



WAMBA Committee Meeting 8-2014

Date: 16th December 2014

Time Start: 18:30

Location: DSR

Attendees:

- Jodie Stembridge
- Louise Wallace
- Ian Humphrey
- Phil Wilson
- Nigel Wade
- Sam Russell
- Kyra Eddy

Agenda:

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1. Apologies

The following apologies were received by email:

- Sarah Smith (Westcycle)
- John Wallace
- Dave Willcox
- Jake Hannah
- Marilena Stimpfl
- Margaret Mclroy
- Rebecca Swan
- Lindsay Alsop

2. Minutes from Previous Meeting

The minutes from 28th October 2014 were accepted as accurate and all actions had been completed, except:

- Jodie to work with Shannon Ducker to add new events into the website calendar.
- Jodie to advertise on Facebook and via newsletter to find someone to liaise with clubs about trail maps, and help update the MTB trail information on TrailsWA website.
- Ben to pick up WAMBA trailer from Lindsay's and put it over the pits.
- Date to be set for AGM and send out invites to committee. Jodie to liaise with either Collie or MRORCA about venue, accommodation options, etc.

3. President's Report

From Louise Wallace:

None given as most of the discussion during the meeting was about the WAMBA draft strategic plan and new governance model recommendation.

4. Treasurer's Report

From Nigel Wade:

Balance at 26th November 2014: \$68,765.37

Balance at 16th December 2014: \$62,249.67

Received cash from:

- Memberships
- Calendars

Spent cash on:

- Jarrahdale maintenance
- Mt Buller summit
- Calendar printing

Awaiting cash from:

- Lotterywest for green trails \$13,750

We owe:

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

Unknown transactions:

- Cheque deposited 8/04/14 at Ballajura neighbourhood bank \$299
- Deposit with description "MGriggs MGriggs" 2/12/14 \$68

5. Action Items

No.	Item/ Status/ Action	Who is Responsible
1	MOU to be set up between WestCycle (WC) and WAMBA Status: In progress - no update.	Louise
2	WA Mountain Bike Strategy Status: In progress. 300 feedback submissions have been received, which Westcycle is currently working through.	Louise
3	South West Mountain Bike Master Plan (SWMP) Status: In progress. Stage 2 detailed trail planning is set to commence at the three sites identified in the plan as priorities for development - Margaret River, Wellington and Pemberton. Common Ground Trails will be working with local mountain bike	Louise

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	communities, land managers and other key stakeholders to develop frameworks to guide and inform trail design and construction in the sites.	
4	Perth-Peel Mountain Bike Master Plan (PPMP)	Ian
	<p>Status: In progress.</p> <p>Common Ground Trails has been appointed as consultant for this project.</p> <p>The following people have been selected by the WAMBA committee to represent the mountain bike community on the steering committee:</p> <ul style="list-style-type: none"> • Paul Neve • Lindsay Alsop • Sam Russell • Ian Humphrey (WAMBA rep) 	
5	WAMBA Strategic Plan & Constitution	Louise
	<p>Status: In progress.</p> <p>After initial feedback from the committee and various stakeholders and the release of the draft WA MTB Strategy, Colin completed a draft of the WAMBA Strategic Plan (including governance and management model recommendations). This was circulated via email to the committee for review.</p> <p>A meeting for the committee was held on Wednesday 26th November, primarily to discuss Recommendation One (the future of the Association and its role within the mountain bike community) and Three (a change of governance model). The agreement amongst those present was that we were keen for WAMBA to become the state representative body for the mountain bike community, and in order to do this and be able to implement the new WAMBA Strategic Plan 2015-2017, establishing a Board of Governance will be necessary. Before this can happen, WAMBA needs the support of clubs and other stakeholders.</p> <p>Once the wording of WAMBA's new role has been finalised, this needs to be communicated to members and stakeholders, and put onto our website and FB page.</p> <p>Discussion: those present had a lively discussion about the new governance model of a board of directors and CEO – why is this change is needed, is it needed?, what will the structure look like, how will it work, how will volunteers fit into the structure, how will clubs have access to WAMBA going forward.</p> <p>Louise and Jodie have put together a stakeholder communications plan for the new WAMBA governance model, which was given to committee members to have a look at and comment on.</p> <p>Action: WAMBA committee to review and finalise the Vision, Mission and Core Values of the strategic plan, as well as review the About statement on our website in line with our new strategic role.</p>	

	<p>Action: Talk with Colin to gain more clarity around how the new governance model will work and look like (Louise).</p> <p>Action: Jodie and Louise to set up a meeting with Jacqui Jashari (DSR) to discuss our next steps for the strategy and how we go about changing to new governance model (Jodie).</p>	
6	Murray Valley Trail Plan	Sam
	<p>Status: In progress.</p> <p>Common Ground Trails has been awarded the tender for the concept plan. Had an inception meeting between DPaW, WAMBA and Common Ground to discuss the details from here. A site visit has been arranged.</p>	
7	Manning Park Mountain Bike Strategy	Phil
	<p>Status: In progress.</p> <p>Draft project framework has been issued by Common Ground Trails.</p> <p>Action: WAMBA Representative to review and comment on draft project framework.</p>	
8	Pump Track Project, City of Nedlands	Sarah
	<p>Status: In progress.</p> <p>The City of Nedlands has confirmed budget approval for the pump track at College Park. They are now keen to push ahead with the project.</p> <p>WAMBA were originally approached by the City to assist with the project. WAMBA then asked for WestCycle's assistance in setting up the original discussion meetings and laying the foundations for the project – including working with WAMBA to feed into the draft MOU and the project brief.</p> <p>As set out in the draft MOU, WAMBA's role in the project would be predominately to provide specialist advice and also to assist with sourcing quotations from contractors and provide volunteer support to construct the facility. The draft MOU sets WestCycle's role as providing advice.</p> <p>Louise has reviewed both the draft project brief, and the proposed draft agreement between WAMBA and the City of Nedlands.</p> <p>There is an opportunity for WAMBA to provide advice / assistance to the City of Nedlands. We need to work out from WAMBA's perspective, an appropriate model that ensures we are adding and receiving value from this project.</p> <p>Louise has asked WestCycle to hold off on doing anything on this until we clarify our objectives and determine if there's a need for WC resources to assist WAMBA.</p> <p>Decision: Is WAMBA keen to remain part of the project? If so, who will be the WAMBA Representative? Can WestCycle assist further?</p>	

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9	DPaW Mountain Bike Guidelines	Danielle
	<p>Status: In progress.</p> <p>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).</p> <p>Using Murray Valley as trial project to use the guidelines – ironing out any issues with the process.</p>	
10	Mountain Biking Code of Conduct	Louise
	<p>Status: In progress.</p> <p>Will be included in the draft guidelines when they are submitted for review to the public.</p>	
11	High Performance Advisory Committee / State Selection Policy	Louise
	<p>Status: Discussions on establishing a High Performance Advisory Committee and a State Selection Policy have been held with WestCycle. WestCycle have provided a draft committee structure and draft policy, based on CycleSport WA's processes for selecting the junior road and track state teams. If established, the High Performance Advisory Committee could use the State Selection Policy to nominate athletes for state representation. The same process could also be used to select riders for the Developing Champions program. This would set in place a transparent and consistent process for selecting athletes.</p> <p>It is one of the strategies under the Key Result Area of Participation in the WAMBA Strategic Plan.</p> <p>The plan is to delegate this task fully to a new volunteer. Will hopefully confirm in the new year who will take this on. For now, Graeme Adams from the South West has been driving it.</p> <p>Louise has drafted a task description, and asked WestCycle to fill it out for consideration and voting by the WAMBA Committee.</p>	
12	Formal Agreements between WAMBA and Clubs/ Groups	Louise
	<p>Status: Formal agreements are created between WAMBA and any clubs/ groups we have financial or other commitments to. This is to ensure the scope and timeframe of, and roles and responsibilities within, the relationship are defined. The drafting up of these agreements is included in the Westcycle MOU schedule.</p> <p>The committee has so far endorsed the creation of formal agreements:</p> <ul style="list-style-type: none"> • WAMBA & Albany Urban Downhill Event. • WAMBA & Southern Hills Mountain Bikers (<i>for DPaW service agreement mainly</i>). • 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>) 	

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13	2015 WAMBA Race Calendar	Louise
<p>Status: Tony Tucknott has produced a final race calendar. A PDF copy has been distributed to the committee, and has been put onto the website and FB page.</p> <p>We will define a role for a volunteer to coordinate the 2015 event calendar. The role will be added to the website when the website is ready to take it and we will advertise the role for the next AGM.</p> <p>Action: Produce a poster for the race calendar (Steve).</p> <p>Action: To enter race calendar dates onto WAMBA website (Jodie).</p>		
14	2015 WAMBA Planning Calendar	Louise
<p>Status: The committee endorsed a proposal to include significant events into the website calendar.</p> <p>Action: Work with Shannon Ducker to add new events into website calendar (Jodie).</p>		
15	NCAS Level 1 MTB Coaching Course (MTBA)	Sam
<p>Status: MTBA will be running the coaching course at Calamuunda Camel Farm, Perth on 17th and 18th January 2015. This two day course is aimed at people who want to work with clubs and assist MTB riders to develop skills, fitness and racing tactics for State or National competition.</p> <p>Action: Advertise on website and FB page (Jodie)</p>		
16	WAMBA Newsletter	Jodie
<p>Status: Sam's brother Louis, who is a journalist student, has accepted the role of WAMBA newsletter editor. Jake has provided him with access to MailChimp and some advice, while Jodie has already provided some new articles.</p> <p>An email has been sent out to the committee requesting articles for the last newsletter for 2014, which will hopefully be published before Christmas.</p> <p>Action: To finalise and publish the newsletter before Christmas (Louis).</p>		
17	TrailsWA Website	Jodie
<p>Background: 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>Action: Advertise on FB and via newsletter to find someone to liaise with clubs and help update the MTB trail information on website.</p>		

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18	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>	
19	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. Idea endorsed by committee – suggestion to host it in Collie or Margaret River and combine with a ride.</p> <p>Collie have expressed an interest in holding AGM at its club rooms. MRORCA have indicated they're also keen on the idea and are looking to incorporate a local industry day. Could be a great opportunity for Westcycle to launch the state strategy, and WAMBA to officially launch our new strategic plan and governance model. DSR may have a couple of international speakers to attend, and possibility of doing a DPaW trail building workshop.</p> <p>Wharnccliffe Mill in mid-March has been suggested as a location to host AGM, BBQ and social rides. Weekends of 14th, 21st and 28th all fine for availability at this stage.</p> <p>Louise has proposed we make it an 'Awesome/Annual General Meeting', using the funds from the 'Awesome' grant (\$1k) to make it an awesome weekend down in Margs.</p> <p>As it coincides with 2015 Bikeweek, there are some other ideas she has discussed with WestCycle around launch of projects / alignment with funding announcements etc to amp up the profile of MTB.</p> <p>Action: Need WAMBA reps to liaise with club about venue, accommodation options, etc – a rough estimate of numbers attending is needed to sort out details.</p> <p>Action: An agenda needs to be worked out with relevant stakeholders.</p> <p>Action: Date to be set and invites sent out to clubs, stakeholders and MTBing community as soon as possible (Jodie).</p>	
20	Bikeweek 2015 (Department of Transport)	Louise
	<p>Status: Held from Saturday 14th to Sunday 22nd March 2015, Bikeweek is all about leaving the car at home and jumping on your bike instead.</p> <p>A total pool of \$30,000 is available for allocation to support local cycling events and activities as part of Bikeweek celebrations. Grants of between \$500 and \$2,500 are available. Applications for funding close on 17th December. Given the focus of bike week is mainly around transport, but also around participation and getting new people onto bikes, there is a need to be conscious of these objectives when writing applications.</p>	

Discussion: an idea for a pop up pump track has been suggested – set up in Perth city or down at Langley Park. Louise is working on the funding application. Lots of support and feedback has occurred via email. Dave Willcox has spoken with a modular supplier who is interested in leasing it to us for the purposes of promotion. The issue of approvals and insurance needs to be handled.

Action: In terms of where we can locate the pop-up pump track, discussions need to occur with City of Perth, City of Victoria and City of Vincent.

6. AOB

Not applicable.

Meeting Closed: 20:28

Next Meeting: 27th January 2015 (Skype)