



REPORT

From the office of the...
MACycle Coordinator

TO: Members of the Executive Board
FROM: Jackson Waite
SUBJECT: MACycle Report #1
DATE: July 17, 2014

UPDATE

MACycle is doing quite well as we head into the second half of the summer term.

SERVICE USAGE

Service this summer has been quite high thus far though it has been tapering off as the second semester has now started. We are averaging ~160 users per month and roughly ~40 per week. Users tend to be in shop for an average service time of one hour and are spending usually \$5-10 per visit. We have sold 78 memberships to date.

PAST EVENTS, PROJECTS & ACTIVITIES

Last event was in between work periods on April 28 where MACycle hosted a “Café Crawl” where participants travelled between coffee shops in the Hamilton and Dundas area and stopped for beverages and snacks along the way. The event was a great success with participants encouraging more rides like these in the future.

As for projects, we worked with the Millrights with Facility Services to install hardware in the storerooms for better use of space and ease of access of parts.

We’ve also been in talks with the Hamilton Helmet Initiative with regards to stocking bicycle helmets in the shop as part of a Hamilton initiative to provide safe and accessible brain protection for cyclists.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

We have talked with UCycle about working with them on an event for Alternative Welcome Week. We had suggested a Café Crawl but they seemed to be leaning towards a “Bike to the Bay” trip as has been done in previous years.

In addition, we are hoping to have a Café Crawl or another likeminded events planned for September and October (potentially November and December as well depending on the weather).

BUDGET

Below are the two main accounts relevant to MACycle's operations.

Line	Current Yr.	Previous Yr.	Current Bdgt.	% Used
Revenue	2,000.00	3,675.65	6,000.00	33.33
Parts	2,815.00	5,320.88	10,000.00	28.00

As seen we are doing well for revenues with two months of operations accounting for a third of the years expected earnings. In addition twenty-eight percent of the parts budget has been used though we are in one of the most busy seasons at MACycle and good a chunk of parts are in inventory right now.

CURRENT CHALLENGES

One area that needs to be addressed is the installation of a permanent overhead sign at MACycle as the visibility, even with the sandwich board is low, further compounded by the location of a stadium dumpster in front of our signed door.

Retaining volunteers has been a slight issue as some of the staff have returned to their hometowns for the summer and due to inconvenient work-scheduling. That being said we have two long time volunteers who are in the shop many times weekly with two new volunteers who are in training right now.

Maintaining accurate records has been a challenge this summer for a few reasons. Firstly designing a method of keeping accurate tabs on sales and service volume that will work has been tricky. Switching from a method of self-serve customer receipts to a managerial style clipboard-and-sheet system yielded few benefits so switching back to an electronic input system is in the works. This system would be aided by the creation of administrative assistant positions, volunteers who would be in charge of maintaining and updating sales figures and inventory figures as transactions are made.

SUCCESSSES

Successes include selling nearly thirty bikes since the beginning of the summer, far more than were sold in the last year all together.

Bringing two new committed volunteers to the MACycle shop team.

Providing better service by having a better stocked and wider range of products in store.