

**Edmonton Bicycle Commuters Society  
Executive Director Monthly Report**

***Date: November 2015***

***Executive Director: Chris Chan***

**30 DAY REVIEW (list accomplishments)**

**Operations/Administration:**

- Casino organization
  - Application submitted
  - Scheduling updates
- Mobile website planning meeting
  - Working with David Schaefer
- Office computers updated
- Website maintenance
  - Fixing stale pages, links, wording
- Volunteer awards announcement drafted and edited
- Office tidying
- Researched faster internet
  - Currently 5Mbps, \$45/mo per shop
  - Speed limiting work
  - Speed limiting functionality of HD security cameras
  - Speed may impact change to VOIP
  - Looking for lower cost
  - Primus doesn't currently offer better deal; will check again in February

**Human resources (Staffing):**

- Individual check-ins completed with Les, Molly
  - Check-in on progress with goals
  - Clarify roles, expectations
- Re-scheduling check-in with Coreen

**Program Updates: (BW, Spoke, YCR2)**

**BikeWorks (Coreen):**

- St Albert bike donation: trailer load of bikes transferred to Chris C's backyard
  - Les coordinated with St Albert & Paul from Bicycles for Humanity
  - Coreen selected, loaded/unloaded bikes & metal recycling
  - Hundreds of bikes stored outdoors by City of St Albert since September
  - EBC picked ones with good resale value
  - Bicycles for Humanity partnership: Paul's vehicle and trailer used
- Surprisingly large demand for commercial studded tires
- Sold out of many lights--new orders coming. CAD to USD affecting margins; some prices adjusted
- Leslie is developing a BikeWorks volunteer survey
- Extra time spent supporting specific volunteers
- New iPad acquired for BWN POS
- Outdoor outlets finished installation at BWS
  - Ready for lit outdoor signage and security camera
- BWS window repair booked for Dec 4
- Shops cleaned, organized
- A bike was stolen from BWN during shop hours
  - A thief lied & bullied volunteers and walked out with high-value bike
- BWS stolen bike has been rebuilt
- Worked with Mark Cherrington to get a bike for a youth

#### **YCR2 (Molly):**

- Volunteer appreciation
- Bike documentation
- Planning for new software for integrating registrations and payments
  - Field Law funding
- Arranging imports of bike purchases
  - Shipping & brokerage
- Inventory management
- Chris reviewed potential for standalone Google Apps for YCR2; not feasible through EBC

#### **Spoke (Molly):**

- Graduation of 2-3 youth
- Volunteer questionnaire development
- Developing sponsorship levels/package for The Spoke

- Website review/update
- Secured 1-time sponsorship of pizza
- Planning meetings with Nathan

#### **Advocacy/Outreach/Media Updates:**

- Newsletters sent
- Reviewed 2016-18 Operating Budget
  - Presented to Council on unfunded profile on enhanced engagement
  - Coun Henderson moved to fund profile, motion passed
- 97 St removal
  - Response to removal
  - <https://edmontonbikes.ca/bike-lanes-97-ave-to-63-ave/>
  - Planning campaign
- 99 St/Scona Road feedback
  - <http://edmontonbikes.ca/safety-measures-at-99-street-scona-road-and-saskatchewan-drive/>
- 82 St bike lane
  - Les met with Jason Watt (McLeod CL, EFCL Planning Committee) to discuss options for 82 St bike lane
- ECEF Presentation
  - Presented at Edmonton Community Energy Forum on sustainable transportation
  - Well-received
  - <https://prezi.com/ihhkctdg6ph/ecef-2015/>
- State of the Bike
  - Les surveyed attendees
- Photo essay by Marc Kitteringham
  - Coreen coordinated
  - <https://dirtbagcycles.wordpress.com/2015/11/27/not-just-about-the-bike/>
- Interview with Adam Bentley
  - Storyhive competition
- YEGBike Coalition now Paths for People
  - Announcement parallel posted by EBC
  - Meeting with Les, Jonathan, Chris, Conrad
  - <http://edmontonbikes.ca/yegbikecoalition-becomes-paths-for-people/>
- Trail closure updates
  - Pursuing information re: closure of High Level Bridge, 121 St, Melton Ravine

- Investigating MacKinnon Ravine drainage issues
- How to steal a bike video recorded
  - Still need to edit
  - Will launch in spring for best impact
- [@stolenbikesveg](#)
  - stolenbikes.org integration broke. Fixed it.
- Winter riding tips:
  - Daily twitter tips
  - Working on content for website page

#### **External Relations: (events, membership issues/concerns, marketing, partnerships/sponsorships)**

- Membership: 1293 active members (-139 prev month, 50 new, 48 renew) [+12 YOY]
  - Better than the expected drop of ~226 members
  - Mailing list sync issues finally resolved
  - Membership reminders and ~40 cards sent
- Leslie:
  - Meeting with community partners downtown to discuss adult earn-a-bike program
  - Developing non-mechanical volunteer job descriptions & projects
  - Discussing with potential partners re: public repair stands
  - Developing sponsorship package with graphics design volunteer
  - EAC
    - Contacting EAC about artist in residence program, potentially to host at BW
  - MakeSomethingEdmonton
    - Meeting to investigate funding and partnership opportunities
  - Planning Sustainival partnership for June 2016
- ESO partnership
  - Ticket giveaways for multiple events
- Events:
  - Wheel building class for volunteers
    - 4+ attendees
    - Keith H teaching
    - Well-appreciated class, effective training
  - Public movie night at BWS
    - 2 *Secondes*

- Full house!
- Turkey Drop
  - EBC promoted the event on social media/blog
  - Great turnout: <http://glennkubish.blogspot.ca/2015/11/the-yegbike-christmas-turkey-drop.html>
- MEC Club Night
  - Dec 1
  - 25 EBC members attended (far outnumbering other clubs), quite a few renewals prompted by the event
- Future events:
  - Pogies workshop for volunteers
    - Dec 6
  - Ski pannier workshop for volunteers
    - Dec 6
  - Bike lights workshop for volunteers
    - Dec 15
  - Volunteer holiday party
    - Dec 18, Chris's house
  - Edmonton Bike Show
    - Feb 2016

## Immediate and Ongoing Plan: December (list future plans)

### Immediate Plans:( next 30 days)

- Analyze BikeWorks sales/inventory data with Coreen
- Install outdoor security camera at BWS, fix security at BWN
- GST registration
- Continue mobile-friendly website redesign
- Continue development of sponsorship package
- BWN office reorg

Carried forward from last month:

- Plan renovations for BikeWorks North
- Improve bike building night engagement
- Meeting between Les, Molly, Janine to discuss fundraising
- Budget development for Spoke, YCR2
- Implement new volunteer recruitment plan
- Label BikeWorks tools & parts
- Review/update volunteer application form
- BikeWorks stocking and merchandising
- WTGNB response to volunteers

**Ongoing Future Plans:(beyond 30 days)**

Carried forward from last month:

- Assess demographics of workshop attendees
- Install outdoor repair stands
- Connect with new Heritage Festival ED
- Update bike build sheets
- Media training
- BikeWorks South bike hanger stabilization
- Mural for BWN
- Improve volunteer hour logging
- Evaluate rack sales program
- Develop volunteer recognition program
- Create volunteer application process

## Risks and Issues

I'm encouraging staff to use accumulated banked time/vacation time in December. Expect it to be a slower month productivity-wise. Large accumulation still represents a significant liability for EBC.

- By end of December, if no time off is taken:

- Molly and Les together have 63 hrs vacation, 86 hrs banked
- Chris has 261 hrs vacation
- Coreen: unknown hours of vacation (I don't have payroll access)
- As of October: about \$17k in wages payable

## **Bookkeeper**

There is uncertainty about processes for payroll, expense claims and YCR2 procedures with the change in bookkeeper. We need to document the current procedures in an appropriate Google Doc for consistency and ease of review.

## **GST Registration analysis (Summary)**

1. We always pay GST on goods and services that we buy; that hasn't changed. As of Dec 11, we are collecting GST on items including but not limited to parts, bikes, and course and shop fees.
2. We should register immediately for GST. This is not optional.
3. We are not currently eligible for public service body (PSB) GST rebates. We will be when we're a charity. If you're involved with other non-profits or charities with significant expenses, it's worth checking to see if that organization is eligible for rebates on GST paid. It doesn't need to be registered for GST to be eligible. If your organization had \$100k in expenses plus \$5k in GST, the rebate could be worth \$2.5k.
4. We now have to collect GST. Collection is not onerous; our point-of-sales system makes the switch fairly transparent (no re-training is necessary). It does mean that people will pay an additional 5% for our products and services, including shop fees and used bikes, among other things. There will be additional accounting work necessary to prepare and file returns, including claiming ITCs, and a few one-time calls to the CRA to clarify some potential exemptions. We will see positive net income after registration because of input tax credits (ITCs).
5. After charitable registration, we will see some differences in our GST filings compared to as a non-profit. More analysis (by a bookkeeper or accountant--it's beyond my current knowledge) would be needed to fully understand its impact to our net income compared to non-profit status, but it seems likely to be a positive impact. Additionally, it will mean that the prices we charge to recipients of our charity exempt services (shop fees, used bikes, used parts, course fees, mobile mechanic) would be lower, as we will no longer need to charge GST.
6. It is unlikely that we will be asked to audit previous quarters for mandatory GST registration, but if we are, and if it is then determined that we are required to file for past quarters, it is unlikely that we would also be required to pay penalties as we have taken steps to register and collect GST as soon as we were aware that we were required to. In the case of having to

remit retroactive uncollected GST, we likely have enough ITC eligible expenses that our GST amount owing would be minimal, mostly driven by our sales of used goods (which don't provide any offsetting ITCs). A business ceases to be a small supplier when taxable revenue exceeds \$50,000 in a calendar quarter or over the last four consecutive calendar quarters, and, in the case of exceeding the limit in a single calendar quarter, is required to start collecting GST starting with the sale that exceeded the limit, and register for GST 30 days after that. For the last quarter that we have financials for (Jun-Aug), assuming I now understand the allowable exemptions but without yet having called the CRA to confirm, we appear to have had a taxable revenue of about \$60,000.

Our GST application is almost complete, located at [https://drive.google.com/drive/folders/0ByPA\\_mxTBvz1X0hodjNjNDVDMms](https://drive.google.com/drive/folders/0ByPA_mxTBvz1X0hodjNjNDVDMms). The document A2 Owners Information list of directors needs each director's occupation completed (I presume? I'm not sure how necessary it is, but it's in the form).

## Issues Regarding Board Motions or Approval

| Issue            | Required Action                                                                                                                                                                                                                                                                                                                                                                                                         | Timeline                                                                  |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| GST Registration | <a href="#">A2 Owners Information</a> needs occupation info from each director.                                                                                                                                                                                                                                                                                                                                         | <b>Immediate / urgent.</b>                                                |
| Bike builder     | Bike builder budgeted for April-Aug 2016. Would like to shift up timeline to Feb-Jun 2016. No budget impact, but will better align with peak demand for bike sales (April/May/June).<br><br><a href="https://docs.google.com/spreadsheets/d/1Gzc6R93pIPpQoySBkP47ijwA29EWUP7XM5vq_eWCILl/edit#gid=893967198">https://docs.google.com/spreadsheets/d/1Gzc6R93pIPpQoySBkP47ijwA29EWUP7XM5vq_eWCILl/edit#gid=893967198</a> | Posting would then be end of December, hiring in January to start in Feb. |

|                  |                                         |                                          |
|------------------|-----------------------------------------|------------------------------------------|
|                  | <p><b>FY2015 Used bicycle sales</b></p> |                                          |
| CIOG Application | Need signed 2014 AGM minutes            | ASAP--was supposed to submit last month. |

| Critical Issues – Risk Analysis (List 1 to 3 of your critical issues) |                                                                                                          |                                                                                                    |                         |                         |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------------------|-------------------------|
| Issue                                                                 | Description                                                                                              | Mitigation Strategy                                                                                | Importance              | Risk                    |
| GST registration                                                      | After reassessing a previous analysis, it seems that we need to start collecting/filing GST immediately. | GST application 95% complete, lay analysis done. Need accountant to review and assess conclusions. | <b>High</b> / Med / Low | High / <b>Med</b> / Low |
|                                                                       |                                                                                                          |                                                                                                    |                         |                         |
|                                                                       |                                                                                                          |                                                                                                    |                         |                         |

| Report Reviewed By: | Date:        |
|---------------------|--------------|
| Jon                 | Dec 11       |
| Anna                | Dec 14       |
| Karl                | Dec 14       |
| Rachel Keglowsch    | Dec 15, 2015 |
| Adrian Pearce       | Dec.16,2015  |
| Geoff Hansen        | Dec 16       |
| Nathan Treloar      | Dec 16       |
| Dan Thompson        | Dec 16       |
| Jasmine Farahbakhsh | Dec 16, 2015 |

|                 |              |
|-----------------|--------------|
| Nancy Milakovic | Jan 25, 2016 |
|                 |              |
|                 |              |