



WAMBA Committee Meeting 11-2014

Date: 2nd April 2015

Time Start: 18:30

Location: DSR

Attendees:

- Jodie Stembridge
- Nigel Wade
- Louise Wallace
- Tony Tucknott
- Alex Wade
- Ian Humphrey (KMBC)
- Margaret McIlroy
- Marilena Stimpfl
- Sam Russell (PDMBC)

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1. Apologies

The following apologies were received by email:

- Jake Hannah
- John Wallace (Collie)
- Phil Wilson
- Lindsay Alsop
- Bec Swan (Geraldton)

2. Minutes from Previous Meeting

The minutes from 27th January and 24th February were accepted as accurate and all actions have been completed or carried over to current Action Items.

3. President's Report

From Louise Wallace:

A weekly President's Report is emailed out each Friday – the most recent being 27th March.

4. Treasurer's Report

From Nigel Wade:

Balance at 24th February 2015: \$57,695.58

Balance at 2nd April 2015: \$57,731.38

Received cash from:

- Memberships

Spent cash on:

- Web hosting

Awaiting cash from:

- Lotterywest for green trails \$13,750

We owe:

- KMBC green trail works \$24,580
- Pemberton Camp coaching \$1,000

The Committee unanimously approved a BAS payment of approx. \$6,000 due this month.

5. Action Items

Strategic Planning

No.	Item/ Status/Decision / Action	Who is Responsible
1	<p>WA Mountain Bike Strategy</p> <p>Status: In progress. <i>An update will be posted on the website by the end of the April. Moving forward, all information about the project will be updated on the website. Only if any action or discussion is required, will the project be included in the minutes.</i></p> <p>WA Mountain Bike Summit: DSR have previously run the Metro Trails Forum in June, but the forum isn't required this year. Instead, it's been suggested an inaugural <i>WA Mountain Bike Summit</i> be run, where the state strategy will be officially launched. The proposed date is Friday 8th May at the Camel Farm. Westcycle has been working on a draft itinerary. An MC from WAMBA is required for the event. Volunteers on the day would also be helpful.</p>	Louise
2	<p>WAMBA Strategic Plan & Constitution</p> <p>Status: In progress.</p> <p>The 5 top priorities from our strategic plan were identified by Louise and circulated to the committee for comment:</p> <ol style="list-style-type: none"> 1. Long term financial sustainability 2. Relationships with our affiliated clubs and groups 3. Relationships with our main stakeholders 4. Trail development projects 5. State level events <p>Louise has worked these priorities into an operational plan for the coming year.</p> <p>Talks are continuing with clubs to gain their support for WAMBA's new strategic direction and change of governance model.</p> <p>Louise and Jodie recently had a follow-up meeting with Jacqui (DSR) and Matt Fulton (Westcycle) regarding progress on AGM, constitution changes and new governance model changes. The idea is for an interim Committee to be elected at the upcoming AGM. The amendment and review of the current constitution and election of an initial Board structure is expected to be at least a 4 - 6 month process, so won't</p>	Louise

	<p>happen until after AGM. If amendments are accepted, an SGM will be held to elect an initial Board to work until the 2016 AGM.</p> <p>Jodie has been working on a new “About” statement for the WAMBA website.</p> <p>Action: Louise and Marilena to work on the structure of the interim committee, and the skills required for those roles. Email out to the Committee for review and feedback.</p>	
3	<p>DSR’s State Sporting Association (SSA) Annual Grants Scheme</p> <p>Background: The Department of Sport and Recreation’s Annual Grants Scheme supports SSAs to implement new project initiatives that enhance the organisations capacity to deliver strategic outcomes.</p> <p>SSAs are eligible to receive one grant per financial year of up to \$20,000.</p> <p>Projects must commence between 1 July and 31 December 2015 and align with the SSAs Strategic Plan and Strategic Directions 5 or Future Success 2.</p> <p>Eligible items considered for funding (but not limited to):</p> <ul style="list-style-type: none"> - Consultant and/or contractor fees - Travel and accommodation costs - Purchase of items key to the delivery of the project outcomes - Purchase of ‘disposable’/‘single use’ equipment (e.g. disposable timing chips) - Hire of venues/equipment (e.g. pa systems, timing systems, video analysis etc.) <p>Westcycle were initially going to submit an application for 1 grant on behalf of all the cycling disciplines, but now believe WAMBA should be recognised as a SSA in their own right (awaiting confirmation from DSR). As such, WAMBA needs to submit an application.</p> <p>Action: Submit application to DSR by COB Friday 17th April.</p>	Louise

Communication & Meetings

No.	Item/ Status/Decision / Action	Who is Responsible
4	<p>2015 WAMBA AGM</p> <p>Status: In progress. Probable date and location is Sunday 26th April 2015 at Collie – this is due to a desire to engage with regional members and the fact the SWMP is currently in progress, so a lot is happening down south. However, there are some concerns as to whether anyone will attend the meeting after racing has finished. Notification of the meeting and the agenda will be sent out on Friday. Included in the agenda will be the election of the new committee and the official adoption of the WAMBA Strategic Plan 2015-2017. On the day, the meeting should be approx. 15-30 minutes in duration (and no longer).</p> <p>Two Notices of Motion have been submitted by Peel Districts Mountain Bike Club:</p> <ol style="list-style-type: none"> 1. WAMBA is recognised as the state representative body for the WA mountain bike community. 	Jodie

	<p>2. An interim Committee is formed at the AGM and remains in place until such time as the Constitution is changed to reflect a new governance model and a new WAMBA Board is established.</p> <p>Important dates:</p> <ul style="list-style-type: none"> • Notice of AGM to be sent out by 4th April • <p>Decision Required: Agreement on the location for the AGM to ensure maximum attendance (a quorum of 15 is required for the Notices of Motion to be passed).</p> <p>Discussion: It was decided that Perth would be the best location – have it prior to the start of the Slopestyle event in Vic Park.</p> <p>Action: Liaise with Kaitlyn Griggs about whether there’s a room available at the venue or nearby for us to use.</p> <p>Action: Send out Notice of AGM by 5th April – via Facebook, website, email to Committee, DSR, DPaW and Westcycle, and to newsletter emailing list.</p>	
5	Future AGM Dates	Nigel
	<p>Background: Under the constitution, WAMBA’s financial year is 1st January to 31st December (for reporting to the committee). As such, the AGM needs to be held within 4 months of the end of the financial year (i.e. between January and April of the following year).</p> <p>Our financial year in terms of ATO obligations is 1st July to 30th June.</p> <p>Decision Required: On whether to align the WAMBA financial year with the ATO financial year and thereby changing the period when the AGM has to be held. By the current constitution, this would be between July and October. The constitution is going to be reviewed shortly due to the change in governance, so could also change the period the AGM has to occur within to 6 months from the end of the financial year, which would allow us to hold it between July and December.</p> <p>Discussion: The Committee unanimously approved to change WAMBA’s financial year from 1st January – 31st December to 1st July – 30th June.</p> <p>Action: When the current constitution is reviewed, change the financial year to 1st July – 30th June (Jodie).</p>	
6	TrailsWA Website	Jodie
	<p>Status: In progress – no update. This site isn’t being used to its full potential by us.</p> <p>Action: Email clubs and members to have a look at TrailsWA website and provide feedback whether they think it’s useful and what needs improvement (Jodie).</p>	

1. Long Term Financial Sustainability

No.	Item/ Status/Decision / Action	Who is Responsible
		TBA
	Status: Not yet started. This is part of the new 2015/ 2016 operational plan, which will worked on once the new interim Committee is elected.	

2. Relationships with Affiliated Clubs and Groups

No.	Item/ Status/Decision / Action	Who is Responsible
7	Formal Agreements between WAMBA and Clubs/ Groups	TBA
	Status: In progress. This is part of the new 2015/ 2016 operational plan, which will worked on once the new interim Committee is elected.	

3. Relationships with Main Stakeholders

No.	Item/ Status/Decision / Action	Who is Responsible
8	MOU to be set up between WestCycle (WC) and WAMBA	Louise
	Status: In progress. Louise signed off on MOU. Westcycle has provided a progress report for Schedule 1: Activity Key Results.	
9	Reporting of OSP Grant Requirements to Westcycle/ DSR	Louise
	<p>Background: WAMBA was awarded a grant of \$40,000 per year for 3 years via DSR's Organisational Sustainability Program (OSP) Grant. This secured a part-time paid position for mountain biking within Westcycle.</p> <p>Westcycle is following up on our reporting requirements under this grant. Unfortunately, we haven't been supplied with these requirements. Louise has asked that they be included in our MOU. There may be actions to allocate to club reps to ensure we are ticking the boxes.</p> <p>Discussion: Louise explained Sarah's role and how it is funded – she works for Westcycle and does mountain biking work for WAMBA based on Schedule 1 of the MOU and paid for with the \$40k OSP Grant.</p>	

4. Trail Development Projects

No.	Item/ Status/Decision / Action	Who is Responsible
10	South West Mountain Bike Master Plan (SWMP)	Louise
	Status: In progress. <i>An update will be posted on the website by the end of April. Moving forward, all information about the project will be updated on the website. Only if any action or discussion is required, will the project be included in the minutes.</i>	
11	Perth-Peel Mountain Bike Master Plan (PPMP)	Sam/ Ian
	Status: In progress. <i>An update will be posted on the website by the end of April. Moving forward, all information about the project will be updated on the website. Only if any action or discussion is required, will the project be included in the minutes.</i>	

12	Murray Valley Trail Plan	Sam/ Louise
	<p>Status: In progress. <i>An update will be posted on the website by the end of April. Moving forward, all information about the project will be updated on the website. Only if any action or discussion is required, will the project be included in the minutes.</i></p>	
13	Manning Park Mountain Bike Strategy	Phil
	<p>Status: In progress. <i>An update will be posted on the website by the end of April. Moving forward, all information about the project will be updated on the website. Only if any action or discussion is required, will the project be included in the minutes.</i></p> <p>Discussion: the status of this project is unknown – there’s been no consistent input or communication out to the public.</p>	
14	Mountain Bike Guidelines	Danielle
	<p>Status: In progress. <i>An update will be posted on the website by the end of April. Moving forward, all information about the project will be updated on the website. Only if any action or discussion is required, will the project be included in the minutes.</i></p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. There was some discussion around the ownership of this document – DPaW or WAMBA, and how it will be managed. As a mountain biking community, do we sign up to it? If WAMBA are going to endorse the process once the document has been adopted, have to be happy with it. 2. It seems some of the districts are using the document as if it’s been formally adopted. <p>The whole process of reviewing the guidelines hasn’t been transparent, so there’s no buy-in from the clubs and MTBing community. The guidelines haven’t been adopted as still to go out for public consultation. It’s still a DRAFT document, which is currently being used on the Murray Valley project to trial as a “best practice” process. If people/ clubs aren’t happy with the document, challenge it through the public consultation process. If WAMBA are to endorse it, could put conditions on adoption if not happy with the final document. Although we are one stakeholder in many.</p> <p>All districts have been advised of the guidelines, and process has been formally adopted by DPaW (since the draft guidelines were originally developed in 2006). DPaW helping WAMBA to work with districts – education on the process, and how and when to apply it.</p>	
15	Mountain Biking Code of Conduct	Louise
	<p>Status: In progress. <i>An update will be posted on the website by the end of April. Moving forward, all information about the project will be updated on the website. Only if any action or discussion is required, will the project be included in the minutes.</i></p>	
16	Maintenance Service Agreements between DPaW and Clubs/ Groups	Louise
	<p>Status: Louise has received feedback from all the clubs on their maintenance agreements with DPaW. There seems to be some misunderstanding and lack of</p>	

<p>clarity around them. Danielle Stone has provided answers to queries about the audits and guidelines.</p> <p>Action: To email Danielle's answers to the committee (Jodie).</p> <p>Action: All club reps to pass this information onto their clubs.</p>	
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5. State Level Events

No.	Item/ Status/Decision / Action	Who is Responsible
17	<p>Guidelines for Race Organisers</p> <p>Background: Tony Tucknott and Richard Renn have produced a document designed to help race organisers with logistics and procedures for organising an XC event in WA, particularly useful with different event organisers for races and new organisers coming in. It's hoped the document will produce some uniformity and standards within our events, while at the same time protecting the organisers from litigation issues if they have forgotten something. There's the potential for DH and GE to do the same, depending on resources available.</p> <p>Another document detailing competitor information for XC races has also been produced.</p> <p>Both documents were sent out to various interested parties for review – the received feedback has been good.</p> <p>Discussion: How to progress with this document.</p> <p>Race number plates – PMBC to pay for them. \$1 to purchase; sell for \$5 = \$1,200 to WAMBA. A suggestion was that the money raised be used to help competitors get to the State Champs.</p> <p>Action: To get both PDF documents and State Series results onto WAMBA's website (Jodie).</p>	Tony

6. Sport Development

No.	Item/ Status/Decision / Action	Who is Responsible
18	<p>WA Cycling High Performance Strategic Plan</p> <p>Status: In progress. Review meeting scheduled for 30th April.</p> <p>Background: DSR started the High Performance (HP) and Talent Development Review initiative last year. Although DSR supports over 90 sporting associations, only 6-7 sports per year are involved in this review. The intention of the review is to take a snapshot of the current situation in the identified sports. From there, they can identify where the gaps are and target the efforts of their limited resources (there are only 2 staff working in DSR for high performance across all sports in WA). The benefits for the sporting associations involved include the ability to prioritise the needs in HP and talent development, as well as the opportunity to network with other sporting associations to share and learn from each other.</p>	Louise/ Paul

	<p>Cycling is the focus this year, mainly due to some HP issues experienced in road disciplines in the last few years and the introduction of Westcycle. They felt it was a good opportunity to have some positive impact on cycling as a whole.</p> <p>Paul de Klerk attended the first meeting with a DSR consultant, Westcycle and road cycling reps, and provided information based on his own knowledge and observations. A follow-up meeting to look at and comment on the findings of the initial review is scheduled for 30th April. Louise, Jodie and Tony will be attending.</p> <p>Action: Email information from initial meeting to Tony (Louise).</p>	
19	<p>Junior Development Coordinator</p> <p>Background: WAMBA needs someone in this role. Waiting on a task description form from Westcycle (Toby Hodgson).</p> <p>Discussion: \$1,300 was spent for Toby to coordinate and set up policy for state selection. Using the task description and MOU, can manage him in this role. Juniors selected were eligible for subsidies, but haven't received them yet.</p> <p>MTBA running camp on 19th April. After being exposed to camps in the past that cost \$80-100, the increased cost of \$370 seems to be responsible for the low uptake. PMBC subsidising their juniors. MTBA are running another camp in October, although this may end up being run locally instead.</p> <p>Another junior camp is being run by SWMTBC on the same day as MTBA one (different formats).</p> <p>Action: Promotion of the camp on FB and website (Jodie).</p>	Louise

6. AOB

No.	Item/ Status/Decision / Action	Who is Responsible
1	<p>BankWest Happy Communities Grant</p> <p>Status: Tools still to be purchased for WAMBA trailer using this grant. However the trailer registration has lapsed, and so needs to be deemed road worthy before it can be re-registered. Have to liaise with Lindsay as it's at his house.</p> <p>The query was raised as to what happens to the trailer once it's re-stocked – how will it be used and where will it be located? Minutes dated 27th May note that it was unanimously decided to re-stock the trailer with hand tools using the BankWest grant. The trailer could then be used by any club/ group who wants it.</p> <p>Discussion: Where will the trailer be located in the future? Nigel volunteered to keep it at his place and manage it.</p> <p>Action: Pick up trailer up from Lindsay's and put it over the pits (Ben).</p> <p>Action: Get an inventory of tools needed to restock the trailer from Lindsay. Buy tools with \$1000 grant (Margaret).</p>	Nigel
2	<p>Bike in the Valley 2015 – Stall Holder</p> <p>Background: Bike in the Valley is a fun community based bicycle ride suitable for all ages and fitness levels. It has been running for over 15 years as a City of Swan event. More recently it is also a part of the Perth Autumn festival.</p>	Jodie

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	<p>This year they are keen to extend the event by having stalls on anything to do with bikes and cycling – called “All Things Bikes”.</p> <p>Discussion: Should WAMBA have a stall at this event? Volunteers would be required to organise and run it on the day. No – it doesn’t really help with community engagement or raising WAMBA’s profile, so not worth the effort.</p>	
3	WAMBA Newsletter	Jodie
	<p>Status: Recently Newsletter # 45 was inadvertently published with some confidential information. This highlighted the lack of guidelines and proper process around the production of the newsletter.</p> <p>Action: Newsletter guidelines to be produced and communicated to the Newsletter Editor (Jodie).</p>	

Meeting Closed: 20:30

Next Meeting: 26th May (DSR)