



WAMBA Committee Meeting 7-2014

Date: 28th October 2014

Time Start: 18:30

Location: DSR, Leederville

Attendees:

- Jodie Stembridge
- Louise Wallace
- Ian Humphrey
- Danielle Stone
- Sarah Smith
- Nigel Wade
- Sam Russell
- Ben Purden
- Dave Willcox (via Skype)

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1. Apologies

The following apologies were received by email:

- Jake Hannah
- Kyra Eddy
- Ashley Genefaas
- Simon McCaskie
- Lindsay Alsop
- Bec Swan
- Margaret McIlroy
- Marilena Stimpfl
- Chris Idle

2. Minutes from Previous Meeting

The minutes from 30th September 2014 were accepted as accurate and all actions had been completed. The exception was an amendment that needs to be made to the minutes:

- **The Murray Valley project has NOT been delayed – it is in progress.**

3. President's Report

From Louise Wallace:

- **Industry Mountain Bike Day**, Kalamunda – on Friday 24th October, WAMBA hosted this event with over 30 guests from our stakeholder organisations coming out for a casual ride on the trails. The guest list included Directors of DPaW, Peter Sharp and DSR, Graham Brimmage, as well as others from Dept of Water, Water Corp, Outdoors WA, Trails WA, and Trails Reference Group.
The event was funded and organised by DSR, and it was a great opportunity to network and showcase some of the great trail work that has been done by volunteers, with the support of many of these stakeholders. Looking forward to working with DSR to grow this annual event for future years.

4. Treasurer's Report

From Nigel Wade:

Balance at 30th September 2014: \$68,056.56

Balance at 28th October 2014: \$64,188.10

Received cash from:

- Memberships
- Calendars
- 1% eTool donation

Spent cash on:

- MTBA Affiliation
- Gunjin works
- SWMTBC "Take a Kid MTBing" Day

Awaiting cash from:

- LotteryWest for green trails \$13,750

We owe:

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

5. Action Items

No.	Item/ Status/ Action	Who is Responsible
1	MOU to be set up between WestCycle (WC) and WAMBA	Louise
	<p>Status: The draft MOU was emailed out to the committee on 30th September for comment. Some comments were received by Louise – final draft was sent to Clint (WC). Once they have reviewed our comments, it will be returned for endorsement by the committee at the next committee meeting.</p> <p>Schedule – is the key part of the MOU and has to align with WAMBA's strategy. It's an evolving document, as tasks will be added/ removed and changed over time. It was suggested that whatever tasks can be done by volunteers, should be. Only have a limited budget; definitely utilise WC's resources for those tasks they are currently better equipped to help with.</p>	
2	WA Mountain Bike Strategy	Sarah
	<p>Status: The deadline for public submissions on the draft plan has been extended to 5pm on 31st October 2014. The committee and MTB community have been notified by email, website, newsletter and social media. 25 submissions were received up to original deadline; 28 so far.</p> <p>Action: Send out a "two days to go" reminder email to clubs about submission deadline (Jodie).</p>	

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3	South West Mountain Bike Master Plan (SWMP)	Sarah
	<p>Status: The draft plan is currently out for public consultation. The deadline for submissions is 5pm on 4th November 2014. The committee and MTB community have been notified by email, website, newsletter and social media.</p> <p>Action: Check clubs' FB and websites to see if they are communicating it out to members – even just positive support for strategy. Send email reminder out to committee (Jodie).</p>	
4	Perth-Peel Mountain Bike Master Plan (PPMP)	Louise
	<p>Status: WAMBA and community representatives for the Steering Committee are currently being sought. Expressions of interest to be submitted to WAMBA by 17th November 2014. Committee to review submissions and confirm representatives at WAMBA committee meeting on 25th November 2014.</p> <p>So far have received submissions from:</p> <ul style="list-style-type: none"> • Sam Russell • Phil Wilson • Ian Humphrey • Ivan Strbac • Rob Evans <p>Lotterywest board met on Thursday (23rd). Waiting on an answer – two weeks until ratified by minister.</p> <p>Action: Submissions to be collated and emailed out to the committee on 17th November (Jodie).</p>	
5	WAMBA Strategic Plan & Constitution	Louise
	<p>Status: The steering group (Louise Wallace, Marilena Stimpfl, Jodie Stemberge, Dave Willcox) had a meeting with Colin Brown on 16th October to discuss the preliminary draft strategy – in line with feedback from the committee and various stakeholders, and the release of the draft WA MTB Strategy.</p> <p>Gave a brief update to committee of where the strategy is taking us, including governance and management model. There's a vision to have a full time position within WAMBA and also to involve people in WAMBA with big business/ political clout and money to help with implement our strategy – to move towards a board structure.</p> <p>Action: the draft strategy to be sent out to the committee for review and discussion (Louise).</p>	
6	Murray Valley Trail Plan	Sam
	<p>Status: Concept design is out for tender. Preliminary feedback from tenderers is that the scope needs further definition for accurate pricing, and it's likely the cost will exceed the budget at this stage. WAMBA may need to review budget and scope with DPaW.</p>	

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7	Manning Park Mountain Bike Strategy	Sarah
	Status: Awaiting draft project framework from Common Ground Trails.	
8	Pump Track Project, City of Nedlands	Sarah
	Status: Awaiting budget approval from the City of Nedlands - due 28 th October 2014.	
9	DPaW Mountain Bike Guidelines	Danielle
	Status: The Mountain Bike Working Group (MTBWG) met for the 8 th and final time on 25 th September. The draft document is currently being finalised. Once it is ready, the MTBWG will have the first review (end of 2014) before being distributed for wider consultation (early in 2015). Using Murray Valley as trial project to use the guidelines – ironing out any issues with the process.	
10	Mountain Biking Code of Conduct	Louise
	Status: The code was submitted for final review to the MTBWG at their last meeting. Will be included in the draft guidelines when they are submitted for review to the public.	
11	WA Institute of Sport Developing Champions Program	Louise
	Status: Graeme attended junior development camp in Pemberton to gauge interest and ideas. Some of the parents didn't seem too keen (maybe wording or approach was wrong). Need to utilise some of the skills/ expertise already within WC that is already dealing with junior development.	
12	Formal Agreements between WAMBA and Clubs/ Groups	Louise
	Background: Louise has proposed WAMBA create formal agreements with clubs/ groups that we have financial or other commitments to – to ensure the scope, timeframe, roles and responsibilities, how things are delegated, resources, etc are clearly defined. The discussion led to talk about the trails within Perth-Peel area that aren't currently being looked after/ maintained. This will no doubt be addressed in the master plan. What's the solution when there's no club to look after them? Centralised model for maintenance – pot of money from race events, sponsorship, etc for a qualified trail care crew to move around state to work during year (including volunteer hours). Model used overseas. Also discussed was the implications around risk management for events. Are event organisers held accountable for doing a risk management plan, and who is liable if something goes wrong? Should look into MTBA insurance and implications of liability. Tony Tucknott is currently developing a checklist for running events. WAMBA should ensure the events we promote are being run safely. Decision: The committee agreed the following agreements were needed and should be added to the Westcycle MOU schedule to be drafted up: - WAMBA & Albany Urban Downhill Event. - WAMBA & Southern Hills Mountain Bikers (<i>for DPaW service agreement mainly</i>). They still need WAMBA support to help become incorporate	

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	<p>body (grants), with help from Westcycle.</p> <ul style="list-style-type: none"> - WAMBA & Goat Farmers (<i>for DPaW service agreement mainly</i>) - WAMBA & Peel Districts MTB Club (<i>for Murray Valley Trails</i>) - WAMBA & KMBC (<i>for Green Trails Grant with Lotterywest</i>) <p>Action: To call MTBA about insurance for events and the implications around risk management (Sam).</p>	
13	IMBA “Take a Kid Mountain Biking” Day – 5 th October	Marilena
	<p>Status: Albany, KMBC, Margaret River and SWMBC organised events. Paid one club. Waiting on invoice from the Camel Farm.</p> <p>Action: To gather feedback from the clubs on how their events went, and include in the next newsletter and on our website (Jodie).</p>	
14	2015 WAMBA Race Calendar	Louise
	<p>Status: Ashley Genefaas, Chris Park, Tony Tucknott and Leonie Burford have coordinated XCO, XCM and GE dates, and proposed a draft calendar. DPeel have advised all DH events. Ashley and Leonie no longer able to proceed with this project. Draft calendar was sent out to the committee for review. After some discussion it was decided that while it is a good start, it has to cover all clubs and all disciplines (including nationals) and needs input from all clubs. It should go through official WAMBA channels via club reps, and we need someone to drive this project.</p> <p>Action: Speak with Tony to find out if he is happy to continue with this project on behalf of WAMBA, and liaise with all clubs (Louise).</p>	
15	WAMBA Marketing Plan & Social Media Policy	Louise
	<p>Background: Discussions between the steering group and Colin Brown on the WAMBA Strategy have highlighted the need for a coordinated approach to marketing of our association. It is proposed the marketing plan to be added to the Westcycle schedule of jobs – subject to the terms of the MOU (i.e. agreement with Westcycle on the method and cost, and that it forms part of WAMBA’s strategic plan).</p> <p>With all his experience and knowledge in this area, Jake has compiled a social media policy for WAMBA.</p> <p>Something to discuss further when WAMBA strategy is in draft.</p>	
16	2015 WAMBA Planning Calendar	Louise
	<p>Background: Propose we list the following on the website as “Significant Events” for WAMBA in 2015:</p> <ul style="list-style-type: none"> - Annual General Meeting - “Take a Kid MTBing” Day - Industry MTB Day - WA Trails and Outdoors Conference - <i>Women’s Trails Industry Day (in the early discussion stages)</i> <p>And Advocacy Events:</p> <ul style="list-style-type: none"> - Bimonthly meetings with DPaW – State Trails Unit. - Bimonthly meeting with Westcycle. - Westcycle Networking?? 	

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	<p>- Quarterly meeting with DSR – State Trails.</p> <p>Decision: Committee was happy with this proposal.</p> <p>Action: Work with Shannon Ducker to add new events into website calendar (Jodie).</p>	
17	NCAS Level 1 MTB Coaching Course (MTBA)	Louise
	<p>Background: WAMBA has been contacted by MTBA about running a Level 1 MTB Coach course in WA, as they have received a number of expressions of interest about it. They're keen to hold it over a weekend in November, and organise the coach (from east coast), venue, advertising, etc.</p> <p>MTBA approached Martin (PMBC) and Westcycle for possible venues – suitable for theory and practical based learning. Sam and Ian volunteered to work with MTBA and WC to get this happening. Places to be offered to affiliated clubs first, before others.</p> <p>Action: Contact the Camel Farm about use of venue and possible dates (Ian).</p> <p>Action: Send email from MTBA with details to Ian and Sam (Jodie).</p>	
18	WAMBA Newsletter	Jodie
	<p>Status: Jake has produced his last newsletter for WAMBA – a huge thank you to all the effort he's put into them!</p> <p>Sam's brother is a journalist, so could do the job, although he doesn't have any MTBing knowledge. Marilena's husband, Bobby had mentioned that he would take over the role, so need to speak to him first. Could potentially use both skill sets.</p> <p>After some discussion, it was decided that we would keep this task in-house (rather than utilise WC).</p> <p>Action: Speak to Bobby to find out if he's still interested in the project (Louise).</p> <p>Action: Email to go out to the committee for items to be included in the next newsletter (Jodie).</p>	
19	TrailsWA Website	Jodie
	<p>Status: Jodie attended a workshop with TrailsWA on how to maintain our trail information on their site. This is a great site and an important tool for our members and the wider MTBing community. It is also a great marketing tool for MTBing, as the information can get picked up by the tourism industry. There are currently quite a few trails on the website, but it needs more work.</p> <p>It also raised the question as to who is responsible for maintaining/ custodians for some of the trails around Perth (e.g. Forsyths Mill, Marrinup, South Shore, Turner Hill). Currently WAMBA is listed as custodians, but should this be the case? Something to come out of the PPMP.</p> <p>Action: Advertise on FB and via newsletter to find someone to liaise with clubs and help update the MTB trail information on website (Jodie).</p>	

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20	BankWest Happy Communities Grant	Margaret
	<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>Action: Pick up trailer up from Lindsay's and put it over the pits (Ben).</p>	
21	December Committee Meeting/ Social	Jodie
	<p>Background: Date for December committee meeting is Tuesday 16th (mid-month due to Christmas). Had a discussion as to whether to hold the meeting on Tuesday 23rd Dec (i.e. the week of Christmas) or another date, and whether to combine it with a few drinks afterwards.</p> <p>It was decided to leave dates as is for Nov and Dec.</p> <p>Action: Book DSR room for Dec, but also look into whether it's possible to utilise the same area at the Oxford Hotel as last year for a short meeting and social drinks (Jodie).</p>	
22	2015 WAMBA AGM	Jodie
	<p>Status: It's been suggested that it would be great to have the opportunity to socialise/ network amongst the committee and clubs in general. Next year's AGM might well be a good event for this to happen – usually held mid-March.</p> <p>Idea endorsed by committee – suggestion to host it in Collie or Margaret River and combine with a ride.</p> <p>Action: Date to be set and invites sent out to clubs before next committee meeting in November (Jodie).</p> <p>Action: Liaise with club about venue, accommodation options, etc (Jodie).</p>	

6. AOB

John Forrest Trail Centre (PPMP)

From Ben Pruden:

Ben is interested in advocating trails, and has seen a potential opportunity within John Forrest to offer a good quality experience, close to the city (particularly as there is already infrastructure). Perhaps model off UK trail centre idea – run a business (lease). DPaW already have a recreation plan for JF. PPMP will be forum to explore this idea.

Meeting Closed: 20:42

Next Meeting: 25th November - Skype