



MORE PEOPLE BIKING
MORE OFTEN

Bike Winnipeg Finance Committee Meeting

July 25, 2023, 730PM

Location: [Zoom](#)

Meeting chair: Luke

Notes: Everyone

In attendance: Mark, Luke

Regrets: Ben, Clayton, Felix

Governing documents: [Bylaws](#) / [Policies](#) / [Strategic Plan](#) / [2022 Budget](#) / [Committee TOR](#)

Operational documents: [Scheduled board meeting topics](#) /

[List of acronyms/abbreviations](#) / [Committee stats report](#) / [BW core volunteer roster](#) /

[Committee TOR](#) / **NEW:** [Revenue forecast from awarded grants](#) / **NEW:** [Accounting procedures](#)

Agenda:

1. Opening / [Land acknowledgement](#)
2. Call to Order: 7:34
3. Review previous meeting notes
4. Old business (see below)
5. New business / Standing Reports
6. Closure

Meeting Notes:

Present:

1. Opening / [Land acknowledgement](#)
2. Call to Order:
3. Review [past meeting](#) and agenda.
4. Old business
 - a. United way charity number?
 - i. Covid recovery fund
 - b. Spring / Summer PAID staff
 - i. Social enterprise manager

1. Robyn, as part of the fundraising cttee is working on the job description for the social enterprise manager.
2. Bike valet marketing
3. Contract city bicycle parking
 - a. Bike Parking certification
- ii. Local bike groups coordinator - grants
 1. supervisor for a number of bike valet events
- ~~c. F2023 update - data gathering exercise - all done~~
 - ~~i. Stripe data - got passwords from Mark~~
 - ~~ii. Paypal data - got passwords from Mark~~
 - ~~iii. Grant cash flow data~~
 - ~~iv. Potential issues:~~
 - ~~1. Formatting~~
 - ~~2. Board requests?~~
 - ~~3. Charitable status reports.~~
 - ~~4. Misty will fund Quickbooks for one more year \$46.20 per month~~
- d. CIVICRM Training
 - ~~i. Mark meeting with Charles and Robyn for Fundraising portion~~
 - ~~ii. Paypal and Stripe reporting is simple~~
 - iii. Mark to create training manual
- ~~e. Remove Misty as Signing authority from ACU - propose at May board meeting~~
- ~~f. CRA - Grants and contributions - online tool~~
 - ~~i. Mark to add Luke, and remove Misty (Mark to action)~~

5. NEW BUSINESS

A. Standing Reports

- a. Q2 Financial Statement review
 - i. [Balance Sheet](#) - accrued grant i
 - ii. [Profit Loss](#) & [Budget comparison](#)
- b. Grant Updates ([Grant Tracking Spreadsheet](#)) - 2023 to be updated - some grants have been awarded
 - i. Mark to host a session on grants
- c. Bike Valet Update
 - i. Manpreet to get Quickbooks access to do invoicing
 - ii. Track costs better per project
- d. Bike Rack installations - Mark to set up meeting with Eric (from the city) and Manpreet

B. Staffing

- a. LBG Coordinator - Ray (summer for now)
- b. Bike Valet Coordinator - Manpreet (more long term)

C. Budget 2024 Planning - discussion to follow / planned for early fall to start budgeting process

- D. ACU authorized contact - Luke needs to confirm with ACU who has signing authority
- E. Grants and contributions - Online tool - Mark to add Luke
- F. Cash flow on Grants - Mark and Luke

7. Closure

8. Adjourn:- 8:10