



PORT ADELAIDE CYCLING CLUB

Committee Meeting 6:30pm @ Kings Head Hotel

Monday 3 December, 2018

MINUTES

1. Welcome and Apologies

Present: Gemma Kernich, Stacey Quinn, Jo Dettloff, Will Lyons, Peter Davis, Jenny Macpherson, Alex Bates,

Apologies: David Miller, Paula Hollamby

2. Minutes of Previous Meeting

Minutes of the meeting dated 5 November were carried as a true and correct record.

Moved: Stacey Quinn, Seconded: Alex Bates

3. Action List

Action List not available. Actions per last meetings minutes were reviewed and updated:

- Stacey to update Xero to ensure Terms of Payments are set for invoices. Complete
- Stacey to liaise with Alex so invoices for Series 1 of Sportifs are sent. Stacey sent, Stacey to assist Alex in completion
- Asset Register – Will and Gemma to forward list of assets to Alex. To Do

4. Treasurer's Report

- Financials for November presented. Receivables all current other than Peter Schneider.
Action: Alex to fix dates on negative creditor.
Action: Alex to provide expense reimbursement access to committee members that require
- Gemma queried ability to set up account separate department in Xero for joint use of clubrooms with KCC as they currently do not have modern procedures in place.
- Stacey advised easy to set up, but best to separate bank accounts, but want to ensure not costly or difficult.
Action Alex to enquire with ANZ re new account and if an issue consult with KCC

5. Strategic Plan

- Gemma, Jo, Stacey and Paula met to go through sub committee terms of reference. Updates discussed made
Action: Gemma to edit and circulate for out of session ratification.
- EOI drafted for the 3 sub committees and ride leaders
Action: Once ratified Paula to send out EOI for 3 sub committees and ride leaders this week
Action Carried Forward: Mark Gregory will try to secure a resource to work on club history.
Action Carried Forward: Will Lyons will check documentation for historic photographs

6. Ratification of Polices

- Taken as read. Gemma and Stacey discussed the general premise for following policies:
 - Life membership
 - Volunteer recognition
 - Clothing and Merchandise Officer
 - Financial Policies

Call for adoption of policies.

Moved by Alex, seconded by Jo.

7. Other Business

7.1 Website Update

- Pete showed us the updates to the website
- Discussed who would be able to add content and ability to allow content contributors and committee required to post
- Sub-committees to provide content quarterly per ToR
- Should include in EOI for "content providers/ bloggers, that may want to include content on website and facebook page

Action: Paula to include EOI for content providers

7.2 Hanson Reserve Update

Gemma provided an update on the progress of Hanson Reserve:

- Met with CSA, Wayne and City of Port Adelaide Enfield today and referred option of PAE was to lease club rooms directly to PACC/KCC, given the likely MoU between two local clubs. This will require PAE to rescind earlier Resolution to lease to CSA. Clubs to sign MoU and advise PAE who will take to Council for a new Resolution. May be possible to seek new Resolution for direct lease at 11 Dec PAE Council Meeting.
- Kilkenny CC has club meeting tomorrow (5th Dec) to consider the MoU, recommending adoption.
- PAE Environmental Health advisor inspected Hanson Clubrooms. She is to provide advise on recommended updates to kitchen and wet areas. Initial verbal advice was likely two extra sinks, wider work benches, better pest/weather control, grease trap recommended for Kitchen, Additional tiling in shower change wet areas in bathrooms.
- There is a possibility of seeking grant funding from PAE to update their community facility in line with their health recommendations.
- CSA will enter into a license to manage the track and fields per earlier Resolution. CSA will need to pay PAE \$5000 minimum per year for the track.
- Track works are on schedule and surfacing to be completed in January.
- Kayla McSporran volunteered time as a renovation consultant through Fruitful Himes to measure up for update of rooms. Assumes some volunteers from undertake professional work for free. Gemma to circulate quote, approx. \$2500
- Stacey discussed PACC branding. Gemma advised KCC agreed to remove their current branding and co-brand using one of their club members.
- A working bee will be scheduled in early December to start work on the club rooms, contingent on a temporary lease or license to the club rooms, otherwise work is at our risk. Some carpentry work is to be done on the exterior, and the kitchen needs to be

updated. Other work is cosmetic and maintenance based.

- 22nd/ 23rd December proposed for working bee before people go away for Christmas

7.3 Upcoming Events

- Roller frenzy in TDU Village on Wednesday or Thursday – awaiting confirmation from TDU
- CX: One during TDU in PAE within Port Adelaide, one with Revolve 24 at night, 3 in the city, one in the back of superdrome. No sponsors for next year locked away as yet. Approvals commenced for all venues.
- PACC will host two races of the National Cyclocross Series. Dates not announced, embargoed at time of Minuting.

7.4 Trailer

- Trailer strut broken.
- *Action: Will to consult with Alex re fixing.*

7.5 Complaints

- Gemma reported Complaint received via Paula from Viv Bing (her company Sports Trainer Services is a paid service provider to PACC) to Kimberly Conte of the CSA Tech Comm and Cycling SA (cc Paula) RE Grant Allen not racing with orange flag on. Will confirmed that Viv had approached him as a Commissaire at the event, confirmed eligibility to ride. Gemma confirmed there is no legal requirement to have flag and confirmed he had flashing red lights per the CSA sporting rules that require a rear light. Road Rules did not require a light as event was held in good visibility conditions. Complaint was addressed to Kimberley so will await her response – for our noting only.
- Stacey raised that Paula mentioned she received complaints about Pirate Life jersey for children. Nature of complaint or how they were addressed not clear. Stacey also raised she felt publicly incentivising racing with beer as prizes wasn't a good look and could be a breach of Star Club accreditation. Gemma reported pre-checking with CSA and MTBA before accepting sponsorship and printing jersey (jersey under MTBA sanction/skills session only). Confirmed alcohol prizes are awarded to 18+ only in senior events only (noting they may contain J19 juniors) and ensuring children not appearing in winners' photos with sponsored product prizes at recent event, for example.
 - Action: Committee and event managers to be mindful of how club is represented
 - Gemma to review GoodSports program + potential policy for responsible serving of alcohol for Hanson clubrooms, dealing with alcohol sponsorship
- Agreed all complaints to be handled appropriately noting minor complaints can be handled informally between the person making the complaint and a club official(s) however should be recorded. Brought to the committee if necessary. Reminder of Member Protection policy for respective national bodies have complaints handling process, policy covers all members and activities. Note new PACC website will make policies and race rules easier for all to find

Date of Next Meeting

Next meeting to be held on 7 January 2019

Meeting closed at 7:28 pm