

Pedal Forward!

Working Group Meeting #5 for March 5, 2015

Meeting Attendees	<p>Susan Patterson (KidActive), Charlene Chaput (The Phoenix Centre), Chris Quigley (PMFRC), Claudia Beswick (PMFRC); Jade Nauman, Catherine Kerr (Deep River Candu Swim Club), Annie Fudge (Breaking the Silence), Maxwell Gower (The Petawawa Family Cycle Club), Carolyn Comerford (RCDHU), Amanda Wilson (The Salvation Army), Jessica Khouri (DRIP), Tracy-Lynn Reside (VCAT), Victoria Cleary (VCAT), Mary Cahill (RCDSB), Damien McCarthy (Gearheads), Tiffany Hughes (Columbus House), Lyn Smith (CPAN), Lisa Lariviere (RCDSB), Gary Churchill (RC 55+ Games), Lindsay Messerschmidt (RC Best Start Network), Monique Yashinskie (Robbie Dean Centre), Laurie Ann Klawitter (Algonquin College)</p> <p><i>Regrets:</i> Paul Nopper (Township of Madawaska Valley), Lise Laframboise (Pathways), Glenn Arthur (Town of Arnprior), Kathleen Rogers (Horton Township), Judy Mulvihill (County of Renfrew), Stacey Robinson (Early Years Centre), Stephanie King (Petawawa Public Library), Maria Mayville (KHR Township), Shelley Termarsh (Valley EAP), Devon Recoskie (PRH-CMH), Barbara Clarke (Algonquin College), Greg Lubimiv (The Phoenix Centre), Carmen Goold (Ministry of Tourism & Culture)</p>	
Details	<p>Discussion started at 10:00 a.m.</p> <p>Adjourned @ 11:15 a.m.</p>	

AGENDA ITEMS

Item # and Description	Details (including proposed and seconded motions)	Action Designate
Welcome & Introductions	<p>Everyone was welcomed and new members introduced themselves. It was very nice to see some new faces join the group.</p>	
Approval of New Logo/ Brand	<p>The Pedal Forward! B&W logo is now completed and approved to use for PR, etc.</p>	
Terms of Reference Update	<p>Tracy Lynn reviewed the Draft Terms of Reference with the Group and asked that any suggestions be emailed to her to bring back to the Sub-group for discussion. One suggestion was to identify Pedal Forward! not as a “brand” but more as a</p>	

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	<p>“connection”.</p>	
<p>Sub-Group Updates</p>	<p>Showcase Sub-Group: “The Road Show” will be comprised of having a script or presentation created for the presenter to use when speaking at events. Once the Terms of Reference is approved, the information will be incorporated into the package. Handouts with our logo such as statistics, Clara Hughes updates, signs and symptoms, list of agencies etc. will be part of the package. Visual props such as Pedal Forward! banner (Max/Susan), slide show photo album, blue bike with sign, and a table cloth with our logo will all be part of the presentation. Monique indicated that she had a signed Clara Hughes jersey that can also be part of the showcase package. Other ideas included having crafts/crayons for children to use and information packages for adults as well as t-shirts for volunteers and branded items and merchandise should funding be available. Any questions or suggestions can be directed to Catherine Kerr.</p> <p>It was mentioned that Algonquin College offers training in Mental Health First Aid, Safetalk, Mental Health 101 and Mental Health 1st Aid which may be of interest to Committee members. Catherine can look into this training with Algonquin College if anyone is interested.</p> <p>Public Relations Sub-Group will work with the Showcase Sub-Group in identifying promotional items and promoting Pedal Forward! in the community.</p> <p>Web Team: Jade Nauman joined the Web team and will facilitate the website by keeping it updated and adding information as it is received. She will also create a Facebook page and Twitter account. Members are asked to forward information to her to include on these social media sites.</p> <p>School-Based Group: will be meeting soon.</p> <p>Beautiful Blue Bike Sub Group: This group does not have to be formed until everything else has evolved with the Committee. Amanda and Carolyn had indicated they could provide a painting station at the Amplify event and recruit youth to paint bikes if required.</p>	

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Next Steps	Sub-groups will continue to meet and work on their requirements.	
Additional Comments	<p>The Petawawa Family Cycle Club will be holding a Pedal Forward! Ride on Friday, May 8th starting at the Petawawa Library at 5:00 p.m. If anyone would like to join the ride or volunteer, please let Max Gower know.</p> <p>Breaking the Silence is holding a Bake Sale on Saturday, March 28th from 11:00 a.m. to 12:00 p.m. at the East End Mall. Come out and get some goodies!!!</p> <p>An “Unmask the Night” fundraiser is being held for Robbie Dean Centre on March 28 at the Petawawa Golf Club. Tickets can be purchased at Speedpro Signs, Robbie Dean Centre or Moncion Petawawa.</p> <p>The Petawawa Showcase is being held on from April 17 – 19, 2015. Charlene will forward the information to Catherine should we decide to put in a Pedal Forward! booth.</p> <p>Damien indicated that he can provide names of some groups that wish to pass on events that they have started but would like someone to host them. This might be something that Pedal Forward! could consider taking on.</p>	
Items for Next Agenda	To be determined	
Next Meeting Date/Time	<p>Tuesday, March 24, 2015 at 10:00 a.m.</p> <p>Location to be determined.</p> <p>Sub-groups may meet an hour prior to meeting if preferred.</p> <p>Agenda will be distributed prior to the meeting with location identified.</p>	