



## **PORT ADELAIDE CYCLING CLUB**

Committee Meeting

Monday 2 July, 2018

### **MINUTES**

#### **1. Welcome and Apologies**

Present: Gemma Kernich, Stacey Quinn, Alex Bates, Will Lyons, Paula Hollamby, David Miller, Peter Davis, Barnaby Grant, Jo Dettloff (late)

Apologies: Jenny Macpherson, Phil Dixon

#### **2. Minutes of Previous Meeting**

Minutes of the ordinary meeting dated 18 June (as amended) were distributed.

Moved: Stacey Quinn, Seconded, Will Lyons. Carried as true and correct record.

The Minutes from the special meeting dated 27 June were also noted.

#### **3. Action List**

The Action List was reviewed and updated.

- Email address – Pete to action and create G-Suite account.
- Member feedback survey – to be provided ahead of the Strategic Planning session.
- Asset Register – updated to be assigned to Stacey Quinn. Members to forward list of assets to her for creation of register.
- Strategic Planning – confirmed for Saturday 28 July from 3:00pm – 5:00pm at Hanson Reserve.
- Stacey provided update on Team App having spoken to person who set up CSA's account. Committee unsure of benefits of the app. Web site a greater priority.

#### **4. Treasurer's Report**

- May – in - \$18,522 / out - \$6,196  
June – in - \$6,460 / out - \$16,059  
Balance - \$48,944.
- Income and expenses primarily relate to National Cyclo Cross events (\$1,100 profit reported last meeting). The club has placed a large kit order and received an invoice from Vic Bing (Sports Trainer), covering 12 months/ worth of expenses.
- Moved – Stacey Quinn, Seconded Will Lyons. Carried.
- Stacey provided update on migration to using Xero for financial reporting and benefits

of the system and benefits including greater visibility of financial position, management of event budgets, and ease of auditing. Stacey to arrange hand over to Alex.

## **5. Strategic Plan Planning**

- The Committee reviewed the minutes and outcomes from the planning meeting.
- A Mission / Vision Statement is to be developed for the Club, ensuring that it is short but has a focus on pathways to racing, rider development and inclusion.
- The Committee agreed to the focus areas identified, namely Sports Development, Competition and Event Coordination, Club Development, IT / Communication and Volunteer Coordination. Paula requested greater definition for the categories before assigning category “leads” for the planning session.
- Format for the planning session was agreed.
- It is expected that the output will be a simple strategic plan that the club can draw upon and action, not a large prescriptive document.
- Strategic Plan date set for 4 – 6 pm, Saturday 28 July at Hanson Reserve.

Action: Gemma, Stacey and Jo to meet again in order to finalise details.

## **6. Any Other Business**

- 6.1 Hanson Reserve Update – Gemma and Paula had met with Wayne Hogben and Tim Ireland (Kilkenny CC) to discuss the clubs’ intentions for use for Hanson Reserve once it is operational. Discussions are being kept to President / Secretary from both clubs. Both clubs agreed that training sessions would be held jointly and club rooms would be a joint responsibility. It is hoped that club room bookings could be managed by the clubs. Cycling South Australia has indicated that they are willing for the clubs to take on that management role, but agreement would need to be gained from council. Assets, maintenance and upkeep would be shared by both clubs, with any income derived from club room use being used to offset those costs.

Barnaby Grant has kindly agreed to assist with preparation of a Memorandum of Understanding for use of Hanson Reserve. Gemma, Stacey and Paula met with Barnaby prior to the committee meeting to outline the intentions of the MoU. Once drafted, it would be presented to Kilkenny CC for agreement.

- 6.2 Governance – Paula advised that she had previously prepared documents for governance arrangements for the Club. In light of the creation of sub-committees, these will be updated and distributed to the Committee for discussion.
- 6.3 Coach / Commissaire accreditation – A number of coaches and commissaires did not have first aid and/or Working with Children checks noted on MTBA and CA records. Paula has commenced following up to ensure full accreditation for our members.

## **7. Date of Next Meeting**

Next meeting to be held on 6 August.

Meeting closed at 7:49 pm.