



## **PORT ADELAIDE CYCLING CLUB**

Committee Meeting  
Monday 3 September, 2018

### **MINUTES**

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

Present: Gemma Kernich, Jo Dettloff, Paula Hollamby, Will Lyons, Jenny Macpherson, Peter Davis

Apologies: Stacey Quinn, Alex Bates, Phil Dixon

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

Minutes of the meeting dated 6 August were carried as a true and correct record.

Moved: Will Lyons, Seconded, Peter Davis.

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

The Action List was reviewed and updated.

- Website Revamp – Peter to source some images, add an area for events and then can share the structure so pages can be populated with information.
- Strategic Plan – to be discussed later in the meeting
- Register of Commissaires / Coaches is being developed
- Gemma and Paula to meet with Wayne and Tim from KCC to progress Hanson Reserve MoU
- Hector Fletcher / John Lockwood – unable to get a date for 2018. Paula to work with Darren Searle and Darren Webb re 2019 event.
- Asset Register – Paula has sent a list of items to Alex. Jo and Gemma to provide details of items kept.
- Sportifs – CSA has agreed to invoice PACC for entries to the second series.
- Mission Statement and Club Survey results have been sent to members along with the newsletter.

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

The Committee reviewed the Finance Report circulated by Alex.

The following items were discussed:

- Current Liabilities – adjustment required as the amount should be captured under Retained Equity.

- Terms of Invoices – payment terms are able to be adjusted in system settings.
- Invoices are to be sent to Sportif entrants following Series 1.

The Committee noted the report with the amendments / comments noted above.

## **5. Strategic Plan Outcomes**

Information from the Strategic Planning Session has been used to create a draft Strategic Plan for review by the Committee. Many of the objectives and initiatives / measures from one pillar cross over into another. The plan will be supported by an Action Plan which Gemma has started to pull this into an action plan that could be supported by three sub-committees – Development; Events and Volunteers; Communication / Social.

The Committee has been asked to review the draft plan and provide feedback within a week so that the Plan can be finalised and Action List created.

Actions: Committee to review the draft plan and provide feedback by Monday 10 September so that the document can be finalised and Action Plan created.

## **6. Governance Documents**

The Committee were provided with a number of draft governance documents that will be used to inform the Committee and its members of roles and responsibilities of the committee and advise on how the club operates. These have been created using resources available from Office of Recreation and Sport and the Sports Community.

The first tranche of documents included:

- Governance Statement
- Office Bearers and Committee Members Policy
- Sub Committee Policy
- Role Statements for each of the Committee members

Other policies will be created and provided to committee members in coming months. A number of other Role Statements are being developed to outline specific functions that are core to the Club that can be reassigned after an AGM based on the skills and interests of the appointed committee.

Action: Committee to review the draft documents and provide feedback by Monday 17 September.

## **7. Any Other Business**

7.1 Super Series – five teams nominated for the series. Round 1 numbers are low due to pedal prix, and licencing requirements. 1 Day Race permits available. Gemma and Jenny to see if a training event can be scheduled.

7.2 Insurance Claim – for rider injured during a recent Mountain Bike Event

7.3 CX End of Season event to be scheduled

7.4 Hanson Reserve – contract to be signed and then works can commence. Test strip has been laid. Appears that Hanson Reserve and Edwardstown will be out of action at the same time.

7.5 PACC to host a CX event at the Fleurieu Fondo on 4 November. Entries will be taken directly by the Club for the event. CX races can be scheduled earlier in the day to

capture a greater audience and utilise more of the event space.

**10. Date of Next Meeting**

Next meeting to be held on 8 October (noting the public holiday on 1 October). Gemma will be an apology.

Meeting closed at 7:50 pm.

# Balance Sheet

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## Port Adelaide Cycling Club As at 31 August 2018

31 Aug 2018      31 Aug 2017

### Assets

<b>Bank</b>		
ANZ Trading Account	45,935	-
<b>Total Bank</b>	<b>45,935</b>	<b>-</b>
<b>Current Assets</b>		
Accounts Receivable	1,305	-
Cash Floats	100	-
Deposits in Transit - Sports Vouchers	(50)	-
<b>Total Current Assets</b>	<b>1,355</b>	<b>-</b>
<b>Fixed Assets</b>		
Plant & Equipment	2,289	-
<b>Total Fixed Assets</b>	<b>2,289</b>	<b>-</b>
<b>Total Assets</b>	<b>49,579</b>	<b>-</b>

### Liabilities

<b>Current Liabilities</b>		
Historical Adjustment	44,540	-
<b>Total Current Liabilities</b>	<b>44,540</b>	<b>-</b>
<b>Total Liabilities</b>	<b>44,540</b>	<b>-</b>
<b>Net Assets</b>	<b>5,039</b>	<b>-</b>

### Equity

Current Year Earnings	5,039	-
<b>Total Equity</b>	<b>5,039</b>	<b>-</b>