



PORT ADELAIDE CYCLING CLUB

Committee Meeting
Monday 10 February 2020

MINUTES

1 **Welcome and Apologies**

Welcome: Gemma Kernich (President), Peter Davis, Jo Dettloff, Tim Loft, Jenny Macpherson, Paula Hollamby

Apologies: Stacey Quinn

2 **Minutes of Previous Meeting**

Minutes from the previous meeting were reviewed.

Item regarding Ride Nation was omitted. This is a coaching platform to be implemented by Cycling Australia. Gemma to find email and send to Committee.

Actions Arising from Minutes:

- Gmail account – Pete to provide details for direct debits to be made from club account.
- Club Bikes – Gemma has spoken to supplier regarding purchase of small Hilbrick track bikes. Due to storage requirements, bikes will be added to the pool for hire.
- Web Hosting – Peter to continue to explore options on archiving forums from old PACC server.
- Tour Down Under Events – all items actioned and complete.
- Coaching / Commissaire requirements – Paula to continue to ensure appropriate accreditations are up to date. List of coaches and Commissaires to be provided to the Development Sub-Committee.
- Junior Scholarships – article loaded to website.
- Kit for Juniors – records show approximately 70 juniors in club – not feasible to provide jerseys to all juniors, but continue to promote use of Sports Vouchers.
- Clubroom Upgrade – Paula to continue to follow up with council.

Moved: Peter Davis / Seconded: Tim Loft / Carried

3 Treasurer's Report

Financial statements for January were distributed and discussed. It was noted that there has still not been a deposit for canteen sales by Kilkenny CC, nor have they paid their invoice for club room use.

Arrangements to be made for Jo to be added as a signatory to the Joint Account. Investigate options for a "connected ledger" in Xero. Additional fees will be offset by ease of reporting. Financial statements noted as a true and accurate record.

Moved: Paula Hollamby / Seconded: Tim Loft / Carried

4 Strategic Plan

Standard item to be added to the meeting agenda so updates can be provided from Sub-Committees. Plan to be drawn up with traffic light status for reporting.

5 AGM Preparation

- Dates for AGM (May) should be considered at next month's meeting.
- Committee asked to prepare for AGM by reviewing Role Statements and Policies (linked to Governance area on website).
- AGM provides opportunity to update the Constitution. Potential for updates to modernise the document – including adding provision for electronic voting, and potentially updating reporting year.
- *Action: Paula to send out role statements and policies for review.*

6 Standard Operating Procedures

Tim has started preparation of Standard Operating Procedures for equipment. Example provided for leaf blower. SOPs to be drawn up for use of Scooter, refuelling items etc. These will be displayed near the equipment and made available to volunteers.

7 Sub-Committee Updates

- Sub-Committees hadn't yet met. Further updates to be provided at next meeting under the heading of Strategic Plan Update.

8 Any other Business

- Winter CX– MTBA has introduced a Cup format, rather than National Series. PACC to host Tier 1 events on 13 and 14 June. State CX – to be declared a Tier 1 event. Winter CX -first round will be a Tier 3 event. Tier events will accumulate Cup points for riders and will be run as age category events.
- Volunteer of the Year – process to be formalised by nomination process. Paula to prepare nomination form for announcement at AGM (similar to Life Membership).

Date of Next meeting: Monday 16 March 2020

Balance Sheet

Port Adelaide Cycling Club

As at 31 January 2020

31 JAN 2020

Assets

Bank

ANZ Trading Account	52,375.36
Hanson Operating Account	5,331.85
Total Bank	57,707.21

Current Assets

Accounts Receivable	140.00
Cash Floats	100.00
Total Current Assets	240.00

Fixed Assets

Cycling Equipment	2,902.50
Motor Vehicles	1,500.00
Total Fixed Assets	4,402.50

Total Assets	62,349.71
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Net Assets

62,349.71

Equity

Current Year Earnings	7,463.25
Retained Earnings	54,886.46
Total Equity	62,349.71