



Committee Meeting 7-2015

Date: 1st December 2015

Time Start: 18:30

Location: Westcycle

Attendees:

- Louise Wallace (LW)
- Jodie Stembridge – Westcycle (JS)
- Ben Pruden (BP)
- Alex Wade (AW)
- Graeme Adams (GA) *via Skype*
- Margaret McIlroy

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.

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1. Apologies

The following apologies were received by email:

- Amy Chapple
- Tony Tucknott
- Vilma Fitzgerald
- Peta Demidenko (Westcycle)
- Mike Young

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

The minutes from 27th October were accepted as accurate and all actions have been completed or carried over to current **Action Items List**.

New Action: Follow up with clubs on feedback from Andrew Liddawi (Break the Boundary) draft Off Road Hand Cycling trail accessibility rating system.

3. Treasurer’s Report/ Financial Update

Balance at 27th October 2015: \$52,267.86

Balance at 1st December 2015: \$48,067.86

Total in \$100.00

Total out \$4,300.00

Received cash from:

- Memberships \$100.00

Spent cash on:

- Project 18 – Goat Farm Maintenance \$3,300.00
- MTBA Junior Development Camp \$1,000.00

Awaiting cash from:

- Lotterywest for Green Trails \$11,090.00 (*\$13,750 – \$2,660 received*)
- Alcoa Dwellingup 100 Sponsorship \$4,500.00 (*Invoice sent requesting payment*)

Future withdrawals/ payments outstanding:

- Maintenance agreement for Langford Park \$5,500.00 (*to be invoiced when complete*)
- KMBC Green Trail Works \$21,920.00 (*to be invoiced when complete*)
- Murray Valley Project \$19,350.00 (*\$23,350 - \$4,000*)
- Trievents Dwellingup 100 Sponsorship \$4,500.00
- Amts collected for Dwellingup & Jarrahdale \$502.00 (*remaining - to be spent on Dwellingup & Jarrahdale*)
- Awesome Foundation Grant (2014) \$1,000.00
- Printing of WAMBA Banner \$275.00 (*reimburse Louise Wallace*)

4. President's Report

No report was given for this meeting.

5. Update from WestCycle

See attached report from Jodie Stembridge and Peta Demidenko.

6. Agenda Items

No.	Item/ Status/Decision / Action	Who is Responsible
1	<p>Registering a Potential Conflict of Interest</p> <p>As you most likely know, I have accepted an offer for a full-time position with Common Ground Trails (Dave Willcox).</p> <p>For now, I am keen to continue to support WAMBA in my role as President and to see out the rest of the year 2015/16 to the next AGM.</p> <p>The projects that Common Ground Trails have been engaged in where WAMBA is a member of the steering committee, are as follows:</p> <ul style="list-style-type: none"> - South West Master Plan Stage 2 - Perth Peel Master Plan - Murray Valley Concept Design - Manning Park MTB Strategy <p>For some of these projects, WestCycle (and by default WAMBA) is a client of Common Ground Trails. My role in any of these projects will be purely from a Common Ground Trails position, rather than a WAMBA position. WAMBA's input on these projects will not involve myself. If at any time I, or another committee member, sees a potential issue, this will be registered with the committee.</p>	Louise

	<p>I would also like to declare that to my knowledge there are no upcoming tenders from WAMBA or WestCycle in which Common Ground Trails has an interest. If these do arise, I will register these with the committee.</p> <p>Part of my role as WAMBA President is to manage the relationship between WAMBA and WestCycle. This places me in a potentially difficult position, as WAMBA and WestCycle are required to hold each other accountable to the relevant agreements. This sometimes involves having difficult conversations around expectations and performance. In my capacity with Common Ground Trails servicing WestCycle as a client, I don't believe I can fulfil both roles and always maintain a position that is clearly in the best interest of WAMBA.</p> <p>Therefore, I will be seeking someone else on this committee to replace me in the management of the WestCycle relationship. This will involve as a minimum:</p> <ul style="list-style-type: none"> ▪ Meetings with Matt Fulton, WestCycle CEO, quarterly for reviews (face to face). ▪ Regular liaison with the WestCycle MTB employees, including monthly face to face meetings. ▪ Liaison as required by phone/email at least once per week. ▪ It is extremely important that the history of the WAMBA/WestCycle relationship, and the future, is clearly understood by whoever takes on this role. It is like any business relationship, and we need to be strong and reasonable in all situations. It will take some commitment, and preferably someone should commit to this for 2 years to be of most benefit to WAMBA. ▪ Some of these meetings do occur during business hours 9am-5pm Monday-Friday <p>Discussion: No one within the current committee has offered to take on this part of the President's role. It's an important relationship to be managed and maintained, so there needs to be someone willing to do this task.</p>	
2	WAMBA Operational Plan 2015/16 – Quarter 2 Review	Louise
	<p>Louise, Ben and Jodie recently had a meeting to review Q2 of our operational plan.</p> <p>Discussion: Committee provided feedback on their analysis and as a group, agreed on the progress of action plans in our top 5 priorities:</p> <ol style="list-style-type: none"> 1. Long term financial sustainability 2. Relationships with affiliated clubs and groups 3. Relationships with main stakeholders 4. Trail development projects 5. State level events 	

7. AOB

No.	Item/ Status/ Decision / Action	Who is Responsible
1		

Meeting Closed: 20:00pm

Next Meeting: 22nd December (DSR)





WAMBA Meeting - Tuesday 1st December 2015

WestCycle Update

Jodie Stembridge and Peta Demidenko

WestCycle Mountain Bike Team

- Richard Coker (MTB Operations Manager) will commence on Wednesday 25th November 2015
- DSR Mountain Bike Industry Day took place on Friday 13th November 2015
- Destination WA Episode - Mountain biking in Kalamunda - To air 28th Nov 2015
- Peta to attend the Aust MTB Summit - 6-7th December 2015

WA MOUNTAIN BIKE STRATEGY

Objective 1: Planning and Governance

Strategy: Implement the WA Mountain Bike Strategy

The Mountain Bike Implementation Reference Group will meet for their first meeting on Tuesday 2nd December

- Documents to be sent out to members
 - Implementation Plan
 - Priority - First Year deliverables and
 - Second and Third year deliverables
 - Draft Terms of Reference
 - Notice of Declaration
- WALGA Representative
 - WALGA conducts a formal nomination process (approx. 2 months) however in the interim a member of the Community Policy Area will provide representation - Interim representative Jodie Holbrook

Strategy: Encourage mountain bike clubs and groups and their volunteer workforce to strengthen, grow and prosper.

Clubs

- Questionnaire has been drafted by the WAMBA Club Engagement Officer to be sent to clubs to request info such as club structure, services provided to members etc-
 - WestCycle to review against the Strategy deliverables.
- Completed baseline member totals for informal clubs (Facebook) for clubs listed on WAMBA website.
- Peta attended Developing Volunteer Management Plan presentation by Volunteering WA
 - Propose the development of a Volunteer Management Plan template for clubs who require assistance

- Once the management plan template is created, develop a volunteer training program for:
 - Commissaire's
 - Trail builders
 - Guides
 - Coaches
 - Club officials (Committee Positions, etc)

Objective 2 - Participation

Strategy: Reduce barriers to participation and grow a healthy, balanced mountain bike community

Women Participation

- Commenced discussions with clubs (PMBC, KMBC, PDMBC) on ability to run ladies only rides and race events similar to
 - Chicks in the sticks - <http://www.marathonmtb.com/2015/08/24/chicks-in-the-sticks-sets-record-for-womens-mtb/>
 - Dirt Maidens - <http://www.dirtmaidens.com/>
- Formal discussions will commence after Dusk till Dawn race is completed.
- Small discussion group to develop framework on how to achieve key deliverables.
 - There are volunteers that have offered to assist with these deliverables. Group to meet this week (23-27 Nov)
 - Ideas
 - Marketing towards women members of road and triathlete clubs on benefits of MTB cross training
 - Marketing plan towards women trail walking groups
 - DSR support

Mountain Bike Guide Courses

- Research into:
 - WA Adventure Activity Standard for Mountain biking
 - National Mountain Bike Instructor (Intermediate Environment)
 - National outdoor leader registration scheme
- These will provide a great baseline for the development of a guide course.
- Awaiting to speak with Leanne Robb (MBTF) regarding their MBTF Guide Training Program.
- Will then speak to Jamie at Outdoors WA to commence development of guiding accreditation.
- Aust Sports Commission through its role on the Committee of Aust Sport and Recreation Officials have been asked to support the development of Aust Adventure Activity Standards. Peta to meet with Steve Bennett to discuss implications relating to the current WA Activity Standard for Mountain Biking.

Commissaires

- Research with MTBA:
 - Policy for MTBA sanctioned events (number of Commissaires required for events)
 - Register of Commissaires within WA - have a list, but unsure if up to date.
- Liaising with MTBA regarding commissaires training for Western Australia

Objective 2 - Participation

Strategy: Establish pathways to support high performance mountain biking

MTB Skills Coach/Instructors

- Liaison with MTBA in relation to new MTBA Level 0 MTB Skills Coach/Instructors Course
 - Course given NCAS approval
 - WA Presenters - Mark Wardle and Kevin Chua
 - Course material currently being finished for printing.
 - Option to become a commercial provider allowing for courses to be run when WA requires (decision on whether this is viable for WAMBA or WestCycle)
- Request of baseline information relating to school participation in MTB.
 - Spoken with Rock and Roll Mountain Biking
 - Dirt Skills - Margaret River
 - Peta to speak with Mark Hudson of the Pemberton Camp School

High Performance

- Reviewed WAMBA's MTB high performance pathway for the DSR Athlete Travel Subsidy Scheme (funding).
- Had meetings with Joe McCarthy (High Performance Manager) about where high performance is at for MTBing in WA, and drafting up a HP pathway into a visual document.
- Next step is to have a meeting with a small working group of 3/4 key people who have HP experience and knowledge to help finalise the draft pathway document. Then consulting with clubs to get processes and information in place to support the pathway, working with clubs in supporting their junior development programs, and educating athletes and parents.

Objective 3 - Trails

Strategy: Implement appropriate trail maintenance options

- WestCycle to liaise with Danielle Stone regarding the Trail maintenance agreements and associated templates such as the trail audit template
- WestCycle and WAMBA to liaise with clubs to determine the progress of their trail maintenance program and signed trail maintenance agreements with DPaW