



REPORT

From the office of the...

MACycle Director

TO: Members of the Executive Board
FROM: Justin Phan
SUBJECT: MACycle Report #3
DATE: Wednesday, January 28th, 2015

UPDATE

MACycle underwent a change in management as the previous Director had resigned within the first half of the first semester. I began work as the new Director at the beginning of November, which only allowed for a month of work to be done until the end of the first semester. Progress has been slow at first as students slowly began to find out that MACycle had reopened but as of the middle of January the CO-OP helps on average two to five students per day. MACycle now has eight regular volunteers who donate their time on a scheduled basis and another five who drop-in when time permits.

PAST EVENTS, PROJECTS & ACTIVITIES

Last semester on September 24th, 2014 MACycle partnered with Security Services to host another yearly bike auction and garage sale. This joint venture has been a yearly event for more than six years and will continue. A volunteer appreciation and scheduling dinner was held January 15th, 2015

UPCOMING EVENTS, PROJECTS & ACTIVITIES

MACycle will be having more volunteer appreciation events compared to the years before in order to keep volunteers motivated and coming back as they are a necessity for the service to function properly. I've been in contact with Chelsea of SoBi Hamilton since November 2014 and we have discussed having an event on campus where the SoBi program is introduced in conjunction with a "Bike Maintenance 101" workshop held by MACycle for students in time for SoBi's March rollout and the spring season. I want this event to be held outdoors so volunteers can bring their own bikes to be used as a demonstration and get involved with the process. Once the spring comes I plan to host a sign-up event where students will be shown the trails of Hamilton and the safest routes to more visited locations such as the Farmer's Market and Locke Street.

BUDGET

	Amount Used (As of December)	Budget 2014 - 2015	Percentage Used (As of December)
Sales Revenue	(9,682.10)	(6,000.00)	161.37%
Other Revenue	(3,060.65)	0	0.00%
Office Supplies	0	50.00	0.00%
Telephone	226.40	350.00	64.69%
Photocopying	94.79	0	0.00%
R&M Equipment	1,798.76	0	0.00%
Volunteer Recognition	43.20	0	0.00%
Adv. & Promo	201.50	1,000.00	20.15%
Special Projects	746.03	350.00	213.15%
Parts	7,047.53	10,000.00	70.48%
Wages	10,501.30	15,700.00	66.89%
Benefits	1,044.23	1,250.00	83.54%
Depreciation Expense	181.24	270.00	67.13%
HST/GST Expense	4.95	0	0.00%

CURRENT CHALLENGES

A major challenge that MACycle has been facing is the lack of student awareness of the service. The recent shutdown of the service has exacerbated this issue, as the most of the already low number of CO-OP members are not aware of the reopening. I had a brief chat with Jacob about purchasing a banner to hang from the stadium seats above MACycle in order to attract more attention. Teddy also mentioned putting of signage on the bike racks of the campus, which is another great way to promote the service.

SUCSESSES

MACycle's success of 2015 is acquiring over a dozen new volunteers. Most of these volunteers have very little to no experience in bicycle repairs; however, they are all very eager to learn and I'm more than happy to guide them and pass on my knowledge. This is the most amount of volunteers that MACycle has had in the nearly two years that I've been a part of the service.