



PORT ADELAIDE CYCLING CLUB

Committee Meeting
Monday 16 March 2020

MINUTES

1 Welcome and Apologies

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

2 Minutes of Previous Meeting

Minutes from the previous meeting were reviewed.

Actions Arising from Minutes:

- Gmail account – Details provided for payment of account – *complete*.
- 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- Web Hosting – Historical data has been archived – Pete to determine how to allow this to be accessed.
- Coaching / Commissaires – Accreditations followed up with members. List of coaches and Commissaires to be provided to the Development Sub-Committee. - *complete*
- Kit for Juniors – Paula to determine member numbers for high school students.
- Clubroom Upgrade – Paula to continue to follow up with council – *complete*.
- Strategic Plan / Sub-Committee reporting – Gemma to prepare traffic light status report for Sub-Committees to report on each meeting.
- AGM Preparation – Paula to send out role statements and policies for review.
- Volunteer of the Year – Paula to prepare nomination form for announcement at AGM

Moved: Tim Loft / Seconded: Peter Davis / Carried

3 Treasurer's Report

Financial statements for February as distributed were 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.

Jo has proceeded with application for Square (eftpos facility) for use at PACC events. This will not eliminate handling of cash at training events. Will prepare to move Hanson reporting via MYOB in the new financial year to separate the two entities for audit purposes.

Action: Paula to follow up ACRM invoices for Time Trials.

As the club's financial year ends on 31 March, the Committee were asked to ensure all invoices for payment were received in a timely manner.

Moved: Paula Hollamby / Seconded: Tim Loft / Carried

4 Strategic Plan

Competition and Events Sub Committee to meet tomorrow. Reports from all Sub-Committees to be forwarded for discussion prior to each committee meeting. Traffic light status report to be prepared and completed.

5 Clubroom Upgrade

- Paula and Tim met with contractor last week. An outline of improvements was emailed to the Committee.
- Dates for works to be negotiated around existing events (anticipate after Easter / Anzac Day) – once known, Paula to negotiate existing bookings.

6 StarClub

Paula met with StarClub field officer. Extensive meeting at training last week with Tim and Lee-Anne Fleming providing input. Club has been approved as a StarClub pending final endorsement by Cycling SA. Will be promoted on website and social media once approved.

In the discussions, the Club was asked to promote the Play By The Rules program on its media. **Action:** Pete to update website to include link.

7 AGM Dates / Actions

The Committee agreed to hold the AGM at the Clubrooms on Monday 18 May with drinks / pizza to be provided.

Action: Paula to commence preparations for meeting including sending role statements to committee members.

8 Future Events – Covid19

Club to take direction from CA and MTBA regarding future events that are scheduled.

Modifications can be made to reduce contact (ie. – sign on done by volunteers, rather than have riders touching the tablets). Other modifications can be made to training sessions to ensure contact between riders is reduced.

8 Any Other Business

- Newsletter items – Volunteers, Communications and Social Sub-Committee asked to prepare items as per Terms of Reference. Can write articles and provide images to Paula for inclusion in Newsletter. Peter to provide Stacey (and other members) with access to website for drafting of articles.
- Action Items – to be completed in timely manner and updates provided by email to ensure timely completion.

Date of Next meeting: Monday 20 April 2020

Balance Sheet

Port Adelaide Cycling Club As at 29 February 2020

29 FEB 2020

Assets

Bank

ANZ Trading Account	53,382.80
Hanson Operating Account	6,145.19
Total Bank	59,527.99

Current Assets

Accounts Receivable	90.00
Cash Floats	100.00
Total Current Assets	190.00

Fixed Assets

Club Property & Equipment (Non-Cycling Specific)	20.50
Cycling Equipment	2,902.50
Motor Vehicles	1,500.00
Total Fixed Assets	4,423.00

Total Assets	64,140.99
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Liabilities

Current Liabilities

Accounts Payable	411.76
Unpaid Expense Claims	185.50
Total Current Liabilities	597.26

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Net Assets	63,543.73
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Equity

Current Year Earnings	8,657.27
Retained Earnings	54,886.46
Total Equity	63,543.73