



PORT ADELAIDE CYCLING CLUB

Committee Meeting
Monday 8 October, 2018

MINUTES

1. Welcome and Apologies

Present: Stacey Quinn, Jo Dettloff, Alex Bates, Paula Hollamby, Jenny Macpherson, Peter Davis, Mark Gregory

Apologies: Gemma Kernich, David Miller, Phil Dixon

2. Minutes of Previous Meeting

Minutes of the meeting dated 3 September were carried as a true and correct record.

Moved: Jo Dettloff, Seconded: Jenny Macpherson

3. Action List

The Action List was reviewed and updated.

- Stacey to follow up invoices for Riders for Series 1 of Sportifs
- Strategic Plan - Stacey has been asked to prepare an Action Plan based on the email from Gemma (Paula to resend email to Stacey).
- Asset Register - Will to provide list of items. Jo to forward a list of items from Kain.
- Other open items are ongoing or closed where noted.

4. Treasurer's Report

The Committee reviewed the Finance Report circulated by Alex. The Committee noted the content of the report and the following items were discussed:

- Current Liabilities –adjustment has been made to ensure that this is a required as the amount should be captured under Retained Earnings.
- Junior Dirt Skills payments have been made to Coaches. Thanks to Jo Dettloff who has donated her coaching fees back to the club.
- Paula to be provided access to Xero in order to issue invoices.
- Discussion regarding agreement protocols prior to withdrawals being made from the club account, and eliminating cash handling at events. Stacey to draft a Financial Management Policy covering processes for cash handling and reimbursements for discussion. Alex to pursue options for electronic payments at events.

5. 2019 Cycling Australia Membership Fees

Paula referred to email from Cycling Australia regarding 2019 membership fees. The Committee approved the fee structure proposed, but also agreed to remove the club fee for non-riding members. Club fee structure is as follows:

Race Licences

- Elite / Masters U65 - \$25 club fee - as recommended by CA
- Para / Masters 65+ - \$12.50 club fee - as recommended by CA
- J19 and below - no club fee - \$12.50 recommended by CA

Ride Licences

- Adult 19 and above - \$11 club fee - as recommended by CA
- J13 - J19 - no club fee - \$11 recommended by CA
- U12 - no club fee - \$5 recommended by CA (still the same as a Dirt Master Licence from MTBA)

Non Ride Licences

- \$0 club fee - \$7 recommended by CA

6. Acquittal of ORS Grant

Office of Recreation and Sport Grant received for \$5,000 has been fully expended with funds used for Junior Dirt Skills coaching payments, Uniforms (Pirate Life kit) and Equipment (new Laptop).

Action: Paula to email Alex acquittal form for signature for submission.

7. Governance Documents

Feedback has been received on policies and Role statements previously circulated. Stacey expressed preference for timeframes to be placed on some of the core functions of officers (e.g. Minutes to be sent out within X days of meeting, Financial Reports to be provided X days prior to meeting).

Action: Stacey to provide updates to documents prior to next meeting for consideration.

8. MTB Level 1 Coaching

MTBA has called for interest for Level 1 Coaching course to be held in Adelaide. EOI to be issued to determine level of interest for club coaches to undertake the course. Based on interest, the club may assist with associated costs with an agreement to be made for providing coaching services to the club.

Discussion around coaches being used for Junior Dirt Skills - Paula to follow up with those coaches to ensure that they are appropriately accredited.

9. Any Other Business

9.1 Website Update - Pete provided an update on the website refresh. Paula has been provided access and can now update content. Minor glitches are being worked through.

It was suggested that our membership base be used to engage bloggers / content writers to provide active updates to the site.

10. Date of Next Meeting

Next meeting to be held on 5 November. Alex Bates will be an apology.

Meeting closed at 7:50 pm.

Balance Sheet

Port Adelaide Cycling Club As at 30 September 2018

	30 Sep 2018	31 Aug 2018	31 Jul 2018	30 Jun 2018
Assets				
Bank				
ANZ Trading Account	48,228	45,935	46,844	48,945
Bank SA Cheque Account	-	-	-	(57)
Total Bank	48,228	45,935	46,844	48,887
Current Assets				
Accounts Receivable	500	1,250	578	-
Cash Floats	100	100	100	100
Deposits in Transit - Sports Vouchers	-	(50)	(100)	(100)
Total Current Assets	600	1,300	578	-
Fixed Assets				
Cycling Equipment	2,903	2,289	2,000	2,000
Total Fixed Assets	2,903	2,289	2,000	2,000
Total Assets	51,731	49,524	49,422	50,887
Liabilities				
Current Liabilities				
Accounts Payable	-	-	-	550
Total Current Liabilities	-	-	-	550
Total Liabilities	-	-	-	550
Net Assets	51,731	49,524	49,422	50,337
Equity				
Current Year Earnings	7,191	4,984	4,882	5,797
Retained Earnings	44,540	44,540	44,540	44,540
Total Equity	51,731	49,524	49,422	50,337