



Committee Meeting 11-2015

Date: 29th March 2016

Time Start: 18:30

Location: DSR Office

Attendees:

- Louise Wallace (LW)
- Margaret McIlroy (MM)
- Alex Wade (AW)
- Vilma Fitzgerald (VF)
- Bryan Stephenson (BS)
- Richard Coker (RC) – WestCycle
- Peta Demidenko (PD) - WestCycle

WAMBA's Vision:

Mountain biking is recognised as a mainstream, positive and family-friendly activity, where everyone is or knows a mountain biker.

And for Western Australia to embrace sustainable mountain biking as a leading recreational and tourism experience by delivering opportunities, maximising participation and sharing the benefits.

Agenda:

1. Apologies.....	2
2. Treasurer's Report	2
3. Minutes from Previous Meeting & Issues from Action Item List.....	3
4. Agenda Items	3
5. AOB	7

1. Apologies

The following apologies were received by email:

- Graeme Adams
- Jodie Stembridge
- Ben Pruden

2. Treasurer's Report

The Treasurer's Report from 9th February to 29th March 2016 was accepted unanimously.

Account Balance

Balance at 9 th February 2016	\$40,491.36
Balance at 29th March 2016	\$40,499.21
<i>Total in</i>	<i>\$874.35</i>
<i>Total out</i>	<i>\$866.50</i>

Funds in

▪ MTBA Memberships	\$100.00
▪ Rider payments for Junior State Team Shirts	\$756.75
▪ Rider payments for postage of Team Shirts	\$17.60

Funds out

▪ Junior State Team Shirts (final balance)	\$441.50
▪ WAMBA Banner (reimburse L. Wallace)	\$275.00
▪ Renewal of MTBA Affiliation (reimburse J. Stembridge)	\$150.00

Funds due - Invoices:

▪ Junior State Team Shirts (invoice # 00054 Adams)	\$100.90
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Grants not acquitted or claimed to date:

- Lotterywest - Green Trails Project \$6,855.00
(See note below - \$4,235.00 progress payment claimed from Lotterywest on 20/12/15)
- Lotterywest – Murray Valley Project \$0
(All grant money received by WAMBA up front 1/4/2014)

Future Withdrawals/Payments outstanding:

- Project 17 - Langford Park Maintenance \$5,500.00
(To be invoiced when complete)
- Murray Valley Project \$8,965.00
(Concept design not yet complete, variation pending; detailed design to be tendered)
- KMBC Green Trail Works \$17,483.00
(Progress claims 3 & 4 to be invoiced when complete; \$2.660 overpayment credited to claim #3)
- Amts collected for Dwellingup & Jarrahdale \$TBC
- Awesome Foundation Grant 2014 \$1,000.00
(Unallocated as yet)

Action Items Update:

1. 22/12/2015 – Treasurer to review and confirm amount allocated to Dwellingup & Jarrahdale maintenance remaining from fundraising
2. 22/12/2015 – Treasurer to review and update budget to confirm total unallocated amount
3. 22/12/2015 – Treasurer to request BAS from Accountant for GST prior to AGM 2016

3. Minutes from Previous Meeting & Issues from Action Item List

The minutes from 3rd March were accepted as accurate and all actions have been completed or carried over to current **Action Items List**.

4. Agenda Items

No.	Item/ Status/Decision / Action	Who is Responsible
1	State Strategy Implementation Reference Group Representative Background: As Louise will be stepping away from the role of President in a few months, there will be an open position on the State Strategy Implementation Reference Group for a WAMBA rep. The group is made up of reps from WAMBA, DPAW, DSR and WestCycle. WestCycle also provides the administration of the group. They are also seeking a rep from local government to be in the group.	Louise

	<p>The meetings will be held every 2 months, with the next one scheduled for the first week of April.</p> <p>As there is currently no one interested in stepping into the role of WAMBA President, the preference is for someone from the current committee to join the reference group in the interim. If WAMBA doesn't do this, the message we will potentially be sending is that WAMBA does not/ cannot support the state strategy implementation.</p> <p>Decision: Unless there are any objections, Jodie has nominated to take on the position of WAMBA rep on the State Strategy Implementation Reference Group.</p>	
2	<p>National MTB Trail Building Standards and Certification Working Group Meeting</p> <p>Background: Louise flew to Bright, Victoria to attend the first meeting of the National Trail Building Standards and Certification Working Group. WAMBA and WestCycle were asked to each pay half of Louise's flights, car hire and accommodation to attend the meeting. As per the previous WAMBA meeting minutes (10-2015), the committee approved payment of up to \$575 to Louise for reimbursement of travel expenses. WestCycle will pay for half of the cost.</p> <p>Decision: Committee has approved reimbursement of \$445.00 to Louise Wallace. The travel expenses totalling \$890.07 were:</p> <ul style="list-style-type: none"> ▪ Flights \$601.00 ▪ Car hire \$218.07 (1/4 of cost paid by another party) ▪ Airport parking \$71 <p>WAMBA to reimburse Louise \$890.00. WestCycle have been emailed an invoice for \$445.00. Payment will be made to Louise when the new Treasurer has approval access on the WAMBA account, so that we have two approvers who are not Louise.</p> <p>UPDATE FROM LOUISE WALLACE ABOUT THE WORKING GROUP MEETING HELD 18 MARCH 2016, BRIGHT:</p> <p>Background:</p> <p>When I attended the Mt Buller Mountain Bike Summit in December 2015, I attended a facilitated workshop to discuss a topic that was initiated at the 2014 conference. Most of the Australian trail building companies, many land managers and grass roots organisations were represented at the workshop.</p> <p>At the workshop, everyone discussed the pros and cons of having standards for trail development and certification for trail builders. It was agreed that it was something that is needed.</p> <p>I put my hand up for a role on the working group of 5 people, who will establish the requirements for, and the methodology to be used, to develop and implement national mountain bike trail standards and associated professional certification framework.</p> <p>My reason for nominating was that I felt it was extremely important that the work done to date in WA was discussed in the group and we had significant input.</p> <p>Since the group was initiated, I was invited to attend the first meeting face to face in Mt Buller. This was supported financially by WAMBA and WestCycle.</p>	Louise/ Bryan

The below is a brief update of what was discussed at the meeting, but formal meeting minutes will be issued by MTBA (I would suggest after the conclusion of the World Cup that they are organising in Cairns currently).

For information, the meeting agenda was:

- Confirm working group chair
- Discuss and confirm group deliverables
- Endorse the Terms of Reference
- Confirm stakeholder engagement framework and tools
- Agree and assign work packages to group members
- Confirm reporting and meeting frequency

In preparation for the meeting, all members considered the following:

- assess what areas of work you want to be involved in
- identify any contacts / resources who could assist us in meeting our goals
- identify any funding sources who could assist us in meeting our goals
- identify stakeholder groups who need to be involved in / kept informed of our progress

Outcomes of Meeting:

1. Terms of Reference for the group were agreed, as attached.
2. The Chair for the group will be rotated for each meeting.
3. Next meeting will be within a month, on a weekday (morning in WA, afternoon in eastern states). MTBA will arrange conference calling. Meetings will be once a month.
4. The outputs are defined as mini-projects to be led by individual working group members (refer the Outputs in the attached Terms of Reference – Working Version). Each was discussed, and a lead assigned:
 - high level briefing document - assigned to Craig M
 - options paper for development of a national MTB trail standards - assigned to Marty
 - options paper for development of professional mountain bike trail building certification framework (this will consider the possibility of establishing a ‘trail builders association’, which has been discussed in the past) - assigned to Craig S
 - project plan to be established with deliverables list and timeframes, and to keep everyone on track - assigned to **Louise**
5. Stakeholder framework established - Several key stakeholders were identified by the group. MTBA will maintain a register of those contacts for engagement at the appropriate times. We will determine the level, type and method of consultation required, and at which stages of the project. Simon F and Craig S will be the point of contact with the other trail builders throughout this work. (Pending agreement with Simon, who was not present at the meeting).
6. The working group will report to the MTBA Board, via Denise.
7. The MTBA website will be used to provide updates on the project, with FAQs and opportunity for feedback.
8. Denise is coordinating with Mt Buller for the group to present outputs at the 2016 conference.
9. (Denise will send around meeting notes.)
10. Marty will chair the next meeting (and confirm date/time)

WAMBA Committee Meeting 11-2015

	<p>Next steps: From discussions with WestCycle, there is a question as to who is best to be the WAMBA representative on the working group moving forward. The position will be up for nomination, as I will be stepping down from WAMBA after the AGM. WestCycle will assist in this process.</p>	
3	Goat Farm Redevelopment Steering Group	Margaret
	<p>Background: Parks and Wildlife have given the go ahead for the redevelopment of trails at the Goat Farm. A steering group has been set up to guide this project.</p> <p>Decision: It was agreed that Margaret should be the WAMBA representative on the Goat Farm Redevelopment Steering Group. Margaret will provide reports on progress of the steering group at each WAMBA meeting.</p>	
4	2016 WAMBA Annual General Meeting	Louise
	<p>The 2016 WAMBA AGM will be held at 6.30pm on Tuesday 26th April at Department of Sport and Recreation, Leederville.</p> <p><i>Post-meeting note: the AGM date and location have been amended to allow greater attendance.</i></p> <p>The agenda will be:</p> <ol style="list-style-type: none"> 1. Welcome 2. Attendance and apologies 3. Minutes of previous AGM 4. President's report 5. Treasurer's report 6. Notices of motion 7. Election of positions 8. General business 9. Close of meeting <p>All positions are up for election:</p> <ul style="list-style-type: none"> ▪ President ▪ Vice President ▪ Secretary ▪ Treasurer <p>A Call for Nominations, including position descriptions, will be sent out to the mountain bike community this week. At this stage, there has been no expressions of interest in the President's role; Jodie has expressed an interest in stepping into the VP role, which would leave the Secretary role vacant.</p> <p>No notices of motion have been submitted by any of our affiliated clubs.</p> <p>Action: The agenda was agreed. It was agreed that Position descriptions for all four elected positions to be produced and a Call for Nominations to be sent out to all stakeholders and mountain bike community by 3rd April (JS).</p>	

5. AOB

No.	Item/ Status/ Decision / Action	Who is Responsible
1	<p>General - Action Items List Update</p> <p>The committee reviewed and updated the current action items list, ready for the incoming committee following AGM.</p>	President
2	<p>Club Communication about WAMBA changes</p> <p>Action: Provide a draft letter to communicate WAMBA changes to clubs, following the last meeting (AW).</p>	Alex
3	<p>Treasurer role handover</p> <p>Action: Arrange a handover with Bryan and WAMBA's accountant (LW).</p>	Louise and Bryan
4	<p>Outgoing President meeting with WestCycle</p> <p>Action: Meet with Matt Fulton to discuss the following items (LW):</p> <ul style="list-style-type: none"> ▪ OSP grant application for 2016/17 – discuss the process and roles and responsibilities between WAMBA and WestCycle ▪ Confirm what WestCycle sees as the objectives for mountain biking for 2016/17 ▪ Request that Matt presents the above to WAMBA for endorsement before the application is submitted to the WestCycle board ▪ Discuss KPIs associated with the 2015/16 OSP grant. Given that the KPIs were provided to WAMBA in November 2015, WAMBA requests an extension of time to achieve the KPIs. 	Louise
5	<p>High performance strategy for cycling</p> <p>WestCycle has provided a copy of the draft High performance strategy for cycling to WAMBA for review. WestCycle have asked WAMBA to support an application to DSR for SSA Grant funding for 2016/17 to implement 'phase 2' of the high performance strategy.</p> <p>Action: Send the draft strategy to the committee for review and comment (LW).</p> <p>Action: Ask WestCycle when the review comments will be required by (LW).</p>	Louise

Meeting Closed: 20:25pm

Next Meeting: 2016 AGM – 26th April (Department of Sport and Recreation, Leederville)



DRAFT

National Mountain Bike Trail Standards and Professional Certification Framework

Project Initiation Working Group Terms of Reference

Purpose

The purpose of the project initiation working group is to establish the requirements for, and the methodology to be used, to develop and implement national mountain bike trail standards and a professional certification framework.

Objectives

The objectives of the project initiation working group are to:

- Establish a governance structure for the working group (i.e. who does the group report to?)
- Confirm key stakeholders who need to be consulted with / provide input to the development of the national standards and professional certification framework
- Establish a communication framework and tools to engage with key stakeholders and the wider MTB community
- Establish options for the development of national mountain bike trail standards (i.e. will they be standards or a guideline, if standards will they be administered by standards Australia or an industry body, will they be an update of the national walking trail standards, will they incorporate New Zealand, etc.)
- Establish options for the development of a professional certification framework (i.e. who is going to administer the process, is there an existing body or will a body need to be created, how will the syllabus be developed and maintained, will TAFE or similar be engaged, etc.)
- Establish and document the scope of work to be delivered
- Establish a budget and programme for the scope of work to be delivered
- Identify funding sources for the scope of work to be delivered
- Establish a project delivery working group.

Membership

The project initiation working group will consist of the following members:

- Denise Cox (Operations Manager, Mountain Bike Australia)
- Louise Wallace (President, Western Australian Mountain Bike Association)
- Craig Stonestreet (Director, Natural Trails)
- Simon French (Director, Dirt Art)
- Marty Krieg (Principal Consultant at Ediacara Consulting)
- Craig Meinicke (Director, TouchPoint One).



The majority of the working group members were nominated at the 2015 MTB national conference held at Mt Buller.

Additional members may be added to the working group based on the outcomes of consultation with stakeholders.

Chairperson

The project initiation working group will be chaired by **TBA**.

Secretary

Mountain Bike Australia will provide general administration and secretary services for the project initiation working group.

Governance

The project initiation working group will be self-governed until a suitable governing body is identified or created.

Working Arrangements

1. The working group shall convene as required during the project initiation phase. A meeting calendar will be confirmed at the first meeting. Physical meetings will be limited as much as possible with teleconferencing and email correspondence being the main means of communication.
2. Working group members will not receive remuneration, as being a member is a voluntary position.
3. The working group secretary will organise and minute meetings and to perform general administrative duties for the group.
4. A quorum shall be three members of the working group.
5. All members of the working group are entitled to cast a vote on any recommendation put to the working group. In the case of an equality of votes, the Chairperson shall have casting vote.

Outputs

The working group will deliver the following outputs:

- A high level briefing document outlining the work that the group will be doing and the importance of this work (this document will be used when discussing the project with key stakeholders, potential funding sources, etc.)
- An options paper for the development of national mountain bike trail standards (including delivery methodology, costs and timeframes associated with each potential delivery option)
- An options paper for the development of a professional mountain bike trail building certification framework (including delivery methodology, costs and timeframes associated with each potential delivery option)
- Funding sources to deliver the preferred options
- Confirmed membership and terms of reference for the project delivery working group/s.



Timeframes

The working group will complete all outputs by November 2016. This will allow the working group to present the outcomes of the options analysis at the 2016 national mountain biking conference.

At this time the project initiation working group will be disbanded and the project delivery working group/s will take responsibility for the delivery of the project/s.

