



## Committee Meeting 3-2015

**Date:** 28<sup>th</sup> July 2015

**Time Start:** 18:35

**Location:** DSR

**Attendees:**

- Jodie Stembridge
- Louise Wallace
- Amy Chapple
- Tony Tucknott
- Vilma Fitzgerald
- Marilena Stimpfl
- Margaret McIlroy
- Rod Annear (Westcycle Board)
- Matt Fulton (Westcycle CEO)

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**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:

- Mike Young
- Ben Pruden
- Alex Wade

### 2. Westcycle Discussion – Strategy & Organisational Structure

From Matt Fulton:

Provided an update on new strategy currently being worked on:

- Into second evolution of lifecycle for organisation – focus on raising profile, more advocacy and being more visible to cyclists, which is hoped to translate into corporate sponsorship. Diversify funding streams.
- Vision and mission same; how going to achieve them is changing.

Westcycle are keen to be involved more/ attend any committee meetings. Background of how Westcycle came about - the govt didn't want to deal with all the different cycling disciplines, so the Brown Report was commissioned. This led to the creation of a single entity (Westcycle), through which DSR can funnel money to all cycling in WA. The Westcycle Board comprises 3 cycling representatives (from sport, recreation, transport) + 6 independent board members. Rod Annear was nominated as the recreational cycling rep/ MTBing advocate.

An example of how the Westcycle organisational structure works - Cycle Sport WA (state body for road and track cycling) filters into Cycling Australia (national body). It is one of 5 full members of Westcycle, but a separate organisation. Cycle Sport provides the strategic direction for their sport, while Westcycle provides operational services.

WAMBA will have the same setup, with the introduction of two new MTBing roles within Westcycle - MTB Operations Manager (*formerly called the MTB Development Officer*) and MTB Project Manager.

These new positions represent a \$100k+ injection of DSR funding into the advancement of mountain biking in WA over 12 months - most is tied to strategic actions from the MTB state strategy + \$40k of OSP funding.

South West regional development also has a very large bucket of money from Royalties for Regions. The SW Development Commission (SWDC) has several documents outlining where they're going to invest (e.g. one for the tourism sector). It's a difficult process to get MTBing considered as a Development Commission priority. A lot of people working to make sure MTBing is within these documents. A proposal requesting investment of a possible \$10m into 3 separate projects will be produced and presented to the SWDC shortly – they need to be convinced as to why significant investment in MTBing should be made.

*Working together – discussion points:*

- Progress from structure MOU of prescriptive points to Services Deed outlining end goals.
- Trust and respect is key.
- Mountain Bike Operations Manager to attend WAMBA committee meetings and provide updates on projects.
- Westcycle CEO to attend WAMBA committee meetings as required (minimum quarterly).
- Quarterly meetings between Westcycle CEO and WAMBA President.

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

The minutes from 30<sup>th</sup> June were accepted as accurate and all actions have been completed or carried over to current **Action Items List**.

### **4. Treasurer's Report/ Financial Update**

Balance at 30<sup>th</sup> June 2015: \$49,044.38

Balance at 27<sup>th</sup> July 2015: \$49,044.38

*No cash received or spend this month.*

Awaiting cash from:

- Lotterywest for green trails \$13,750
- Alcoa ACTION Grant 2014 (*amount TBC*)

Summary of amounts owing:

- KMBC green trail works **\$21,920.00\*** (*to be invoiced when complete*)  
**\*NOTE: Correction made to June report**
- Murray Valley project \$23,350 (*yet to progress to next stage by tender*)
- Maintenance agreements for Langford Park & Goat Farm \$8,800 (*to be invoiced when complete*)
- Trailer registration costs (*invoices to be handed over by Ben Pruden*)

**Motion:** Ben Pruden recently got the WAMBA trailer inspected and passed for road worthiness. Jodie put forward a motion to reimburse Ben's expenses totalling \$288.75. Seconded by Marilena.

**Action:** Reimburse trailer inspection expenses of \$288.75 to Ben via internet banking (Jodie).

**Action:** Find out whether it's possible to get financial reports out of MYOB for End of Year reporting. If not, maybe change to Xero? (Amy).

## 5. President's Report

From Louise Wallace:

- **WA State Strategy:** Awaiting potential DSR funding status to be advised.
- **WAMBA Strategic Plan & Constitution:** First quarterly review this meeting.
- **SSA Annual Grants Scheme:** Westcycle was successful with the application for the State Sporting Association Annual Grants Scheme. \$20k was awarded to WestCycle, which will allow them to fund a part time position for a High Performance Manager. The draft position description was provided to WAMBA for feedback. Tony Tucknott and I provided a number of comments. If you would like to review the position description, please let me know. WAMBA will be involved in the candidate selection process.
- **OSP Funding:** We met with WestCycle's CEO Matt Fulton and Board Member Rod Annear to discuss the outcomes and issues that require resolution from the 2014/15 OSP funding, and how WestCycle can support WAMBA going forward. WAMBA is yet to be formally advised of the outcome of our application. The MOU will be replaced with a Service Agreement between WAMBA & WestCycle. This will describe what outcomes are to be achieved with the funded positions for Mountain Biking, and will detail a reporting mechanism. The 2014/15 financial year funding and outcomes are still under review between WAMBA and WestCycle.
- **Governance Foundations for Not for Profit Directors:** I attended the Australian Institute of Company Directors 'Governance Foundations for Not-for-Profit Directors', which involved 3x3.5 hour evening sessions. The training was extremely informative, and I will be providing my course notes to the committee, as well as feeding back information into our meetings.

Some areas where we will be able to make improvements are:

- Running more effective and efficient meetings
- Compliance with statutory financial reporting requirements
- Implementing and monitoring our strategy and linking it with our budget

The next course is being held in November this year, and I highly recommend the course to anyone on our committee or any club committee. There is an application process, so if you are serious about attending, please let me know so that I can raise this with DSR.

## 6. Trail Development Projects – Update

**South West Mountain Bike Master Plan (SWMP)**

**Perth-Peel Mountain Bike Master Plan (PPMP)**

**Murray Valley Trail Plan**

**Manning Park Mountain Bike Strategy**

No update on any projects at time of meeting.

## Mountain Bike Guidelines & Mountain Biking Code of Conduct

**Status:** The guidelines were released for public consultation on 22<sup>nd</sup> July. The consultation period will close on 18<sup>th</sup> September.

**Action:** Send out progress report on all current trail projects (Ben). Update website with progress information (Jodie).

## 7. Q1 Quarterly Strategic Review – 2015/16 Operational Plan

### Plan 1 – Long Term Financial Sustainability

**Progress = 0%**

A clear value proposition (e.g. trails on the ground) is needed before WAMBA can approach clubs for a membership contribution.

The purpose of WAMBA includes helping clubs grow their own memberships.

**Actions:**

- Investigate selling the trailer and tools (TBC).
- Work with DSR to change the current constitution (Marilena).
- Find out number of WAMBA members from MTBA (Jodie).

### Plan 2 – Relationships with Affiliated Clubs & Groups

**Progress = 10%**

Jodie has started the process of finding a template for formal agreement between WAMBA and clubs.

Vilma has started a 2 page questionnaire for clubs to find out what they want and what their priorities are. Committee to review questionnaire before it goes out. She will be supported by the committee in this task.

**Action:**

- Contribute to the WA Cycling High performance strategy (TBC).

### Plan 3 – Relationships with Main Stakeholders

**Progress = 65%**

A lot of work has been done on our relationship with Westcycle.

We have jointly identified the need for better communications and improving a culture of trust and respect.

Ben Pruden's commercial skills and experience has encouraged a better reporting requirements with WC.

Working with other partners on strategies.

### Plan 4 – Trail Development Projects

**Progress = 25%**

Westcycle relationship has been focus for a while, so more work on DPaW partnership is needed.  
 MTB Management Guidelines have been released for public consultation = opportunity to address community concerns in partnership with DPAW.

This is our highest priority goal / action plan

**Actions:**

- Improve communication of progress on trail development projects externally to our members (Jodie).
- WAMBA will gather feedback (via club survey) on service agreements to discuss with DPaW (Vilma).

**Focus on this goal at Q2 review (Louise). Plan 5 – State Level Events**

**Progress = 15%**

WAMBA website now displays state series information and points for XC and DH.

**Action:**

- Coordinate the 2016 events calendar (TBC).

## 8. Agenda Items

No.	Item/ Status/Decision / Action	Who is Responsible
1	<p>Alcoa Funding Opportunity for Dwellingup 100 Volunteer Program</p> <p><b>Background:</b> Trievents is applying for a sponsorship grant for the Dwellingup 100 with Alcoa, as part of their Community Partnership Program. Funding from this application is required to benefit the community – a good fit for Trievent’s volunteer program. The issue Trievents has is that Alcoa only grant these types of sponsorship partnerships via Not for Profit organisations, so they need WAMBA’s help.</p> <p>The aim of the application is to access a funding opportunity for the Dwellingup 100, plus provide WAMBA with a contribution and other opportunities.</p> <p>The attached application covers all aspects of the grant, and only requires WAMBA specific information inserted (the red areas) and to be signed. With regards to the acquittal of the sponsorship, Trievents will complete this on behalf of WAMBA and send it via the committee before submission to Alcoa.</p> <p>For this, Trievents will provide WAMBA with \$500 of the requested amount, although they are not guaranteed the requested amount from Alcoa.</p> <ul style="list-style-type: none"> <li>▪ Trievents will promote WAMBA membership as part of the event promotion and also on event day.</li> <li>▪ There is also the opportunity for WAMBA volunteers to use the event parking areas as a fundraising opportunity, by collecting a gold coin donation as vehicles enter the event parking area at Dwellingup oval. Based on previous</li> </ul>	Louise

	<p>years, this should potentially net \$800-\$1000. This would also be promoted pre-event and also on event day).</p> <ul style="list-style-type: none"> <li>▪ WAMBA can also set up an exhibition space at the event to promote WAMBA and its objectives. A marquee and people to man the area would need to be provided by WAMBA.</li> <li>▪ Trievents can also include any WAMBA promotional material into the event pack for the participants (the material is required 10 days prior to the event).</li> </ul> <p>The funding remaining from the sponsorship will be used by Trievents for volunteer recruitment, volunteer group donation for their volunteers' attendance, volunteer t-shirt production, volunteer catering and volunteer transport.</p> <p><b>Discussion:</b> The committee had a look at the application and discussed the opportunities for WAMBA to be involved. Instead of \$500 cash, ask Trievents if they can print some banners for WAMBA. Will do the carpark collection. Still have plenty of bandannas available to put into riders packs. Keen for them to promote membership to mountain bike clubs and WAMBA over the mic. Include an update on Murray Valley (local project) in rider's booklet. Organise for a tent/ marquee to be made prior to the event and man it with volunteers to talk about Murray Valley Trail and PPMP projects.</p> <p><b>Decision:</b> Committee approved WAMBA's involvement in the project and the content of the application.</p> <p><b>Action:</b> Organise volunteers, vests, collection tins for event car parking (Margaret).</p> <p><b>Action:</b> Drop bandanas off to Tony so he can get them to Trievents for inclusion in the riders packs (Margaret).</p> <p><b>Action:</b> Ask Trievents if they will print WAMBA banners instead of providing \$500 in cash (Louise).</p> <p><b>Action:</b> Provide Trievents with a 1 page update on Murray Valley Trail project for their rider's booklet (Jodie).</p> <p><b>Action:</b> Organise the purchase of a tent/ marquee for events (Louise).</p>	
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## 9. AOB

No.	Item/ Status/ Decision / Action	Who is Responsible
1	<b>Conflict of Interest – Common Ground Trails</b>	Louise
	Louise Wallace is registering a conflict of interest – she is currently helping out Dave Willcox with Common Ground Trails projects. She will abstain from any decision making involving these trail projects.	

**Meeting Closed:** 20:35pm

**Next Meeting:** 25<sup>th</sup> August (DSR)