



Committee Meeting 1-2015

Date: 26th May 2015

Time Start: 18:35

Location: DSR

Attendees:

- Jodie Stembridge
- Louise Wallace
- Alex Wade
- Margaret McIlroy
- Vilma Fitzgerald
- Graeme Adams (via Skype)

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
- Ben Pruden
- Marilena Stimpfl
- Mike Young
- Tony Tucknott

2. Minutes from Previous Meeting

The minutes from 2nd April were accepted as accurate and all actions have been completed or carried over to current Action Items.

3. President's Report

From Louise Wallace:

No report given.

4. Treasurer's Report

From Louise Wallace:

Balance at 2nd April 2015: \$57,731.38

Balance at 26th May 2015: \$51,654.38

Received cash from:

- MTBA Memberships

Spent cash on:

- John Hughes Slopestyle prize \$110
- ATO 2013 & 2014 GST \$6,242

Awaiting cash from:

- Lotterywest for green trails \$13,750

We owe:

- KMBC green trail works \$21,920

An overview of WAMBA's past finances and what is needed going forward was provided. With WAMBA's focus previously on building trails at Kalamunda, most of the money received came from LotteryWest. Memberships have also provided some revenue. Last year (2014/2015) was the first time WAMBA received money from DSR's Organisational Sustainability Program (OSP). Westcycle allocated \$40,000 for WAMBA to utilise Westcycle's services on mountain biking initiatives.

Going forward, with WAMBA's focus now at a strategic level and the State Strategy, South West Master Plan and Perth-Peel Master Plans to be produced/ finalised, volunteer hours are getting excessive. A full-time mountain bike employee is required to ensure all these plans are implemented.

With government money unreliable and dwindling, it is vitally important to source funding from other means (e.g. memberships and corporate).

Amy Chapple nominated via email to take on the Treasurer's role.

Action: Email current information about the Treasurer's role to Amy (**Louise**).

5. Planning

Each member of new committee in attendance gave an introduction to themselves, what they bring to WAMBA and how they see their role. Louise has given all committee members a blank "Handover Sheet", where they can write notes about their roles and how they fit into the implementation of the Operational Plan.

- **Graeme Adams (Junior Development Coordinator):**

His aim is to get kids together and have fun on bikes. Has experience across three disciplines. To offer help, opportunities and support to riders and parents. Would like to expand on what he's already doing for the South West Mountain Bike Club, and also contact the clubs to expand on what they've been doing locally. Was involved in the selection of WAMBA's first ever junior state team, who travelled to the nationals held in March in Victoria.

Has lots of ideas gathered over 10 years of working with juniors.

Keen to start publishing a junior newsletter via WAMBA channels.

Would like to have a WAMBA business card to hand out when he meets parents (Jodie's already designed some draft templates).

Action: Email list of ideas gathered over 10 years of working with juniors to Louise (**Graeme**).

Action: Prepare a profile on self and what would like to achieve in role. Send to Jodie (**Graeme**).

Action: Publish Graeme's profile on Facebook and website before this coming weekend of racing when he'll be out and around talking to parents (**Jodie**).

Action: Circulate draft business card templates to committee, and price up the cost of getting some printed (**Jodie**).

▪ **Jodie Stenbridge (Secretary):**

Been involved with WAMBA for 3 years. Started in both Marketing and WOW (women of WAMBA) sub-committees, before moving into the Secretary role at end of 2013. Loves the role. Has a passion for ensuring information communicated to others is accessible, relevant, informative and easily understood, with a particular focus on website design and content management. Focus for the coming year is to get a communications strategy and plan in place and make major improvements to WAMBA's website.

▪ **Alex Wade (general committee):**

Been involved with WAMBA for 4 years. Keen to see how far WAMBA's strategic plan can go into actions and results.

▪ **Margaret McIlroy (general committee):**

Represents the Goat Farmers. Has been involved with WAMBA for 3 years.

▪ **Vilma Fitzgerald (Club Engagement Coordinator):**

New to role and WAMBA. Enjoys and has experience working with youth groups and clubs, and in particular has seen how MTBing can be used to help vulnerable youth. Has also worked with charities in the past, and mentored women with health/ life issues. Is currently studying public health. Thoughts:

What WAMBA does needs to enhance what clubs are doing. How can we help achieve club objectives?

Lead clubs towards empowerment, so they can self-manage.

Provide access to resources and information, not necessarily manpower, for clubs at different stages.

6. Action Items

Strategic Planning

No.	Item/ Status/ Decision / Action	Who is Responsible
1	WA Mountain Bike Strategy 2015-2020	Louise
	Status: Ongoing. <i>All information about the project is updated on the website. Only if any action or discussion is required, will the project be included in the minutes.</i>	
2	WAMBA Strategic Plan & Constitution	Louise
	Status: Ongoing. The 5 top priorities from our strategic plan were identified by Louise and circulated to the committee for comment:	

	<ol style="list-style-type: none"> 1. Long term financial sustainability 2. Relationships with our affiliated clubs and groups 3. Relationships with our main stakeholders 4. Trail development projects 5. State level events <p>The draft Strategic Plan needs to be sent out to the new committee + stakeholders for consultation. Once feedback is received and the committee is happy with the final plan, it needs to be endorsed. Final plan to be uploaded to our website.</p> <p>Action: Email document to committee, DSR (Steve), Westcycle (Matt) and DPaW (Stuart) for review and feedback before next State Strategy steering committee meeting (Jodie).</p>	
3	DSR's State Sporting Association (SSA) Annual Grants Scheme	Louise
	<p>Background: The Department of Sport and Recreation's Annual Grants Scheme supports SSAs to implement new project initiatives that enhance the organisations capacity to deliver strategic outcomes.</p> <p>SSAs are eligible to receive one grant per financial year of up to \$20,000.</p> <p>Projects must commence between 1 July and 31 December 2015 and align with the SSAs Strategic Plan and Strategic Directions 5 or Future Success 2.</p> <p>Eligible items considered for funding (but not limited to):</p> <ul style="list-style-type: none"> - Consultant and/or contractor fees - Travel and accommodation costs - Purchase of items key to the delivery of the project outcomes - Purchase of 'disposable'/'single use' equipment (e.g. disposable timing chips) - Hire of venues/equipment (e.g. pa systems, timing systems, video analysis etc.) <p>Westcycle were initially going to submit an application for 1 grant on behalf of all the cycling disciplines, but now believe WAMBA should be recognised as a SSA in their own right (awaiting confirmation from DSR).</p> <p>Action: Follow up with Matt as to what happened with this grant.</p>	
4	Reporting of OSP Grant Requirements to Westcycle/ DSR	Louise
	<p>Status: In progress. No update at this stage.</p> <p>Last year WAMBA was awarded a grant of \$40,000 per year for 3 years via DSR's Organisational Sustainability Program (OSP) Grant. This secured a part-time paid position for mountain biking within Westcycle.</p> <p>Westcycle is following up on our reporting requirements under this grant. Unfortunately, we haven't been supplied with these requirements. Louise has asked that they be included in our MOU. There may be actions to allocate to club reps to ensure we are ticking the boxes.</p>	

Communication & Meetings

No.	Item/ Status/ Decision / Action	Who is Responsible
5	Future AGM Dates	Jodie
	Action: In WAMBA's Constitution, change the financial year to 1 st July – 30 th June (as per Committee approval) and review the period when the AGM needs to be held (Jodie). This action is on hold until the constitution is reviewed.	
6	TrailsWA Website	Jodie
	Status: In progress – no update. This site isn't being used to its full potential by us. Action: Liaise with Ben about what we should do with the TrailsWA website and the best way forward for trail maps.	
7	WAMBA Newsletter	Jodie
	Status: Newsletter # 46 has recently been published. Louis, our Editor will be on leave for 5-6 weeks over June/ July. He's nominated another journalism friend to cover while he's away. Action: Newsletter guidelines to be produced and communicated to the Newsletter Editor.	

1. Long Term Financial Sustainability

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

2. Relationships with Affiliated Clubs and Groups

No.	Item/ Status/ Decision / Action	Who is Responsible
8	Formal Agreements between WAMBA and Clubs/ Groups	Vilma
	Status: In progress. No update at this stage. Action: To develop the formal agreements.	

3. Relationships with Main Stakeholders

No.	Item/ Status/ Decision / Action	Who is Responsible
9	MOU between WestCycle (WC) and WAMBA	Louise
	Status: In progress. No update at this stage.	

	MOU was signed 24/02/15. Westcycle provided a progress report for <i>Schedule 1: Activity Key Results</i> in March.	
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4. Trail Development Projects

No.	Item/ Status/ Decision / Action	Who is Responsible
10	South West Mountain Bike Master Plan (SWMP)	Louise
	Status: In progress. <i>All information about the project will be updated on the website. Only if any action or discussion is required, will the project be included in the minutes.</i>	
11	Perth-Peel Mountain Bike Master Plan (PPMP)	Sam/ Ian
	Status: In progress. <i>All information about the project will be updated on the website. Only if any action or discussion is required, will the project be included in the minutes.</i>	
12	Murray Valley Trail Plan	Sam/ Louise
	Status: In progress. <i>All information about the project will be updated on the website. Only if any action or discussion is required, will the project be included in the minutes.</i>	
13	Manning Park Mountain Bike Strategy	Phil
	Status: In progress. <i>All information about the project will be updated on the website. Only if any action or discussion is required, will the project be included in the minutes.</i> Note: The status of this project is unknown – there's been no consistent input or communication out to the public.	
14	Mountain Bike Guidelines	Louise
	Status: In progress. <i>All information about the project will be updated on the website. Only if any action or discussion is required, will the project be included in the minutes.</i> Action: Set up a meeting between the committee and DPaW to discuss the new scope of the document (ownership and how it will be managed).	
15	Mountain Biking Code of Conduct	Louise
	Status: In progress. <i>All information about the project will be updated on the website. Only if any action or discussion is required, will the project be included in the minutes.</i>	

5. State Level Events

No.	Item/ Status/ Decision / Action	Who is Responsible
16	<p>Guidelines for Race Organisers</p> <p>Status: The guidelines for race organisers and competitor information (XC) documents are now available on WAMBA's website.</p> <p>Action: Promote the documents and State Series page of website on Facebook, website and next newsletter. Email documents to committee and clubs (Jodie).</p> <p>Action: Talk to MTBA via Tony about the possibility of turning these into national guidelines (Louise).</p>	Tony

6. Sport Development

No.	Item/ Status/ Decision / Action	Who is Responsible
17	<p>WA Cycling High Performance Strategic Plan</p> <p>Status: Ongoing. Louise, Jodie and Tony had an initial review meeting with DSR where their consultant, Brian Miller presented key findings and recommendations. We were basically in agreement with what was presented; however we also stated that while WAMBA is keen to put some work into HP (part of our strategy), we don't have the resources currently to drive it and it isn't one of our priorities for the first year of our operational plan.</p> <p>WAMBA is now required to go through the recommendations, indicate which ones we intend to address in the next 12 months, and develop an action plan for DSR. The intent is then to have quarterly update meetings to discuss the progress of implementing the action plan, and then conduct another review in about 12 months' time to gauge WAMBA's progress and identify priorities for the next 12 months. DSR see it as a process of continual improvement for WAMBA – it is not intended to compare WAMBA with other sports, though it may provide opportunities for sharing of good/ best practice.</p> <p>A volunteer is needed to drive this initiative (with back-up from knowledgeable MTB people like Paul DeKlerk and Tony Tucknott). Vilma suggested a 2nd/3rd Year uni student doing a sports major, as they have to do a practical with a sporting organisation. Graeme suggested that Jodie Bennett and Ian Longville might be interested in being involved.</p> <p>It is hoped that funding for this initiative will come from DSR's SSA grant.</p> <p>Action: Contact universities to find out if any students would be interested in the role (Vilma).</p> <p>Action: Provide Jodie with email addresses for Jodie and Ian (Graeme).</p> <p>Action: Contact Jodie and Ian to see if they would be interested in becoming involved (Jodie).</p> <p>Action: Communicate the outcomes of the review to committee and Westcycle.</p>	Louise

18	Junior Development	Graeme
	<p>Status: Ongoing.</p> <p>Discussion: SWMTBC runs junior camps mainly for its own members, but does invite other clubs. Is MTBA going to run another junior development in WA in October, or will it be run locally instead? Perhaps combine with MTBA, so can better resource and promote it, and look to reduce the cost for juniors.</p> <p>Action: Send email to MTBA Junior Development Coordinator, Evan James introducing Graeme and expressing our interest in developing a mutually beneficial relationship in this area. Also need to discuss whether MTBA are going to run another WA junior development camp in October this year (Louise).</p>	

7. AOB

No.	Item/ Status/ Decision / Action	Who is Responsible
1	BankWest Happy Communities Grant	Nigel
	<p>Status: Trailer has passed inspection. Marg has bought most of the required tools.</p> <p>Action: Trailer to be registered and new plate purchased (Ben).</p> <p>Action: A photo of trailer and tools is required, as per BankWest request (Nigel).</p>	
2	DSR Organisational Sustainability Program (OSP) Funding Application	Louise
	<p>Background: DSR will once again be providing WestCycle with Organisational Sustainability Program (OSP) funding in 2015/16. The funding provided will represent an investment by DSR into 'Our Bike Path: A Strategic Framework for Cycling in Western Australia'. As the new financial year is fast approaching, the board of WestCycle have opened up the 2015/ 16 funding application process to WAMBA.</p> <p>To apply for 2015/16 funding, WAMBA needs to submit a Grant Application Form no later than 4pm on Wednesday 3rd June. As well as submitting the grant application, we are invited to present the application in person to a sub-committee of WestCycle who will be providing recommendations to the board. The board of WestCycle will then determine 2015/16 funding allocations at a meeting scheduled for 16 June 2014. Should find out by 30th June if our application is successful.</p> <p>Haven't been given much time to prepare and submit application. Got extension to 10th June, with presentation on 11th.</p> <p>Action: Prepare and submit OSP application to Westcycle by 10th June. Attend presentation on 11th June (Louise/ Marilena/ Jodie).</p>	
3	Communication between WAMBA and Clubs	Jodie
	<p>Background: Currently all club reps are part of the WAMBA Committee Google Group, so they see all committee related emails.</p> <p>From a communication perspective, we need to keep the volume of emails busy club reps receive to a minimum, while ensuring the flow of information between WAMBA and its affiliated clubs/ groups is more focused and relevant. How we achieve this needs to be discussed further, in consultation with the clubs</p>	

	themselves. In the meantime, the status quo remains - club reps will continue to be a part of the WAMBA Committee Google Group.	
4	<p>Club Affiliation Nomination</p> <p>Background: Dave Tsangaris from Cape Range Riders in Exmouth has requested to be affiliated with WAMBA. All the required paperwork has been received.</p> <p>Decision: Nomination was approved by the committee.</p> <p>Action: Notify Cape Range Riders of their successful affiliation.</p>	Jodie
5	<p>Launch of WA Mountain Bike Strategy</p> <p>Background: The official launch of the state strategy is scheduled for <i>Sunday 14th June at Herdsman Lake</i>. The aim of the launch is to maximise awareness of the strategy through ministerial involvement and media exposure (particularly state-wide mass media coverage). While it's disappointing Westcycle couldn't get the two Ministers to attend a MTB event for the launch (WAGE has a national race at the Goat Farm on that day), it's still an important publicity opportunity. Both Westcycle and WAMBA will be speaking to the media. Sarah (WC) is doing all the preparation for the day.</p> <p>Action: Work with Westcycle on the media release. Prepare notes for conversation with media.</p>	Louise
6	<p>WAIS Developing Champions Program</p> <p>Background: XC and DH MTBers under 17 and under 15 were asked to nominate for the West Australian Institute of Sport's Developing Champions Program, a life skills program aimed at assisting aspiring youth athletes to gain personal development skills and progress along their high performance pathway. Two face-to-face sessions will be held – 13th June and 7th November. 13 positions are available – 4 metro and 9 regional (although we might be able to have add another 2 metro).</p> <p>A selection policy similar to the state team one is being used. Criteria is based on attitude, ability and experience.</p> <p>Selection Panel are:</p> <ul style="list-style-type: none"> • Paul DeKlerk (appointed position DH) • Graeme Adams (appointed position XC) • Louise Wallace (WAMBA) • Tony Tucknott (MTBA State Rep) • Toby Hodgson (Westcycle) <p>A number of quality applications have been received and are currently being reviewed by the panel. Once they have submitted their recommendations to Westcycle, the successful applicants will be invited to attend.</p> <p>Decision: The selection policy, panel and process, as well as the panel's recommendations have been endorsed by the WAMBA Committee.</p> <p>Action: Email Selection Panel Evaluation Sheet to the Committee (Jodie).</p> <p>Action: Submit recommendations to Westcycle (Louise).</p> <p>Action: Ask for volunteer to write about the first event of the program – what they got out of the program / what they learned (Westcycle/ Toby).</p>	Graeme

Meeting Closed: 21:00

Next Meeting: 30th June (DSR)

