



## **PORT ADELAIDE CYCLING CLUB**

Committee Meeting

Monday 5 November, 2018

### **MINUTES**

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

Present: Gemma Kernich, Stacey Quinn, Jo Dettloff, Will Lyons, Paula Hollamby, Peter Davis, Phil Dixon, Mark Gregory

Apologies: Jenny Macpherson, Alex Bates, David Miller

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

Minutes of the meeting dated 8 October were updated to include apologies for Alex Bates. Updated Minutes were carried as a true and correct record.

Moved: Stacey Quinn, Seconded: Jo Dettloff

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

The Action List was reviewed and updated:

- Stacey to update Xero to ensure Terms of Payments are set for invoices.
- Stacey to liaise with Alex so invoices for Series 1 of Sportifs are sent.
- Website Revamp – Gemma, Pete and Paula to continue to develop site. Privacy statement to be included before going live.
- Strategic Plan – separate meeting to be scheduled to create Action Plan and allocate tasks.
- Asset Register – Will and Gemma to forward list of assets to Alex.

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

Detailed report yet to be received. Stacey advised that the current cash balance is \$52,000.

#### **5. Hanson Reserve Update**

Gemma provided an update on the progress of Hanson Reserve:

- Works are on schedule and surfacing to be completed in January.
- Kilkenny CC has appointed Wayne Hogben and Tim Ireland to the Hanson Reserve Committee.
- Wayne, Tim, Paula and Gemma met at the club rooms to discuss facilities and audit items being brought to the table when the facility re-opens.
- A working bee will be scheduled in early December to start work on the club rooms. Some carpentry work is to be done on the exterior, and the kitchen needs to be updated. Other work is cosmetic.

- The current lease between CSA and Council expired on 2006 and is being held over as the facility is currently unusable.
- It is envisaged that the clubs would commence with two sessions per week – Tuesday general track training sessions with a program developed by club coaches. Thursday would be a motor pacing session to improve fitness.
- A meeting with Council at the site is proposed to conduct a safety audit – ensuring electrical compliance and propose that the kitchen be brought to a complying standard.
- Gemma proposed the Committee commit an initial amount of \$5,000 to be set aside to assist with upgrading the club rooms and purchase of scooters for motor pacing sessions

Moved: Gemma Kernich, Seconded: Paula Hollamby. Carried

## **6. Policy Updates**

The Committee reviewed the Financial policies that were circulated by Stacey Quinn. Following discussion, it was agreed that they be rolled into one Financial Management Policy for consideration by the Committee.

A number of new policies will also be forwarded to the Committee by Paula for discussion at the next meeting.

## **7. Strategic Plan Action List**

It was agreed that three sub-committees should be created to work on actions from the Strategic Plan.

To complement this, Mark Gregory will try to secure a resource to work on club history. Will Lyons will check documentation he has for historic photographs

*Action: Gemma, Stacey, Paula and Jo to meet separately to finalise Terms of Reference and scope of the sub-committees.*

## **8. Upcoming Events**

Discussions continuing with TDU organisers re hosting of Roller Frenzy in the Village as part of the support events for the Tour.

Gemma in discussions with Revolve 24 organisers regarding hosting a CX event.

## **9. Update on ACCC**

At the last ACCC, CSA advised that it will be reformatting the committee to become more consultative with quarterly forums to be held open to all members, instead of monthly meetings. It is expected that the forums will commence in January with the first meeting to discuss the upcoming calendar. Gemma thanked Paula for representing the club at the meetings.

## **10. Date of Next Meeting**

Next meeting to be held on 3 December.

Meeting closed at 7:45 pm