



PORT ADELAIDE CYCLING CLUB

Committee Meeting
Monday 4 February, 2018

MINUTES

1 Welcome and Apologies

Welcome: Gemma Kernich (President), Stacey Quinn, Alex Bates, Jo Dettloff, Paula Hollamby, David Miller

Apologies: Will Lyons, Jenny Macpherson, Peter Davis, Phil Dixon

2 Minutes and Actions

Minutes from the previous meeting were carried as a true and correct record of discussion.

Moved: Jo Dettloff, Seconded: Gemma Kernich

Actions Arising from Minutes:

- Asset Register – Will has provided details of items. Gemma to email list of assets to Alex.
- Ratification of Policies – Life Membership, Volunteer Recognition and Clothing and Merchandise Officer documents have been loaded to the internet
- Trailer - Will has arranged for the trailer to be fixed.
- Terms of Reference – Sub Committees – Gemma tabled the Terms of Reference for finalisation and circulation to members with an EOI.

3 Treasurer's Report

- Financial Reports for December and January were circulated. The Committee discussed some of the records and minor amendments to transaction entries are to be made by the Treasurer.
- Settings in Xero to be checked at the conclusion of the meeting to ensure invoices can be issued and approved, and deposits can be recorded as they occur.

Action: Jo to check setting to ensure deposits can be recorded.

- With the implementation of Cycling Australia's new membership system, clubs are required to verify banking details for PIN Payments as outlined in emails to the Committee.

Action: Alex to verify banking details to ensure membership fees are received by the Club

- 2018 Cyclo Sportifs – Alex noted that Cycling South Australia has yet to invoice the Committee for members entries to the 2018 Sportif rounds. It is therefore unfair to invoice members for the entries. It was moved that due to the low value of the expense and the continued delay in receiving invoice from CSA, the club would not charge its members for the events.

Moved: Alex Bates, Seconded: Paula Hollamby. Carried

- Hanson Reserve Financial Arrangements

The Committee discussed the financial arrangements between Port Adelaide Cycling Club (PACC) and Kilkenny Cycling Club (KCC) for operations at Hanson Reserve. KCC has agreed to the opening of a separate account, with PACC to be responsible for administering the account and provision of reporting. It was noted that meetings ratifying this decision will be required from both clubs, along with a copy of the executed Memorandum of Understanding for the Operating Committee for both clubs to enter into such agreement.

Motion: The Committee authorises the opening of a dedicated bank account for the Joint Venture with finances to be administered by PACC on behalf of the Operating Committee.

Moved: Gemma Kernich, Seconded Paula Hollamby. Carried

Action: Alex Bates to action opening of an account for the Operating Committee

- The Financial Reports for December and January were accepted by the Committee

Moved: Gemma Kernich, Seconded: Stacey Quinn

4 Hanson Reserve and Velodrome

- Memorandum of Understanding – has yet to be signed by KCC. Minor changes to the proposed document will be made, being amount charged for member events. KCC has preferred the option for the President of CSA will be the authority in making determination in case of a dispute, rather than club members. This will be reflected in the final document. Value of items to be contributed by KCC has yet to be received.
- Training – sessions will be held twice weekly in the first instance with structured sessions being held on Tuesday nights (motor pacing) and Thursday nights (track skills). Programs will be published in advance. A formal coaching roster will be developed to ensure that the volunteer workload is shared and riders are offered a variety of experiences. Training sessions \$5 for PACC or KCC members, \$10 for other club members.

- Events - KCC has advised that they intend to host racing on Sunday mornings on alternate weeks. David Miller suggested that the “Navy Cup” event that has not been held for some time could be a good opening event.
- Working Bee – the Committee agreed to having a working bee at the Clubrooms on the weekend of 16 and 17 February. Working bee held in the morning, followed by a bbq lunch by way of thanking workers. Stacey volunteered to arrange catering. Gemma has been working with Kayla McSporran re interior design and supplies needed. Adi Scott and Paul King have offered to assist with remediation to the showers and plumbing that was identified in Council’s Environmental Health Audit. A carpenter is still needed to help with the fascia replacement.
- Clubroom Access – council is to provide keys to the clubrooms. Committee discussed separating access from the storage room / first aid room to the rest of the venue to allow coaches access to equipment, but not the general club rooms. Council will provide a certain number of keys, with others to be purchased if required.
- CA / SASI – both track teams have indicated that they will be using the venue while the super-drome is being refitted next month. Gemma has met with representatives from both CA and ORS, along with KCC and CSA to ensure training can continue. Access to the clubrooms is required. A tandem will be stored there, but athletes will be required to move bikes to and from the venue. Lighting will need to be operational so that the clubs can continue with planned training sessions. Cycling South Australia will be responsible for velodrome bookings.

5 Sponsorship

The Committee referred to email exchange regarding renewal of Seafaring Fools sponsorship. Gemma and Paula indicated support for continuing this sponsorship, but for Jenny to see if a two year deal could be arranged.

Action: Jenny Macpherson to liaise with Seafaring Fools to negotiate a two year sponsorship package.

6 Hector Fletcher / John Lockwood

Scheduled to occur on 23 March. Paula has arranged traffic management and first aid services. Technical Commission to put a call out for Commissaires, and has requested the event be opened in EntryBoss. Timing to be outsourced to free volunteer time on the day. Gemma has received an offer of assistance from Cycling South Australia – and the club will accept their offer and ask for assistance with Council / DPTI / Police approvals.

Action: Jenny Macpherson to approach contacts for sponsorship.

Action: Paula Hollamby to liaise with members for support in hosting the event.

7 Masters Games – October 2019

The club has been approached by Max Stevens to provide timing services for the Australian Masters Games that are proposed to be held around Williamstown in October. The Committee is supportive of this venture.

Action: Paula Hollamby to liaise with Max Stevens re Masters Games

8 Any Other Business

Newsletter – to be sent to members to include: Working Bee, Sub Committee Information, Expression of Interest, Coaching opportunities.

Volunteer Event – suggest to hold something at the clubrooms once the venue has opened.

T Shirts – the committee agreed for club t-shirts to be printed, similar to the existing black shirts, without ‘volunteer’ on the back. Jo Dettloff to investigate options.

One Club – Cycling Australia. Gemma provided an update to the Committee following a meeting of Club Presidents during the Tour Down Under.

Action: Paula to seek copies of minutes / notes from the meeting, and a copy of the EY Report referred to by Cycling Australia

Balance Sheet

Port Adelaide Cycling Club As at 31 December 2018

	31 Dec 2018	30 Nov 2018	31 Oct 2018	30 Sep 2018
Assets				
Bank				
ANZ Trading Account	47,290	50,843	48,923	48,228
Total Bank	47,290	50,843	48,923	48,228
Current Assets				
Accounts Receivable	2,797	318	415	570
Cash Floats	100	100	100	100
Deposits in Transit - Sports Vouchers	-	(100)	-	-
Total Current Assets	2,897	318	515	670
Fixed Assets				
Cycling Equipment	2,903	2,903	2,903	2,903
Total Fixed Assets	2,903	2,903	2,903	2,903
Total Assets	53,090	54,063	52,340	51,801
Liabilities				
Current Liabilities				
Accounts Payable	2,882	(594)	-	-
Total Current Liabilities	2,882	(594)	-	-
Total Liabilities	2,882	(594)	-	-
Net Assets	50,208	54,657	52,340	51,801
Equity				
Current Year Earnings	5,667	10,117	7,800	7,261
Retained Earnings	44,540	44,540	44,540	44,540
Total Equity	50,208	54,657	52,340	51,801

Balance Sheet

Port Adelaide Cycling Club As at 31 January 2019

	31 Jan 2019	31 Dec 2018	30 Nov 2018	31 Oct 2018
Assets				
Bank				
ANZ Trading Account	49,050	47,290	50,843	48,923
Total Bank	49,050	47,290	50,843	48,923
Current Assets				
Accounts Receivable	1,379	2,797	318	415
Cash Floats	100	100	100	100
Deposits in Transit - Sports Vouchers	-	-	(100)	-
Total Current Assets	1,479	2,897	318	515
Fixed Assets				
Cycling Equipment	2,903	2,903	2,903	2,903
Total Fixed Assets	2,903	2,903	2,903	2,903
Total Assets	53,431	53,090	54,063	52,340
Liabilities				
Current Liabilities				
Accounts Payable	-	2,882	(594)	-
Unpaid Expense Claims	(89)	-	-	-
Total Current Liabilities	(89)	2,882	(594)	-
Total Liabilities	(89)	2,882	(594)	-
Net Assets	53,520	50,208	54,657	52,340
Equity				
Current Year Earnings	8,980	5,667	10,117	7,800
Retained Earnings	44,540	44,540	44,540	44,540
Total Equity	53,520	50,208	54,657	52,340