

RESOURCES GROUP NOTE OF 31.01.18 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, Rosie, Michaela **Apols:** David, Paul

Next meeting(s) NB Spokes dates calendar by Martin <http://tinyurl.com/SpokesCalendar-v1>

- Weds Feb 14 - Resources labelling mtg at office. Dave there from 7pm. **Judy** to contact Bob to ensure office will be available due to likely works at St Martins.
- Sat Feb 24 - Mailout
- Mar 6 or 7 – next normal Resources Group, date to be fixed by email. In office, as we will have renewals

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. Martin has told PoP/Alice.
- Scot Parliament petition on **helmets**. Dave hadn't managed to do the agreed response referring them to our web page, but SPICe has produced an [excellent document](#) for the Petitions Cttee.
- Smartscommunicate.com contacted us for involvement in Scottish Govt publicity campaign “to highlight issues facing VRUs and related issues for drivers.” We are wary - it could become victim blaming, but could alternatively highlight ideas such as our Bike Alert project. **Martin** to phone them and discuss.

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.
- **Mies** has been approached by Canal Fest, Meadows Fest, Inverleith Fest. **Mies** will circulate dates.
- **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 to discuss 2018 plans. Dave has sent Mies up to date list.

C. EDFOC / BIKE BREAKFAST - EdFoC is June 7-24, Bike Week June 7-17

- EdFoC **call for events**, and registration form → <https://edfoc.org.uk/2018/01/29/call-events-2018/>
- **Bike Breakfast** – possibly Weds June 13. **Mies** to investigate.
- **Public meeting** [see below re topic] – **Martin** to check for provisional dates between June 12-21.
- **EdFoc support/sponsorship** – agreed to suggest similar arrangement to recent years – **Dave** contact Kim.
- **Special ride** – discussion about organising a special ride during EdFoC. **Mies** & **Michaela** to investigate and organise if seems feasible and worthwhile. Note that 'Facilities' rides in EdFoC have not attracted people, and EdFoC usually anyway includes 'normal' leisure rides. Possibilities...
 - An **e-bike ride** or even just an e-bike tryout at Meadows [Harts Cyclery and/or Bike Coop might assist with backup and/or loan of one or two bikes. [later] – there is talk of Council bikeshare scheme starting in June, and it will include 100 e-bikes.
 - Invite **Cllr Lesley Macinnes** [NB we once had a [politicians/officials ride](#) but mainly re infrastructure]
 - A ride featuring a Spokes Competition **prize-winning ride**, offering prize-winning recipe snack!

D. STALL & OFFICE MATERIALS

- **Workplace leaflet** The BUG advice leaflet now [on website](#) and has been tweeted & FB'd. Could try distribution to employers, asking Edinburgh Chamber, Essential Edinburgh if they could include it to their members in any paper circulars – or could they give the link in email newsletters? Another possibility, use Bike-Friendly Employers lists – Cycling Scotland? Bike Station? Discuss with **David** at next meeting.

E. SPOKES PUBLIC MEETINGS [twitter hashtag #SpokesMtg]

- **Spring meeting - *Cycling and the Tram Extension*** **Martin** organising.
 - **Date** – Thurs 15 March booked at Augustine.
 - **Project director** Rob Leech agreed & may also bring a display (official consultn will be underway)
 - **Council Officer** involved in existing route safety measures: Phil Noble or Martin Lings
 - **Councillor** – Cllr Lesley Macinnes still to reply (also suggested her Deputy, Cllr Karen Doran)
 - **Chair** – Caroline Brown – was excellent last time, and this could be tricky topic.
 - Technical – Andy will do FB livestream again and Shane projection.
- **Possible future topics** [*one or other of the two below for summer and autumn bulletins/meetings*]
 - Edinburgh Council **City Centre transformation project**. Council to consult sometime later this year.
 - **'Widening Cycling'?** i.e. **cycling for all ages & abilities**. e.g. speakers from some of... Ageing Well, a school (a 6th year?), ABC (all-abilities), Bike for Refugees, Toddlers (Bike Stn project?), Woodland Women (??- Mies knows). Would also be useful to have a relevant senior councillor who might be able to take follow-up action or spread info in the Council. Hopefully we will also have a **Bulletin centre page supplement** on this subject – David G would probably do the artwork (possibly paid) but we **need a volunteer** to obtain & coordinate material from the organisations and any other sources, in liaison with Resources and the artwork person. [Dave dF usually does this coordination for Bulletin supplements, but this one might take more time/effort, liaising with organisations].
 - **Martin** has contacted Lesley Macinnes to see if the above Transformation meeting would be most useful in June or October to contribute to the Council consultations on it. Our preference October, if that is not too late to influence outcome. NB – see C above re *date* for the June public meeting.

F. SPOKES MAPS [apols – various Dave actions here postponed due to Picardy activity & soon mailout]

- **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 doing the technical side (possibly also David G?)
- **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.

G. COMPETITIONS

- **2017 'Low Cost Improvement'** Replies so far from all Councils except Edinburgh (with some take-up of ideas) but Chas Booth motion instructs Edinburgh Council to consider list, and they have most entries.
- **2018 'My Cycling Transformation'** - *What made the biggest positive difference to your cycling life in the last year?* Would cover any kind of change, whether infrastructure, equipment, advice, examples, etc.

H. TRAFFIC COUNTS

- Nov 2017 count completed and [report on website](#). Next count May 2018.

J. SHOPS / SUPERMARKETS 3-STAGE PROJECT

- **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. 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 content with David. This & printing costs can be met under our £500 Maple Trust grant (see below).
- Leaflet will go to all members, so those interested could use it to speak to their local shops/ supermarket, on their own initiative. Leaflet will also be centre page supplement in Spring Bulletin and members will be asked to send any feedback to shopsproject@spokes.org.uk (or by post). **Rosie** to set up the email address.
- **Michaela** will receive the above emails and (a) *coordinate/report on any feedback* – may be useful for publicity and/or to use towards stage 3, if that goes ahead (b) *Support individuals* who are lobbying their own supermarket and would like to be accompanied on a second visit to an interested manager.
- **3. Seek action at wider level.** e.g. *contact local regional managers* of supermarket chains - aim to find at least one to undertake an exemplary project covering all their stores.
- Or Stage 3 could be more ambitious if there seems scope - 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, visits to store area managers, design & production of a more detailed brochure, possibly taking on consultants to do a more thorough survey/analysis of opportunities. Katherine has sent info on our previous grant-funded projects.

K. 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** – **Mies** organising. Has been in Bike Coop, Bike Stn, Western General Hosp, Portobello Library, Out of the Blue, EdUni Chaplaincy Centre. Feb in Central Library & Comm Pool. The events are linked from the events column on website, and are being tweeted & FB'd, with photos.
- **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. Possibly alternative is to list names in a separate frame.

L. 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.

M. TRUST DONATIONS

- **Maple Trust cash** (£500) 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** (£1000) 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).

N. 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.
- PayPal - Meantime we will try to set up paypal button on the site. **Dave** working on this with advice from Stuart but problems clarifying how it will be used to clearly distinguish whether person is donating for joining, renewal or pure donations – could lead to lots of time-wasting if it is not clear – decided donation process will be separate from join/renew meantime, so only a single button needed. This will greatly reduce admin as not necessary to link donations to individual members. The paypal button will not initially cover sales, but we may add another button on the maps page at a later date.
- Mies pointed out that PayPal charges a **commission**. 3.4% + 20p per donation, e.g. 54p off a £10 donation. We could mention this on donations page, to encourage preference for BACS.

P. SPOKES STATUS

- **31.1.18 brief discussion** – it is too complex to discuss adequately at a normal meeting, so a special mtg with David, Paul and anyone else interested will be needed - possibly soon after mailout? The big plus is to reduce liabilities e.g. if Spokes is sued. Gift aid a side-benefit though we don't have fund-raising problems. On the possible downside, hard to envisage how it will impact on Spokes current way of working, with fairly autonomous working groups. i.e. If central SCIO/board meetings are required 3 or 4 times a year, what will they discuss in order to be 'useful'? Will they be duplicating working groups? – or telling them what to do? Will people find the time to attend SCIO meetings as well as working groups? A second issue was the need for revised wording for objectives – see penultimate bullet below.
- 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 looking at 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.
- Discussed again 31.1.18 – some feeling that website needs a more 'modern' face and/or that website/ twitter/ FB need more coordination in some way. Others feel there is a danger of this potentially occupying a great deal of time, to the detriment of time spent on campaigning and publicity activities. Possibility of employing an expert specifically for website 'front end' but Martin experience in Bristol suggests it may be surprisingly complex to achieve something good.