



MORE PEOPLE BIKING  
MORE OFTEN

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## **Bike Winnipeg Finance Committee Meeting**

June 8th, 2021, 7:00pm

Location: Zoom

Meeting chair: Neiva Desrochers

Minutes: Neiva, Clayton

In attendance: Mark, Misty, Clayton, Neiva

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](#) / [Committee stats report](#)

## **Draft Agenda**

1. Opening
2. Old business
3. Grant payments update
4. ACU loan update
5. Budget/financial update
6. Program vs. Projects discussion
7. Board meeting reports
8. Announcements
9. Adjourn

## Minutes

1. Opening
  - a. Call to order: 7:05
  - b. [Land Acknowledgement](#)
  - c. [Review past minutes \(May 2021\)](#)
  - d. Review of agenda
2. Old business
  - a. Misty
    - i. Create document for login credentials master list **[ongoing]**
      - Created but not uploaded
    - ii. Quarterly reporting **[ongoing]**
    - iii. 2020 T2 **[due June 2021] [ongoing]**
      - Should be done by the end of the week
    - iv. Cash flow statement **[ETA summer] [ongoing]**
    - v. Bike Winnipeg assets list (with values) & depreciation schedules **[ETA summer/fall] [ongoing]**
    - vi. List of questions for board of directors (insurance purposes) [Policy A8] **[ongoing]**
    - vii. Need to look at Mark's compensation scheme (possibility of back-pay)
  - b. Mark
    - i. Scan 2018-19 receipts for evidence for charitable registration application **[not done]**
  - c. Clayton
    - i. Contact ITES for \$6k NPSSIG payment **[ongoing]**
    - ii. Review Imagine Canada approval **[Clayton]**
  - d. Delegated
  - e. Deferred
    - i. Finance Committee Operations Manual **[Misty, due Dec. 2021]**
3. Grant payments update
  - a. Discuss grant information required for ACU
    - i. Clayton emailed Jeffrey (ACU) back with brief overview
    - ii. BSC and Bicycle Valet expansion will come in lower
    - iii. 2020 Canada Summer Jobs received was consistent with expectations
    - iv. CIGAN 1 and 2, Canada Summer Jobs Recovery & Back to Work were received
4. 2021 Local Bike Groups Launch Project: grants received
  - a. 2021 ACU grant
    - i. \$2,500 received
  - b. 2021 Canada Summer Jobs Grant ([budget & tracking spreadsheet](#))
    - i. We need \$8,000
    - ii. For 12 weeks, that would provide us with funding for 1 position
    - iii. Mid-June ETA

- iv. Mark suggested sending out sponsorship requests for videographer position
- 5. ACU loan update
  - a. Discuss due to grant payments coming in
  - b. Grant contract revenue forecast
    - i. [2020-21](#) forecast: new update
    - ii. [2021-22](#) forecast
  - c. May not be cleared until July due to some slower approvals/correspondence
  - d. Considerable repayment can be made now with recent grant payments (~\$22k)
- 6. Budget/financial update
  - a. CICAN (Colleges & Institutes Canada): direct deposit received
  - b. Building Sustainable Communities grant payments ETA June/July (after reports are submitted)
    - i. Clayton has been working on the [grant report](#) but doesn't have the final expenses
    - ii. Mark has the final expenses with a matching form
    - iii. Some hours still need to be added but it is more or less ready
    - iv. We are a little below the amount needed to match (as per [BSC Organizational Development Grant Financials](#))
      - Total project costs are \$36,000 but \$5k of that is not eligible
- 7. Program vs. project budgets/discussion - also an Exec discussion **[delegate until BW has capacity later on]**
  - a. Wrapping Heritage Grant & group rides into Local Bike Group Launch Project for leverage and to coalesce our various projects into programs
  - b. Project: temporary entity established to deliver specific outputs in line with predefined time, cost and quality constraints.
  - c. Program: portfolio of multiple projects that are managed and coordinated as one unit over the long-term with the objective of achieving outcomes and benefits for the organization.
  - d. [CCEDNET program map](#)
    - i. Mark argues that we shouldn't group by programs because it is the projects that get the funding
      - Advocates for specificity in showing where funding is going
  - e. BW programs
    - i. Local Bike Groups (staff-led, volunteer-driven)
      - Bike parking
        - a. Bicycle valet
        - b. Rack installs
      - Events
        - a. Group rides
        - b. Cargo bike & trailer festival?
        - c. Display trailer
        - d. Bike to Work Days

- e. Get Lit
    - f. #Love30on30
      - Citizen engagement (advocacy)
  - ii. Advocacy (staff-driven)
    - Coalitions
    - City Hall engagement
    - MPI rate hearings
  - iii. Bikeshare
  - iv. Governance (internal board-driven program)
    - Strategic planning
    - Policy development
    - Organizational capacity development
- 8. Board meeting reports
  - a. Report content
  - b. Report [committee stats](#) [Neiva]
- 9. Announcements
  - a. [Learning opportunities](#)
  - b. Next meeting: Wed, July 14th, 7pm
- 10. Adjourn: 8:00

### Summary of Action Items

1. All
2. Neiva
3. Misty
  - a. Create document for login credentials master list
  - b. Quarterly reporting
  - c. 2020 T2
  - d. Cash flow statement
  - e. Bike Winnipeg assets list (with values) & depreciation schedules
  - f. List of questions for board of directors (insurance purposes) [Policy A8]
  - g. Need to look at Mark's compensation scheme (possibility of back-pay)
4. Mark
  - a. Scan 2018-19 receipts for evidence for charitable registration application
5. Clayton
  - a. Contact ITES for \$6k NPSSIG payment
  - b. Review Imagine Canada approval
6. Delegated
  - a. Program vs. project budgets/discussion - also an Exec discussion
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