



REPORT

From the office of...

MSU MACycle Coordinator

TO:	Members of the Executive Board
FROM:	Andy Tran
SUBJECT:	MACycle Report 5
DATE:	11 Nov 2016

UPDATE

We're winding down for the year, by the looks of it, but we still have a few projects in the works before the term ends. We're doing really well in terms of finances.

SERVICE USAGE

We're up to 250 members. I'm also noticing some participation from non-students, and I welcome these folks -- I think a healthy relationship with the Westdale community is vitally important. Some of our days (Thursdays and Mondays) are consistently quiet; I may remove some hours (see Volunteers section)

PAST EVENTS, PROJECTS & ACTIVITIES

Our Women and Trans nights have been surprisingly poorly-attended. I'm thinking that the weather is an issue -- people are already finding it too cold to ride, and New Hope's W&T Night also dwindles at this time of year. I also failed to properly coordinate with QSCC and WGEN for a promotional campaign, but we haven't found a mutually realistic week to do so.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

I just got some Special Projects funding to hold a Newcomers Night. I spoke about it in the previous report, but the purpose is to build up bikes with a refugee family in the area and get them helmets. We have enough for about four families' worth of bicycles and helmets.

SCSN has asked to collaborate for their cycling advocacy week. We're also working with Cycle Hamilton and New Hope to have encourage a connection of our cycling community from the west end to the east; I'm helping Mila with producing some sort of handout material, and we're going to look into having prizes for whatever contests they hold for it.

BUDGET

McMaster Student's Union							
Dept. 0108 - MacCycle							
For the Five Months Ending September 30, 2016							
	Current	Prior Yr.	Current	Prior Yr.	Prior Yr.	Approved	% Budget
	Month	Month	YTD	YTD	YE	Budget	Used
	September	September	2016-17	2015-16	2015-16	2017	To Date
All:							
3301-0108 MCYC - SALES REVENUE	(5,521.03)	(900.00)	(9,375.04)	(4,450.00)	(6,731.90)	(9,000.00)	104.17%
3801-0108 MCYC - OTHER REVENUE	500.00				(1,621.54)	(1,000.00)	0.00%
5003-0108 MCYC - OFFICE SUPPLIES						100.00	0.00%
5101-0108 MCYC - TELEPHONE				28.30	283.00	350.00	0.00%
5201-0108 MCYC - PHOTOCOPYING						50.00	0.00%
6494-0108 MCYC - VOLUNTEER RECOGNITION					305.75	750.00	0.00%
6501-0108 MCYC - ADV. & PROMO.	373.00	84.64	586.49	99.24	115.24	1,000.00	58.65%
6603-0108 MCYC - SPECIAL PROJECTS			115.69			1,500.00	7.71%
6604-0108 MCYC - PARTS	1,148.65	4,778.50	3,895.79	6,519.50	9,481.69	7,000.00	55.65%
7001-0108 MCYC - WAGES	1,013.50	1,469.29	4,949.25	8,862.26	14,869.17	8,100.00	61.10%
7101-0108 MCYC - BENEFITS	99.17	126.28	446.56	889.09	1,448.53	1,200.00	37.21%
8001-0108 MCYC - DEPRECIATION EXPENSE			138.31	67.96	414.93	420.00	32.93%
8501-0108 MCYC - HST/GST EXPENSE			178.56		269.43	300.00	59.52%
Total All	(2,386.71)	5,558.71	935.61	12,016.35	18,834.30	10,770.00	8.69%

You'll notice that our revenue goal has been reached, far exceeding last year's to-date and even matching year-end amounts. This doesn't include \$3k that I've deposited since, nor \$3.5k in invoices that I have filed since, plus our float. It looks like I will exceed our parts budget, but I have already fulfilled our sales revenue and plan to bring in more before April, obviously. I have no idea how past years made the amounts that they did, but I intend to keep this up.

Some ideas, most of which I've mentioned:

- Started charging sales tax and not losing any money on any parts
- I've been keeping more inventory than in previous years, so there are actually high-demand items in stock when we need to sell them. Higher initial cost, but it means better service. Started selling locks, too, and that as proven successful
- Member and volunteer retention seems to be better than in previous years.

I also misallocated some funds that should have come from Special Projects, like specific big improvements to the space. This will be rectified by the next time.

VOLUNTEERS

Midterm season meant some volunteers asked for a shift off, but it was fine because the schedule was set up so that there's always more than one person scheduled at once. In past, if the director was sick, the shop would be closed for a day or a week at a time. Very frustrating and easily avoided, as this term has shown, by giving volunteers slightly more control over shop openings.

Some shifts have three volunteers and one patron. It's possibly time to consolidate our hours/volunteer power.

CURRENT CHALLENGES

I'm learning that this school/work balance is nearly impossible for me to navigate without some help. I started seeking that help, so that's good. The bike shop is running fine, but it's "extra" initiatives that need work now.

SUCSESSES

Personal challenges aside, I'm proud of what's been accomplished and what's to come, especially considering the lack of social programming in previous years. I do hope that we can successfully run the Newcomer nights and add it as a recurring project beyond my tenure.