

RESOURCES GROUP NOTE OF 11.01.18 MEETING

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

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

Next meeting(s)

- Resources - week beginning Feb 29 date to be fixed [no paperwork, so could be in a house or at office]
- Resources – labelling meeting Feb 14 *or* 15 at office
- Xmas meal – Jan 18. Unfortunately several people can't make it this year, so we will also invite maps group people. **Judy** to fix with Tanjore restaurant
- Mailout – Sat 24 Feb

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

A. ODDS & BODS

- **PoP** requests Spokes help with Edinburgh organisation. As always we will notify members, tweet, FB etc. Also happy to enclose a PoP flyer in Feb mailout listing specific needs and giving a contact for anyone able to help (Alice Lyall?); and/or can include this in an all-member mailing. However Resources Group cannot provide actual bodies/ time as we have enough on our plates already. **Martin** to report to PoP/Alice.
- Supporter sent £10 Tesco voucher specifically for volunteers. **Mies** to use it for Res Gp biscuits &/or coffees for count helpers.
- Scot Parliament petition on helmets. We'd decided to ignore, but Ian says should respond as there will be a SPICe Parliamentary report on the petition. **Dave** to send brief response referring them to our web page.

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

- **Farmers Market** – decided it is worth having 4 or so next year. **Mies** will contact F Mkt , and trying to avoid months where we have a lot on, especially June. NB – please also avoid mailout dates – Feb 24, second half of May and first half of October.
- *Fri 9 Feb* Onstreet pop-up park event in 4 parking spaces outside St Andrews House, organised by Suzanne Forup & Sally Hinchcliffe as part of national **Firestarters** week. **Mies** organising Spokes input.
- *Sat 24 Feb* **Canal community 'Living Wild' event re development near Lochrin Basin** – **Mies** has contacted them to offer stall. Same day as mailout, so try to get volunteers who don't help at mailout! If necessary **Dave** can email members who live nearby. Organisers also want someone from PG to phone about the development – Dave had asked PG but no one offered.
- [later] *National conference dates:* [May 30, WCCC, Perth](#). [Nov 5-6, Cycling Scotland, Dundee](#).

SOCIAL FOR STALL HELPERS & COUNT HELPERS

- Will have joint small in-the-office social for count & stall helpers, early May, 1-2 weeks before count
- Inadvertently the count helpers were not invited to the 40th social
- Mies also holding meeting of all stall helpers in next few weeks to discuss 2018 plans. Dave has sent Mies an up to date list of stall volunteers

EDFOC / BIKE BREAKFAST

- **EdFoC** is June 7-24, so we will need to fix **Bike Breakfast** in that period. **Mies** to investigate.

C. STALL & OFFICE MATERIALS

- **Workplace leaflet** The BUG advice leaflet now [on website](#) and has been tweeted & FB'd.
 - We could attempt distribution to employers, asking Edinburgh Chamber, Essential Edinburgh if they could include it to their members if they have paper circulars – otherwise could they give the link in email newsletters. Another possibility, via Bike-Friendly Employers lists – Cycling Scotland? The Bike Station? Discuss with **David** at next meeting.
- **Spokes sweatshirt/ jacket for use at events** Decided to drop this idea; tabards sufficient for now.

D. SPOKES PUBLIC MEETINGS [twitter hashtag #SpokesMtg]

- **Spring meeting - *Cycling and the Tram Extension*** – as Council has now decided to prepare a detailed plan for extending the tram. **Martin** to organise.
 - **Date** – Thurs 15 March booked at Augustine.
 - **Project director** Rob Leech happy to speak
 - **Council Officer** involved in existing route safety measures: Phil Noble 1st choice, else Andrew Easson
 - **Councillor** – Cllr Claire Miller (Spokes member) unavailable, need to find another relevant councillor
 - [later] **Sustrans** public transport integration officer, Katherine Soane may also be useful as Sustrans heavily involved in Leith Walk
 - **Chair** – Caroline Brown – was excellent last time, and this could be tricky topic.
 - Technical – Andy keen to do FB livestream again; Shane very happy in charge of projection.
- **Possible future topics -**
 - *Cycling for all ages & abilities.* e.g. speakers from a school, Ageing Well, ABC (all-abilities) and a relevant senior councillor. NB – could have a relevant bulletin centre page – see below.
 - *Edinburgh Council [City Centre transformation project](#).* Council to consult later this year – unknown when. **Martin** to contact Lesley Macinnes to see if meeting would be most useful June or October to contribute to the consultations. Our preference October if that is not too late to influence outcome.

E. SPOKES MAPS

- **Map edition dates** – There is a wish to have this on the website. **Dave** to do.
- **Edinburgh (2016)** Future - big problems about what base map to use. Joe says Ed Uni social history map (MESH) may be an option – Joe has contacted David Langworth of maps group. Also, former spokes member Nick McWilliam, OpenStreets specialist, keen to discuss if that can be used as base.
- **East Lothian (2017)** on Polyart paper, cover price 6.95.
- **West Lothian (2012)** Still have big stock (print run was too high) but no longer selling well at stalls. Dave contacted WL members for help in surveying – good response, surveying now being organised by Eric Ingram & Anne Douglas; Tim & David G to discuss who will do the technical side.
- **Midlothian (2015)** Stock and age both ok.
- **Glasgow 3rd edition (2016)** developed by Spokes & Go-Bike, 12500 copies paid for by council, free (on ordinary paper) from Glasgow Council. We have a few. A paid-for printed polyart & electronic version is possible but would need an organiser/producer/promoter - no cartography skills needed, some pay possible.
- **Shops sales initiative** Paul had suggested we write to all bike shops with free sample map and order form. Maps group agreed. **Dave** to liaise with Peter (after mailout) to arrange letter and which shops.
- **Surplus maps** **1. Edin:** Mies organised distribution to schools etc, still 100 or so left. **2. E.Loathian** ~100 spares of old edition. **Dave** to tweet to schools as in Midlothian; **Judy** will be distribution contact for both maps. Would be useful to keep a note of what they will be used for.
- **Maps history.** Now have archive copies at least one of all Edinburgh and Lothians maps. **Martin** scanned all covers. Ian and Tim producing documents on map history, **Dave** to add pictures then go to website.

F. COMPETITIONS

- **2017 'Low Cost Improvement'** Dave has now sent results to councils etc. Replies so far from all except Edinburgh (with some take-up of ideas) but Chas Booth motion instructs Edinburgh Council to consider list, and they have most entries.
- **2018 competition** Probable topic... *What made the biggest positive difference to your cycling life in the last year?* [that is more like a subheading – we also need a snappy short title if possible]. The comp would cover any kind of change, whether infrastructure, equipment, advice, examples, etc, etc.

G. TRAFFIC COUNT

- Nov count completed and [report on website](#).

H. SHOPS / SUPERMARKETS PROJECT

- 1 below is complete, 2 is underway and doesn't involve us in much work, 3 is still to be discussed/developed but could be significant. **Michaela** interested in taking on stage 3.
- **1. 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.
- **2. Produce simple leaflet** (A4 folded to A5). Aimed to persuade shop managers *why* and *how* to provide good bike parking and access. David Gardiner doing artwork – **Dave** coordinating feedback to David on final draft. This & printing costs can be met easily under our £500 Maple Trust grant (see below). **Everyone** – Dave has circulated the draft leaflet, now near final form. Send comments to Dave.
- This leaflet will be sent to all members, so that those interested could use it to speak to their local shops/supermarket, as individuals on their own initiative. Ask for feedback for (3) below. Will also probably include the leaflet as the centre page supplement in next Bulletin.
- **3. Try harder to get action at shop level and ideally also at wider level.** Examples of type of actions that could be included (a) *Contact local regional managers* of supermarket chains - aim to find at least one to undertake an exemplary project covering all their stores. (b) *Feedback from stage 2* – may be useful material to report on and/or to use to get ideas for the above. (c) *Support individuals* who are lobbying their own supermarket.
- Stage 3 could be at a fairly basic level, or could apply for funding, as an innovative project, as we did with the tenements project – e.g. SEStran or Cycling Scotland or SCSP cash (via Ed Council). This could cover time for the coordinator and could include visits to store area managers, design & production of a more detailed brochure, etc. Katherine has sent info on our previous grant-funded projects.

J. 40TH ANNIVERSARY – 2017 Twitter hashtag #Spokes40

- Mies, Martin, Rosie, Michaela organised the materials and 2017 events. All very successful. Dave created [website article](#) and [history page](#) for easy access to all the 40th materials.
- **Exhibition** – Has been in Bike Coop, Bike Stn, Western General Hosp, Portobello Library. **Mies** organising more (see Mies's spreadsheet) but arranging can be fiddly as it isn't a priority for the contacts. Actual displays also linked from events column on website, and are being tweeted & FB'd. **Everyone**: send contacts to Mies. Dave suggested using spokes contacts at relevant institutions and has sent contacts including Suzanne Meade, Napier to Mies.
- **Council reception photo** – Bryce has printed the 'school photo' of all those present, using long-life ink and paper, which we hope to frame and hang on office wall.
 - **Including list of names in the picture.** Dave circulated B/W photo and has now identified all but 2 people. **Dave** to send photo & list to **Mies** to check against list of those who said would attend.
 - Bryce advises best approach is to ask framer to cut 3 spaces in the frame backing one each for a title, the picture and the list of names. Dave has sent Judy the framers recommended by Leo for good job at reasonable cost.

K. MOTORIST AWARENESS CAMPAIGNS

- **Bike Alert Video & leaflet** at www.spokes.org.uk/videos. Leaflet used at Young Driver events, also taken to driving schools etc, and supplied 15,000 to PC Dominic Doyle for the #OpClosePass Scotland rollout.
- **Young Driver events**, autumn 2017 – all now complete. Martin has a good pool of helpers now for future events, and events have brought good interaction/ contacts with police, bus, tram staff.

L. TRUST DONATIONS

- Received £500 from **Maple Trust** and £1000 from **Thin Trust** – both now thanked by Judy/Dave.
- **Maple Trust cash** will be used for shops bike parking leaflet design /printing – see above. Dave contacted them to ask if would like their name on it but said would be too late if don't hear by mid/late Jan. Not sure if Maple wants a further report but can send them the leaflet when printed.
- **Thins cash** – can stay in general funds or be used for a project. Possibly phase 3 of shops project above or possibly printing costs of the 'all-abilities' centre page supplement (Q below).

M. ONLINE JOINING AND RENEWAL

- **Clair**, computing adviser at Ed Uni, hopes to do this. The proposed software GroupSpaces no longer has technical support but Stuart has suggested new option, CiviCRM. Dave, Christine, Sarah to meet Clair once there is further progress.
- Meantime we will try to set up paypal button on the site. **Dave** working on this with advice from Stuart – some problems clarifying how it will be used to clearly distinguish whether person is donating for joining, renewal and pure donations – could lead to lots of time-wasting if it is not clear. The paypal button will not initially cover sales, but we may add another button on the maps page at a later date.

N. 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/>
- Resources Group decided **single-tier SCIO** is only realistic option – see minutes from 2016. Also the fact that Spokes exists to work towards its objectives rather than to represent a membership [though feedback, e.g. renewal forms, suggests members are very happy]. Single-tier structure is like many charities, e.g. Sustrans, with trustees and supporters (not members in the SCIO sense) and more like we operate now. Trustees can include people active in spokes, depending on how we drew up the constitution.
- **David** is thinking of revised constitution based on editing the single-tier model constitution to tie in with our practice. Discussed with EVOC – they say SCIO is good option for us, and that we could consider either single or dual-tier. They are happy to comment on a draft constitution.
- David also circulated ideas for revised objectives to satisfy SCIO/charity/OSCR requirements. Issues include ensuring we can still conduct political activity (*not* party-political); and that cycling is seen in an environmental/ integrated transport context, not purely for its own sake. Should be possible through the charitable purposes of "advancement of citizenship or community involvement" and "advancement of environmental protection or improvement" both of which are used by FOE Scotland, Cycling Scotland etc. *Later* - Linlithgow Trust SCIO uses the word 'lobbying' in theirs. **All** – send any comments to David.
- Some concerns re **Govt obligations if we become too formal** – e.g. lobbying rules at election times; new rules on keeping a register of MSP contacts?? *Later*: Dave checked the latter point - There is an exemption for 'small organisations' as follows... lobbying "*undertaken when my company/organisation had fewer than 10 full-time equivalent employees*" ... on page 11 of [this doc](#). That suggests we are totally exempt.

P. COMMUNICATIONS ASSISTANCE?

- Martin had received offer of Spokes communications advice from member Bruce Whitehead and a new member (name?) had also offered 'experience of voluntary organisations.'
- Not clear exactly what they can offer which will not add to our time commitments, but Martin may organise a meeting to discuss – if so, should include Ian, as our current press liaison person.

Q. BULLETIN CENTRE PAGES

- The centre page supplement is normally prepared as a pdf (ready for our printer) by a relevant other organisation so that it is minimal work for us. When possible, though not always, they also pay the £900 or so extra cost of having it printed in the 13,000 bulletins. When possible the supplement is relevant to some current issue or the public meeting.
- Suggestion of a “Cycling for All” / “Widening Cycling” feature, to cover ABC, Ageing Well, Bike for Refugees, Toddlers, e-bikes, etc. However this would be quite a bit of work and would need a person or organisation to take it on. Too tight timescale for next bulletin, but would be good topic for a future issue. Could also run alongside a public mtg on that topic. **Dave** to contact EVOC to see if they have ideas for who might do it - or find a spokes member who might do it.