



**Port Adelaide Cycling Club Inc
Committee Meeting - Minutes
6.30 pm Monday 8 February 2021**

Hanson Reserve Velodrome

1. Welcome and Apologies

Present: Mark Gregory, Jo Dettloff, Tim Loft, Jenny Macpherson, Alison Sorell, Paula Hollamby

Apologies: Peter Davis, Stacey Quinn, Phil Dixon, Gemma Kernich

2. Minutes & Actions of Previous Meetings

The minutes from the last meeting were reviewed and updated.

Moved Tim / Seconded Jenny

3. Treasurer's Report

The Committee reviewed the financial reports.

Some event income still to come from EntryBoss for January events. These can only be allocated when email has been received following disbursement. Roller Frenzy – prizes were budgeted at expected income of 16 riders (reduced from 32 for TDU events), resulting in a small loss. Jo asked that invoices for club room use are dated the last day of the month to assist with reporting.

Invoice for amended Affiliation Fee has been received for payment. Paula to forward to Jo.

Moved Paula / Second Jenny

4. Training

Motor Pacing – Thursday night crits for women and juniors are limiting numbers at Motor Pacing sessions. The Committee agreed that there needs to be a minimum number (at least 4 per bike, 10 in total) for sessions to be viable. Additional pacers are being trained – greater number of volunteers reduces reliance on the same individuals each sessions.

Tim is coordinating a calendar for Motor Pacers – has been put on Google Drive for everyone to access and complete.

It was agreed that entries and scratching will be closed off at noon with the session cancelled if those numbers are met. If they are, they can be reopened for additional

attendees. Any decisions on cancellation of the event due to adverse weather will be made by 4:30pm.

General Track training – due to lower number of volunteers required, these can continue as is for the time being.

It was noted that the track will be unavailable from 1 April for oval rejuvenation so there will be a pause on all training for a number of weeks.

5. CX Dates

Club CX calendar has been put together with consultation with AMTB and Kev Pullen (Junior Dirt Skills).

A busy bee should be scheduled ahead of the CX season to get rid of old tape, assess stakes (for reordering if required). Tim recommended a list be put on the door identifying all contents of the trailer.

Action: Jenny to check with Focus if they wish to continue sponsorship for the 2021 series. Once done, we can announce dates.

Action: Jenny to follow up with Jac Schapel re return of stakes.

6. Coaching Course

AusCycling has been advertising a coaching course for end of February. The Committee agreed to offer existing coaches a 50% club contribution to the course, with an offer to reimburse the full amount after the coach has undertaken five club-based coaching sessions.

Action: Paula to email club coaches with details

7. Hot Weather Policy

Paula provided an update on the application of the current AusCycling policy and how it is inadequate for our events. Even though it was applied to Summer 'Cross event, an early decision was made to cancel Little Crossers, and then later to cancel all U15 and younger racing. These events could have continued according to the policy, however it was deemed as not appropriate. Adjustments were made to the course, set up and events on the day due to the heat.

Paula has emailed AusCycling regarding the inadequacy of the policy for club events. If the policy does not change, then the club will implement a policy along the lines of the previous Cycling SA policy – ensuring decisions are made based on temperature forecast at 4:00pm the day before the event. If the forecast is expected to be above 38 degrees, then the event will be cancelled. This will assist with management of volunteers and communications to riders.

8. Hanson Reserve Availability

Council has made the disappointing decision to prioritise Croydon Kings Soccer Club over cycling at Hanson Reserve over the next few weeks. This is despite Hanson Reserve being only one of two outdoor velodromes in the metropolitan area and the soccer club being given a large sum of money to relocate ovals due to the Regency to Pym project. Despite the long lead time provided, soccer has been given a priority.

9. Strategic Plan Actions

Document in Google Drive has been updated

10. Any Other Business

- Keystone Project Advisory has come on as a new sponsor. Agreement has been signed and an invoice will be processed. Their logo will appear on the new jersey sleeve (similar to the Seafaring Fools logo).

Action – Invoice to be sent. Jenny will prepare an announcement for website.

- Outstanding emails – message re junior training from Duncan Campbell. The Committee discussed standard communications to member enquiries and having pre-prepared responses that can be tailored to requests.

Action – Alison to curate a standard letter from information received from Mark Chadwick. Another to be created for Women and general enquiries.

- Member enquiry – Jenny to follow up Ben Brown re reimbursement of Super Series fee (or provision of pair of knicks if available)
- State Masters Games – The Committee agreed to advertise the event on social media to encourage attendance.
- CX skills sessions – may be difficult to schedule sessions due to the calendar and coach availability. The Committee agreed that instead of full formal sessions, a ½ hour session could be held prior to CX events providing off the bike mentoring and advice based on the current event set up.
- Equipment – Paula has been using personal lithium ion battery instead of the generator to power timing equipment and PA system at the past two events. It works well, is quiet and more environmentally friendly than the generator. Mark proposed that the club invest in one for events. The Committee approved in principle subject to quotes.

Action – Paula and Pete to investigate and provide proposal for purchase.

- Payment of Commissaires / Contributions to volunteers – Mark lead discussion regarding the club paying for officials at events. Costs will be written into prepared Event Budgets. All events will have a dedicated Race Director who will be responsible for ensuring events have appropriate numbers of volunteers allocated to specific roles.

Action: Alison to investigate what NCC does for crits.

- The Committee discussed succession planning of event roles and ensuring that processes undertaken are documented and easily available.

Action: Mark to contact universities for assistance with documenting event processes.

- Sprint Wars – David Miller has been liaising with Jimmy Glasspool and AusCycling SA to get Spring Wars back on the calendar. It was suggested that riders provide an estimated speed when entering and they are ranked accordingly to reduce the length of the event.
- Kit – survey is ready to be sent to members with three options for consideration. Survey will be open until Saturday afternoon, with every member to be given one vote. A random draw will be conducted from

responses with the winner to receive a new kit. Once selected, Seight will create a new online shop so members can purchase new kit. It was suggested that we have 3 or 4 kit orders open per year, with a short turnaround for the opening order.

- Loan Bike – Jenny to contact Lisa Kolesnik re return of track bike. The Committee was advised that the Operating Committee has formal agreements with those borrowing the bikes – with this being the only one on permanent loan that commenced as a Covid measure.
- Rollers – The Committee provided in-principle agreement for purchase of rollers and software so that Roller Frenzy can be run more effectively. Equipment will mean that more than one event will be held per year, with it being an attractive offering for sponsors.

11. Date of Next Meeting

Monday 15 March 2021

Balance Sheet

Port Adelaide Cycling Club As at 31 January 2021

31 Jan 2021 31 Jan 2020

Assets

Bank		
ANZ Trading Account	63,613	52,375
Hanson Operating Account	2,952	5,332
Total Bank	66,565	57,707
Current Assets		
Accounts Receivable	95	70
Cash Floats	100	100
Total Current Assets	195	170
Fixed Assets		
Cycling Equipment	4,722	2,903
Motor Vehicles	1,500	1,500
Total Fixed Assets	6,222	4,403
Total Assets	72,982	62,280

Liabilities

Current Liabilities		
Accounts Payable	575	646
Deposits in Transit - Sports Vouchers	200	-
Kilkenny Share of Hanson Operating Account	1,476	-
Rounding	-	-
Total Current Liabilities	2,251	646
Total Liabilities	2,251	646
Net Assets	70,731	61,634

Equity

Current Year Earnings	9,884	6,747
Retained Earnings	60,846	54,886
Total Equity	70,731	61,634