

Service Overview

- The Flat Bike Collective Mandate:
 - We seek to...
 - Make bicycling more accessible by:
 - sharing repair facilities and knowledge
 - offering workshops to persons of all skill levels
 - reducing the costs of bike maintenance
 - Providing a welcoming environment by:
 - encouraging dialogue and diversity of opinion
 - confronting discriminatory actions and words
 - making decisions by consensus
 - Minimize our environmental impact by:
 - recycling and reusing parts
 - promoting cycling as a viable mode of transportation
 - Promote a greater sense of community by
 - collaborating with other bike organizations within and outside of McGill
- Contact info:
 - Email: theflat@ssmu.ca
 - Website: <https://theflat.wordpress.com/>
 - Instagram: @theflatbikecollective
 - Location and hours: Basement of 3480 McTavish (The University Center) with open hours available on our website.

Activities & Operations

- Key workshops this semester - all of our events are free
 - **Bike stripping** - Taking apart older bikes that cannot be used in order to reuse their parts or frames. This doubled as a way to get to know the Flat shop and a workshop on bike part basics
 - **Orientations** - We trained people who want to become volunteers this year about our mandate, volunteer shift procedure, and how the Flat operates. Many of the people who attended this are now running/joining shifts.

**Vice-présidence (Vie étudiante) de l'AÉUM
SSMU Vice-President (Student Life)**

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.



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- **Wheel truing** - One of our volunteers shared his knowledge on how to true wheels with the rest of our volunteers, as well as explained wheel components and their functions.
- **Winter biking workshop** - Sharing tips on how to bike in the winter safely, how to choose a good bike, and maintain it through the winter months.
- **Bike builds** - Helping people build up some of the frames in the basement into usable bikes.
- Potential events if our volunteers are interested in leading them:
 - Common bike repair how-tos such as: flat tire repair, brake problems, bike mechanics 101.
- Regular operation:
 - During our open hours people who need to repair their bike can bring it in, get advice and assistance from our volunteers, have access to cheaper (used and new) parts, and do not need to pay to use the space and tools.
 - We occasionally have bikes available for purchase as bike building projects or ready to ride bikes.
- Usage/Participation statistics
 - We operate with 2 to 6 open shifts per week
 - In general 5-10 people come in to work on their bikes each shift
 - During our workshops and orientations so far this year we've had roughly 33 participants
 - Our usage does vary heavily depending on the season - as there are generally fewer bikers in the winter
- Highlights & Success
 - Increased engagement and volunteer interest
 - More frequent events, working on building awareness for our service on campus
 - Community building and additional connections with other McGill student groups (McGill Thrift, MAME FYC, The Sustainability Fund New2Wheels project, and MOC)
- Challenges/Barriers Faces
 - We are continually working on our **capacity** in terms of number of volunteers and their level of bike mechanic knowledge. We aim to improve this through a stronger community within our service as well as holding regular workshops for volunteers to share knowledge with each other.

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- We have had difficulties with the **financial process of completing a purchase** from Babac, our bike parts supplier in the past. Recently we were able to complete a purchase but we still want to ensure we have a good process for purchases going forward.

Finances

- Budget allocations

The Flat Bike Collective/Le Pneu Plat -- (7090)				
Revenue				
Account Number	Account Name	Amount Budgeted	Actuals	Comments
4900	Student & Administrative Fees	\$0.00	\$0.00	
4914	Donations / Sponsorship	\$0.00	\$0.00	
4998	Previous Year Surplus	\$4,340.92	\$0.00	This includes revenue from selling bike parts
Total		\$4,340.92	\$0.00	
Expenses				
Account Number	Account Name	Amount Budgeted	Actuals	Comments
6100	Materials & Supplies	\$1,500.00	\$0.00	Hardware store and Babac bike parts
6101	Cleaning Supplies	\$0.00	\$0.00	
6110	Repairs & Maintenance	\$0.00	\$0.00	
6111	Food & Beverages – N / S	\$0.00	\$0.00	
6120	Printing	\$100.00	\$0.00	pamphlets and promotional material
6131	Miscellaneous	\$0.00	\$0.00	
6133	Clothing	\$0.00	\$0.00	
6135	Security	\$0.00	\$0.00	
6140	Books & Publications	\$0.00	\$0.00	
6160	Memberships / Training	\$1,300.00	\$0.00	Bike repair workshop training for our volunteers
6300	Travel & Car Allowances	\$0.00	\$0.00	
6305	Automobile Expense / Moving	\$0.00	\$0.00	
6306	Conferences & Travel	\$0.00	\$0.00	
6307	Coat Check	\$0.00	\$0.00	
6320	Advertising & Promotion	\$0.00	\$0.00	
6340	Entertainment	\$0.00	\$0.00	
6345	Cable	\$0.00	\$0.00	
6360	Stipends	\$0.00	\$0.00	
6361	Honorariums	\$0.00	\$0.00	

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6370	Rentals	\$0.00	\$0.00	
6375	Inter Department Charges	\$0.00	\$0.00	
6411	Donations	\$0.00	\$0.00	
6440	Cash Over / Short	\$0.00	\$0.00	
6500	Equipment	\$1,000.00	\$0.00	Babac tool purchases
6505	Computer Software / Expenses	\$0.00	\$0.00	
6515	Furniture	\$0.00	\$0.00	
6610	Telephones	\$0.00	\$0.00	
6620	Insurance, Permits & Licences	\$0.00	\$0.00	
6630	Taxes	\$0.00	\$0.00	
6650	Professional Fees	\$0.00	\$0.00	
6660	Contract Services	\$0.00	\$0.00	
6662	Cleaning Contract Services	\$200.00	\$0.00	Recyborg metal waste pick-up
6665	Administration Fees	\$0.00	\$0.00	
Total		\$4,100.00	\$0.00	

Budget			
	Amount Budgeted	Actuals	Comments
Total Revenues	\$4,340.92	\$0.00	
Total Expenses	\$4,100.00	\$0.00	
Total Budget	\$240.92	\$0.00	

- Previous year surplus
 - \$4,340.92

Future Plans/Projects

- Ongoing projects:
 - Building up some of our scrap bikes so they can be purchased in the spring
 - Connecting with other McGill clubs and services to reach a wider audience of students.
- Long term goals:
 - We aim to keep holding events, building a stronger volunteer base, and adding additional open hours to improve access to the Flat for McGill students
 - We want to foster connections with other Montreal bike shops to improve student access to the wider Montreal biking world
 - We also want to create more volunteer events and rides to build comradery within our service