



## WAMBA AGM Minutes 2016

**Date:** 26<sup>th</sup> April 2016

Time Start: 6:30pm

**Location:** Department of Sport and Recreation, Leederville, Perth

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## 1. Welcome

Louise Wallace (Chairperson) welcomed everyone to the meeting, noted that 14 people were present and declared the meeting open at 6:39pm.

## 2. Attendance & Apologies

Attendees:

- Louise Wallace (LW)
- Jodie Stembridge (JS)
- Carl Fox - Peel District Mountain Bike Club (CF)
- Bret Watson (BW)
- Alex Wade (AW)
- Bryan Stevenson (BS)
- Ben Pruden (BP)
- Vilma Fitzgerald (VF)
- Cathy Young (CY)
- Peta Demidenko – WestCycle (PD)
- Richard Coker – WestCycle (RC)
- Matt Fulton – WestCycle (MF)
- Steve Bennett – Department of Sport and Recreation (SB)
- Dean Rodgers – Burrup Mountain Bike Club (via Skype)

Apologies:

- Graeme Adams (South West MTB Club)
- Sam Russell (Peel District MTB Club)
- Damien Muller (Burrup MTB Club)
- Erik Mellegers (Collie MTB Club)
- John Wallace (Collie MTB Club)
- Gus Stuart (South West Mountain Bike Club)
- Sri Lloyd (South West Mountain Bike Club)
- Rod Annear (Department of Parks and Wildlife)
- Stuart Harrison (Department of Parks and Wildlife)

## 3. Minutes from Previous AGM

JS summarised the minutes from the 2015 AGM, which can be found on WAMBA's website ([http://www.wamba.org.au/docs/WAMBA\\_AGM\\_Minutes\\_2015.pdf](http://www.wamba.org.au/docs/WAMBA_AGM_Minutes_2015.pdf)).

A motion was made to approve the 2015 Annual General Meeting Minutes as being a true and accurate record of that meeting.

MOVED: JS / SECONDED: LW

## 4. President's Report

LW presented the following report:

It is my great pleasure to present the meeting tonight and the 2016 Annual Report for the WA Mountain Bike Association.

The last year has been another challenging, successful and worthwhile year for WAMBA, with a few notable achievements:

- Input into securing \$0.5 million for implementation of the WA Mountain Bike Strategy, which has led to the employment of 2 full time mountain bike staff in WestCycle.
- Assistance in the recruitment and selection of mountain bike staff at WestCycle.
- Implementation of the Junior State Team selection policy, and supporting the Junior State Team to enable them to travel to Bright, Victoria to compete in the National Championships.
- Coordinated input into the emerging draft WA High Performance Strategy for Cycling.
- Coordinated input into the State Strategy, South West Master Plan, Perth Peel Master Plan and Mountain Bike Guidelines from the mountain biking community.
- Additionally, we are involved in an initiative with Mountain Bike Australia (MTBA) to set up a working group to create National Mountain Bike Development Standards and Trail Building Accreditation.

Reporting against our Strategic Plan (2015-2017) and Operational Plan (2015/16), we have achieved some of our objectives:

### **Objective 1: Achieve long term organisational financial sustainability**

Despite starting off the year with a vacant Treasurer position in the committee for several months, we have continued to monitor WAMBA's finances month to month. Over the course of the year, whilst our objective was intended to identify new sources of revenue for WAMBA, we have found more value in determining our role and contribution to securing funding for mountain biking as a whole.

WAMBA contributed as a key stakeholder in WestCycle's efforts to secure \$450,000 in funding from DSR (over 3 years) for the implementation of the WA Mountain Bike Strategy for mountain biking. WAMBA was also responsible for securing a grant of \$40,000 from the DSR Organisational Sustainability Program (OSP) for 2015/16. The secured funds have led to establishing 2 dedicated full time mountain biking positions within WestCycle. WestCycle also has other resources that are shared amongst the cycling disciplines (including mountain biking), who support high performance and marketing. The OSP funding includes a schedule of Key Result Areas that need to be met by WAMBA, in order to acquit the grant funding. WAMBA and WestCycle are successfully combining resources to achieve these outcomes.

Delivering the state mountain bike strategy through WestCycle (rather than WAMBA alone) has been beneficial to both parties. There has been a trend in recent years for state governments to reduce or maintain funding to only state peak bodies. Cycling in WA has not suffered significant annual budget cut-backs, but it is noted that the State Sporting Associations (SSA) annual grant round of \$20,000 is now only available to WestCycle to distribute amongst members; when previously this was a number of separate grants for each SSA. It is likely that all funding from state

government will be delivered via the same mechanism. Therefore to avoid losing relevance, WAMBA needs to respond to this change by defining our role meaningfully.

WAMBA understands it is the role of WestCycle to secure funding from alternative sources for implementation of the state strategy. WAMBA supports WestCycle in those efforts.

**Objective 2: Establish agreements with affiliated clubs and groups, which outline the level of support that WAMBA will provide in building capacity of the club**

As a volunteer organisation, we are limited in our human resources, but we are well recognised and generally have good rapport with our affiliated clubs. While membership of affiliated clubs is low (at 5 out of 13), this is due to clubs needing to provide WAMBA with updated information in order to renew their affiliation.

WAMBA, with assistance from WestCycle, developed a club questionnaire to gather feedback from clubs on priorities and support required. This will form the basis of the services that WAMBA and WestCycle may offer clubs in future.

A club forum involving representatives from Parks and Wildlife, was held late in 2015 to discuss key issues relating to illegal trail building in the Perth Hills. Robust discussion yielded some positive outcomes, which have resulted in stronger relationships between clubs and land managers, and some actions that will reinforce those relationships. More club forums are planned for the future to address key issues.

**Objective 3: Proactively work with WAMBA's DSR consultant, WestCycle CEO and Parks and Wildlife Recreation and Trails Unit to build and improve relationships, and implement WAMBA's strategic plan**

Strategic partnerships with these stakeholders have been maintained by contributing to key projects that are supported and led by WestCycle. 12 months ago, WestCycle and WAMBA both recognised the need for better communications and improving a culture of trust and respect. The Memorandum of Understanding that existed to acquit the 2014/15 OSP Grant was reviewed by WAMBA and WestCycle. WAMBA provided feedback to WestCycle on the areas that could be improved in the performance of tasks, and discussions about new reporting processes were positive. With the introduction of the new staff members in WestCycle, after an absence from July to November 2015, a new reporting system was established. In 2016, WestCycle staff members have attended WAMBA's committee meetings to report on progress against the funded initiatives of the state strategy implementation.

The WAMBA President has been the primary contact for stakeholders and for maintaining relationships. This has been important and worthwhile, but it is extremely time consuming, due to the need for many meetings to occur during business hours when WAMBA volunteers are normally working at full time jobs.

With the new staff members in WestCycle, there is an opportunity to improve and streamline communications with key stakeholders, and to relieve the WAMBA President of some of the time consuming tasks associated with maintaining these relationships.

**Objective 4: WAMBA will be represented on steering committees for all significant MTB projects in WA**

WAMBA has been represented on steering committees for all significant MTB projects in WA, including:

- WA State Strategy, and State Strategy Implementation Reference Group
- Perth Peel Master Plan
- South West Master Plan
- Murray Valley
- Goat Farm redevelopment
- Junior State Team Selection Panel
- High Performance Strategy for Cycling

Many thanks go to *Ben Pruden* (WAMBA Vice President/ Trails Access Management Council Chairperson), *Jodie Stembridge* (WAMBA Secretary), *Graeme Adams* (WAMBA Junior Coordinator), *Tony Tucknott* (WAMBA Racing Management Council Chairperson), *Paul DeKlerk* (Peel Districts Mountain Bike Club / Volunteer), and many others who have made contributions to the above projects.

As WAMBA has not had a consistent and strong club and member engagement process to date, it has often been challenging for WAMBA to gather all of the relevant views of the mountain biking community. Often, our committee members have found ourselves in positions where we are required to speak to media, the community and other stakeholders, with very little time to prepare. We acknowledge that WAMBA needs a better process to engage with and be the voice of the community as a whole. This will be a focus for the new committee going into 2016/17. This will enable WAMBA to create position statements on certain topics that we can promote on our website and Facebook, as well as via our committee members when called upon.

#### **Objective 5: Support delivery of a true state series**

Thanks goes to *Greg Murison*, a volunteer from the Perth Mountain Bike Club, who coordinated the 2016 WA events calendar. Without his in-depth understanding of mountain bike events and relationships in the industry, the calendar would not have been possible.

While WAMBA supports the WA state series in principle and promotes where possible, there are services that WAMBA could provide to strengthen the delivery of both the Downhill and Cross Country state series. Thank you to *Jodie Stembridge* for liaising with the clubs to start this conversation. This is something that has large scope for improvement and potential to impact on many people.

#### **Some challenges WAMBA has faced in the last 12 months**

- Vacant Committee positions – WAMBA has had 3 Treasurers and 2 Vice Presidents over the past 12 months. Generally a number of committee members have experienced volunteer burnout.
- Changes for the WestCycle mountain biking position(s) – in July 2015, Mountain Bike Development Officer, Sarah Smith moved into an existing role within WestCycle. With this change and additional DSR funding, two full time mountain bike positions were advertised with Richard Coker (MTB Operations Manager) and Peta Demidenko (MTB Project Manager) starting their new roles in November. Jodie Stembridge (WAMBA Secretary) came on board in an interim capacity until the two roles were filled.

- The changing landscape of mountain biking in WA. WestCycle's role has evolved to taking the lead on many initiatives that 12 months ago, we believed WAMBA would lead.
- Transitioning WAMBA's Committee to strategic thinking, as opposed to operational thinking, has been a much longer process than anticipated. The key to understanding this change is understanding how WAMBA and WestCycle work together, and what each other's roles are. While a lot of progress has been made on this, there is still a lot of work to be done.

### Goals for the coming year

It will be up to the new Committee to drive the direction of this organisation moving forward. In reviewing our progress against our goals, the challenges faced and our achievements, these are the few critical things that I suggest continue to be a focus for WAMBA:

- Develop an operational budget and plan that is compliant with all legislative requirements
- Review of membership structure
- Social media campaign, in coordination with clubs, to support lobbying efforts for mountain biking
- Establish and communicate priorities of the mountain biking community to all stakeholders

### In closing

Thank you to *every committee member* who has stepped in at various times to help out whatever way they can. We know everyone has full time jobs, and families and other things in their lives, and every volunteer hour is absolutely invaluable. So I want to say I really appreciate the precious time people have given to attending meetings, reviewing documents, emails, phone calls, Facebook messages, grant applications, and even the odd argument. Mountain bikers appreciate the work done by all of our volunteers, and they are out there enjoying the trails and events thanks to you. I would also like to give special mention to *Jodie Stembridge*, who has been absolutely dedicated to keeping WAMBA running over the last few years. Without her, we wouldn't have a committee.

This year I will be stepping down from the role of President of WAMBA. It has been a very challenging and exciting experience in the last couple of years in this role. It has been great to have the opportunity to speak to many, many passionate people, and to learn from them about what's happened in the past, what they think needs to happen and how we can all work together toward putting WA mountain biking on every mountain biker's bucket list.

## 5. Treasurer's Report

Bryan Stevenson presented the following figures summarising WAMBA's income/ outgoings in 2015. The 2015 financial accounts were audited by Fraser Glending of Cambridge Street Associates.

**Profit & Loss / Cash Summary**For the 12 months ending 31<sup>st</sup> December 2015

	Total
<b>Income</b>	
Fundraising - MTBA Memberships	\$431.82
Grant - Alcoa - 2015 D100	\$3,787.27
Grant - Alcoa grant	\$4,500.00
Grant - Lottery West - KC Green Trails	\$2,660.00
	<u>\$11,379.09</u>
<b>Less Cost of Sales</b>	
Juniors - Shirts	\$416.50
Marketing & Promotion	\$1,060.46
Project 10 - Green Trails	\$4,836.36
Project 11 - Jarrahdale Management	\$3,000.00
Project 21 - Murray Valley	\$14,350.00
	<u>\$23,663.32</u>
<b>Gross Loss</b>	<u>-\$12,284.23</u>
<b>Less Expenses</b>	
Administration Costs	\$194.73
Advertising & Marketing	\$100.00
BAS payments	\$6,242.00
Motor vehicle expenses	\$351.32
Printing & stationery	\$35.97
	<u>\$6,924.02</u>
<b>Net Loss</b>	<u>-\$19,208.25</u>
<b>Opening Balance 1 January 2015:</b>	\$61,955.58
Net Cash Outflow:	-\$19,208.25
Net GST Owed:	-\$1,530.97
<b>Closing Balance 31 December 2015:</b>	\$41,216.36
Amounts Owing:	
- 2015 Annual GST Return	\$114.00

MF queried why the BAS payment of \$6,242.00 was significantly larger than the income stated.

LW replied that it was due to previous non-payment of GST over the last two years, as well as the collection GST through the receipt of some large grants in those two years that were yet to be

acquitted. A lot of that grant money has now been acquitted in this financial year, so it will balance out.

A motion was made that the 2015 Audited Financial Report of WAMBA be received and accepted.

MOVED: BS / SECONDED: LW

## 6. Election of Positions

In accordance with Clause 8.3(b) of WAMBA’s Constitution, at the commencement of an Annual General Meeting, all committee members shall cease to be Committee Members, but shall be eligible for re-election to the membership of the Committee.

The following nominations were taken for the official positions on the WAMBA interim committee:

Position	Nomination	Moved	Seconded
President	Alex Wade	AW	JS
Vice President	Jodie Stenbridge	JS	VF
Treasurer	Bryan Stevenson	BS	BW
Secretary	<i>No nominations received</i>		

The following people volunteered to be **General Committee members**:

- Vilma Fitzgerald
- Margaret McIlroy
- Ben Pruden
- Bret Watson
- Cathy Young

All of the above people were elected unanimously as general committee members.

## 7. General Business

Louise Wallace opened up the meeting for general business.

1. MF noted that, in line with changes to the Incorporated Associations Act coming into effect on 1 July 2016, WAMBA’s constitution will need to be reviewed and updated. He extended an offer from WestCycle to help with this important change.
2. MF thanked LW on behalf of WestCycle for the enormous time and effort she put into making the new organisational model for mountain biking work, and improving the relationship between WestCycle and WAMBA.

## 8. Close of Meeting

Louise Wallace thanked everyone for their attendance and support, and then declared the meeting closed.

Meeting Closed: 7:19pm