

RESOURCES GROUP NOTE OF 04.10.16 MEETING

- These notes may include any relevant developments subsequent to the meeting
- They also include some notes from earlier meetings, if still relevant

Present: Judy, Dave, Martin, David, Rosie, Martyn **Apols:** Mies, Paul

Next meetings

- to be confirmed – most likely Mon 24 Oct or Weds 2 Nov

Google Calendar reminder... Spokes dates calendar by Martin <http://tinyurl.com/SpokesCalendar-v1>

A. RELEVANT NON-SPOKES MATTERS

- n/a

B. STALLS - *Anyone who can help at stalls please contact Martyn or the person shown.*

- There have been many stalls in last month (see notes from last meeting) – thanks to all who helped.
 - **Farmers Market** dates - 12/11, 10/12
 - Nov 8 **Cycling Scotland conference, Perth** – spokes stall booked. **Mies** to run stall, **Dave** also going.
 - Nov 10 **Spokes Public Meeting** – see below
- Other possibles*
- Oct 15 **Out of the Blue, Eco Fair**. Have had good stalls here in the past, but not for 1-2 years. Unlikely we can staff it this time either.
 - Dec 8 **Active Travel all-day conference** by Holyrood Comms. **Dave** to investigate cost of stall+delegate.

STALLS FUTURE/ GENERAL

- **Martyn** keen to hand over as main stall organiser, as will be away a lot, including Oct 24-Jan 3. **Mies** will take this on meantime, working with **Martyn** when he is around. **Dave** to include in next all-member email a request for new trainee stall organiser to work with Mies.
- **Stall helpers instruction sheet** – Judy said useful to update to answer difficult common questions – e.g. complaints about cyclists on towpath [to deal with that question (1) give them shared paths flyer (2) say we have been pressing council for bike facilities on parallel roads to encourage faster cyclists to go there].

C. STALL & OFFICE MATERIALS

- **Mudguard Stickers** running low. Agreed on revised design from Tim. Local printer approx £120/1000 or £200/2000 – Judy to confirm – this is roughly what we paid for previous stock 10 years or so ago. Online “image printers” cheaper but only print them in sheets, not individually.
- **Spokes map on office wall** – **Judy/Goff** investigating methods of fixing without wall damage.

D. SPOKES PUBLIC MEETINGS [twitter hashtag #SpokesMtg]

- **Autumn 2016** – *Benefiting Business through Cycling, Thurs Nov 10, Augustine United.* **Martin** organising
 - **Poster & website article now online and here is the main [Tweet](#).**
 - **Format** – usual 4 speakers then panel QA. *Speakers...*
 - **Cllr Lesley Hinds** - including to talk on *Edinburgh/Lothians City Deal*
 - **Michael Johnstone**, Chamber of Commerce Vice-President
 - **Hannah Ward** co-proprietor of The Cycle Service bike shop
 - **David Monaghan** RBS Gogarburn BUG
 - **Chair for discussion session** – **Dr Caroline Brown**, asst professor at Heriot Watt, urban sustainability, is one of the main EdFoC organisers.
 - **Organisers: Refreshments** – **Judy**; **Stall** – **Rosie**; **Membership stall** – **Paul** if available (unsure)
 - **Additional points/ideas** .. 1. Roving mike essential. 2. Possibly a form on seats for people to write examples they know of/ ideas linking cycling & business, to get more audience ideas.

- **Spring 2017** – Council elections hustings. **Date of election** Thurs 4 May. **Martin** to book provisional Augustine United evening – possibly week beginning April 4??

E. SPOKES MAPS

- **Edinburgh map** now out, 3500 copies, of which 100 are flat copies for pinning on walls. All on water and tear-resistant paper, priced £6.95. Other info & prices for bulk orders on website (Maps tab at top of page).
- The new map has also spurred more sales of **Lothians maps**, by drawing attention to spokes maps in general and with the special offer in Bulletin.
- **Shop/ bulk sales** - Peter Hawkins has taken over from Ian Maxwell.
- Edinburgh edition on **new base map** (XYZ) to allow electronic version has been badly delayed and no likelihood of appearance any time soon.
- New **Glasgow edition** was paid for by the council, 12500 copies, and is available free (on ordinary paper) at council events and Glasgow Bike Station (through their Better Way to Work project) – not in bike shops. Electronic version also downloadable for smartphones. Development of a paid-for printed water/tear-resistant version is currently on hold as Ian is very short of time.
- Longer term spokes maps future unclear as Ian very busy at work and Tim not keen on doing future maps. On the other hand, David Gardiner has come in and done a lot on the reverse of the new Edinburgh map. May be a meeting of the maps group to discuss – **Dave** to contact maps group.

Two matters now needing attention...

- **Employer initiative** - Grant of £2500 towards map obtained from Edinburgh Council, in exchange for which we promised to try and get it pinned up in workplaces and/or made available to interested staff. Original idea was write to Chamber of Commerce and Essential Edinburgh asking if they would circulate a special map offer to local companies - but Judith from Council wrote to say they are taking on a consultant in August to promote active travel with large employers and suggested we wait to work with them. **David** liaising with Judith on this.
- **Surplus existing Ed maps** Approx 400-500 remaining copies – need to find a good use for them without jeopardising sales of the new map. Will offer to schools for use in classes – e.g. geography or outdoor education, as Tim did very successfully with surplus old Midlothian maps. **Mies** will be main organiser, with **Martin** helping with delivery. Dave has created website page similar to the Midlothian offer, to publicise via twitter; if response too low then Mies will contact other schools by email and/or via council. **Dave** to contact Mies. **Tim** happy to store the maps at his house if useful.

F. MOTORIST AWARENESS CAMPAIGN – 'BIKE ALERT'

- *Video* – complete – click the *videos* tab or go straight to www.spokes.org.uk/videos.
- *Leaflet* – printed - very cheap cost from Instantprint online service (under £100 for the 5000 A4->A5 folded leaflets). We have ordered 2 lots of 5000. So far, used ~2000 for mailout and ~4000 at school events, stalls, etc.
- *6th former sessions 2016* coordinated by **Martin** working with others found from previous events and emails to people who had ticked speaking for spokes or helping at stalls.
 - **WL**, Aug 30-Sep 1; **EL/ML** (joint event) also Aug 30–Sep 1; Went well.
 - **Edinburgh**, Oct 3-6. Very successful with all 8 sessions covered, 300 or so students at each.
- *Other uses* – driving schools, police rehab, etc, etc, to be discussed by **Martin** & **Mies** and report back at future meeting. **Mies** has previous database of such addresses [but now rather old].
- *Official launch of video/leaflet?* – **Martin** and **Mies** to discuss if and what to do, and make arrangements or report back. Likely to appeal to the press. Could be just a press release & website/twitter publicity. Would be easy to get supportive quotes for the press, e.g. from Andrew Burns/ Lesley Hinds and from Fyfes. If we have a launch, Sept/Oct are the best time, with video finalised, leaflet printed, Fyfe money now spent (on leaflet design + printing) and 6th former sessions happening.
- **Mies** to inform Fyfe's of use of video and give them the printed leaflet (also could ask re press release?)

G. SUMMER COMPETITION

- **Comp 2016** – [Shopping by Bike](#) - all prizes now allocated, by Judy. Maps for runners-up still to do.
- **Comp 2017** All agreed Judy suggestion of **Simple cycling improvements** - things that could be improved simply, by the Council or others, and at low cost, which would improve existing everyday journeys and/or encourage more people to cycle.

H. 40TH ANNIVERSARY - 2017

- **Mies, Martin, Rosie, Martyn** to form a subgroup to develop & progress ideas. Anything involving a lot of work should ideally be aimed to be seen by lots of people, to be worthwhile effort. Suggestions...
 - **Scottish Parliament reception** – suggested by Ian. This would be a great thing to do but could take a lot of organising, to get some displays, invite relevant people, etc. Need to ask well in advance via a supportive MSP – Alison Johnstone MSP the obvious one now that Sarah Boyack is not there.
 - Alternatively, **Council reception** – as for previous anniversary – 25th? 30th? Must ask well before, via a councillor(?)
 - **Exhibition** as we had for 25th anniversary, touring Edinburgh libraries and other public outlets. A lot of work, but seen by many people. Mies was involved in previous exhibition, with Euan Renton.
 - **Public meeting** celebrating the history. Could be one of our regular public meetings, or additional. Martin was involved in an anniversary meeting in Bristol, but a lot of work for relatively small number of people, 25ish. If we have an exhibition it could also be displayed at a public meeting.
 - **Minimal effort option** – Just have a pub evening, booking a pub room – possibly combine with AGM.

J. SUPERMARKETS PROJECT

- Postponed till Iain at meeting. Offer from Joe Taylor, who works for Cockburn, to get involved – invite him next time we discuss this? **Dave** to contact Iain re whether he would like to pass this on.
- **Iain** circulated email with 2nd version of draft good practice guide. **Everyone** – please send comments to Iain (please also read the notes below). Once we are reasonably happy with the content we'll ask David Gardiner or Tim if they have time to do a professional layout.
- **Aim of the good practice guide ... to be used as follows ...**
 - to enable members to lobby their local shops/supermarket, as an individual on their own initiative.
 - to contact local regional managers of all supermarket chains, with the aim to find at least one willing to undertake an exemplary project covering all their stores – this would need one or more people within Resources Group (or other in Spokes) to take this on. The person could then potentially also work with locals from the above bullet point.
 - Note that this is an innovative project for which we could almost certainly get grant assistance if necessary if we decide to take it further in a ways that needs significant funding, as we did with the tenements project – e.g. Sestran or Cycling Scotland or SCSP cash (via Ed Council). This might be particularly helpful if any supermarket chain takes up the project and works with us, or if we organise local members lobbying their stores on a wide scale.
- **Report on our initial survey** is online at spokes.org.uk : documents : spokes projects : supermarkets or click here www.spokes.org.uk/documents/papers-documents/supermarkets-project.
- See minutes of 15.3.16 for initial Good Practice Guide ideas, mostly now in Iain's draft.
- Peter Hawkins had also done a supermarket survey as his Competition entry. [Now on our website](#).

K. AGM / MEMBER MEETING

- Postpone till 2017 due to amount of activity at present. Could be 30 mins before a public mtg, as before, or separate members' meeting, e.g. in a pub room, with business and whatever length of discussion is wanted, then general chat/ socialising.
- If there is a 40th anniversary public or members meeting, as above, an AGM could precede it.

L. SAFETY GROUP

- **Martin** considering setting up a Safety group, now that a good number of Spokes members have been involved at the 6th former sessions and interested in some continuing involvement. Also Ben Bate, our presumed liability person. The group could also get involved with police / streets ahead initiatives, working with Resources on stall staffing and any other overlapping matters.

Discussion ended here at Oct 4 meeting.

M. SPOKES STATUS

- AGM in 2015 set up working group of Paul, Ian, Sandy, Dave [with power to coopt others] to progress Spokes becoming a SCIO <http://www.scvo.org.uk/setting-up-a-charity/decide-on-a-structure/scottish-charitable-incorporated-organisation/>
- Spokes objectives modifications to suit SCIO circulated to members, with no feedback except punctuation etc, so we can use these. Dave met SCVO for advice re modification of model SCIO constitution.
- There are 2 models: single tier (trustees only); 2-tier (members + trustees).
 - **2-tier** - most traditionally democratic, powerful members' AGM, and the model we had expected. However, has disadvantages, with an organisation like ours of 1000+ members. Legal requirement to give out names of all members on request by a member; databases must be updated within 28 days (we don't achieve that); must keep all names/addresses for 6 years; all members have certain legal duties – e.g. to ensure organisation sticks to its objectives; etc.
 - **Single-tier** – structure more like many charities, e.g. Sustrans, with trustees and supporters (not members in the SCIO sense of that word) and more like we operate now. Trustees could include any of the people active in spokes, depending on how we drew up the constitution.
 - In either case trustees do have some liability but much less than actively involved individuals have now
 - Resources had a clear preference for the single-tier model because of the above 2-tier disadvantages. **Dave** to try and edit the single-tier model constitution to tie in with our practice, and will report to the working group & AGM about the single-tier preference.

M. SPOKES POSSIBLE DEVELOPMENTS

- **Improved website accessibility**, possibly different front end like LCC. All agreed, but might need a professional. Danger of losing existing links – many pages have cross-links, since Spokes info is more web-like than tree-like. + Council and others link to some of our web pages. Most info is findable via either the 'cloud' or search box. Mtg to be held to discuss [new member Adam Shepherd to be invited].
- **Group name for Resources** – Martin has set this up... *resources-spokes@googlegroups.com*. The footer of these group emails lists who is in the group, so you can know who you are emailing.

N. ONLINE JOINING AND RENEWAL

- **Clair**, computing adviser at Ed Uni, hopes to do this. Further delay as the proposed software GroupSpaces now no longer has technical support. Dave, Christine, Sarah to meet Clair once there is further progress.
- Meantime we will try to set up a paypal button on the site. **Stuart** looking into this.

P. OTHER TOPICS TO REVISIT AS AND WHEN

- **Traffic Count** – May and November
- **Current topics** flier for stalls
- **Possible research projects** [details in 6.11.13 notes] – census ideas; valuation of cyclist time; identification of traffic offences.