8th, 7pm
- 9. Adjourn: 7:50pm

Summary of Action Items

1. All
2. Neiva
3. Misty
 - a. Create document for login credentials master list
 - b. Quarterly reporting
 - c. 2020 T2 **[due June 2021]**
 - d. Cash flow statement **[ETA summer]**
 - e. Bike Winnipeg assets list (with values) & depreciation schedules **[ETA summer/fall]**
 - f. Finance Committee Operations Manual **[due Dec. 2021]**
4. Mark
 - a. Scan 2018-19 receipts for evidence for charitable registration application
5. Clayton
 - a. Contact ITES for \$6k NPSSIG payment
6. Delegated
 - a. To board: recommend that board passes motion to approve financial policies (section B)
7. Deferred
 - a. Finance Committee Operations Manual **[Misty, due Dec. 2021]**
 - b. 2020 T2 **[Misty, due June 2021]**