



## Committee Meeting 2-2015

**Date:** 30<sup>th</sup> June 2015

**Time Start:** 18:30

**Location:** DSR

**Attendees:**

- Jodie Stembridge
- Louise Wallace
- Margaret McIlroy
- Marilena Stimpfl
- Tony Tucknott
- Vilma Fitzgerald
- Amy Chapple
- Ben Pruden
- Fraser Glendining (WAMBA Accountant)
- John Cusack (Dwellingup Compact)
- Graeme Adams (via Skype)

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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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## Agenda:

1. Apologies.....	2
2. Minutes from Previous Meeting.....	2
3. Treasurer's Report/ Financial Update.....	2
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5. AOB.....	12

### 1. Apologies

The following apologies were received by email:

- Dave Willcox
- Sam Russell
- Alex Wade
- Mike Young

### 2. Minutes from Previous Meeting

The minutes from 26<sup>th</sup> May were accepted as accurate and all actions have been completed or carried over to current Action Items.

### 3. Treasurer's Report/ Financial Update

Balance at 26<sup>th</sup> May 2015: \$51,654.38

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

Received cash from:

- MTBA Memberships

Spent cash on:

- KMBC Green Trails \$2,660

Awaiting cash from:

- Lotterywest for green trails \$13,750

We owe:

- KMBC green trail works \$19,260 (*to be invoiced*)

**Action:** Catch up with Fraser for a handover of the Treasurer role, and work through the actions from Nigel's handover notes (**Amy**).

## 4. Action Items

### President's Report

No.	Item/ Status/ Decision / Action	Who is Responsible
1	<p>WA Mountain Bike Strategy 2015-2020</p> <p><b>Background:</b> In 2010, the first State Strategy was drafted by a consultant, SingleTrackMinds (John &amp; Felicity Carney). Since 2010, the document has been developed and redrafted several times under the guidance of the state strategy steering committee.</p> <p><b>Status:</b> State strategy was officially launched by Minister for Environment (Albert Jacobs), WestCycle CEO Matt Fulton &amp; WAMBA President Louise Wallace on 14<sup>th</sup> June. The document can be found on our website under Advocacy (<a href="http://www.wamba.org.au/index.php/advocacy/wa-mountain-bike-strategy">http://www.wamba.org.au/index.php/advocacy/wa-mountain-bike-strategy</a>). Hard copies of the document have been mailed out to stakeholders, including affiliated clubs. Each committee member will also receive a hardcopy from WestCycle.</p> <p>DSR funding to kickstart the implementation of the strategy has been applied for via the State Strategy steering committee. The Minister for Sport &amp; Rec has been sick for several weeks, which has delayed the decision/ outcome of the application. We hope to hear in the next few weeks.</p> <p>WestCycle is yet to schedule another State strategy steering committee meeting.</p>	Louise
2	<p>WAMBA Strategic Plan &amp; Constitution</p> <p><b>Background:</b> In 2014 DSR assisted WAMBA with funding for a consultant, Colin Brown, to develop a Strategic Plan and changes to WAMBA's Constitution. Subsequent meetings with DSR have been positive and they support the changes we want to make.</p> <p><b>Status:</b> WAMBA has applied for funding via the OSP Grant to advance changes to the constitution process (DSR funding administered by WestCycle). The outcome is expected on 30<sup>th</sup> June.</p> <p>The strategic plan (2015-2017) is in DRAFT. Both the Strategic Plan and Governance &amp; Management Recommendations documents will be sent out to the new committee + stakeholders for consultation. Once feedback is received and the committee is happy with the final plan, it then gets endorsed by the committee at the next meeting. Final documents to be published to our website.</p> <p><b>Discussion:</b> It's important that WAMBA tracks progress against our operational plan and strategic plans and that we address any show-stoppers, road blocks, risks, issues etc as soon as possible. Louise suggested a quarterly review of overall progress. Review milestones to be:</p> <ul style="list-style-type: none"> <li>• End of July</li> <li>• End of October</li> <li>• End of January</li> <li>• End of April (AGM time)</li> </ul>	Louise

	<p>It was decided that having a separate general meeting for the quarterly reviews was unnecessary. Instead, an hour of the committee meeting for the month in question will be allocated to a review of our strategic and operational plans.</p> <p><b>Action:</b> Email document to committee, clubs, DSR (Steve &amp; Jacqui), Westcycle (Matt &amp; Neil) and DPaW (Stuart) for review and feedback (<b>Jodie</b>). <b>On hold for the time being.</b></p> <p><b>Action:</b> Email the ops plan to committee prior to next meeting, for review at that meeting (<b>Jodie</b>).</p>	
3	<p>State Sporting Association (SSA) Annual Grants Scheme – DSR</p> <p><b>Background:</b> This funding to available to support SSAs to implement new project initiatives that enhance the organisations’ capacity to deliver strategic outcomes. SSAs are eligible to receive one grant per financial year of up to \$20,000.</p> <p><b>Status:</b> As a SSA, WAMBA expressed interest in applying for the grant, but WestCycle advised they applied for one grant of \$20k value to be shared amongst all WestCycle’s member organisations (WAMBA, BMX, CyclesportWA, BWA). The funds are earmarked to employ someone to work part time on implementing the DSR High Performance Review Recommendations for all disciplines (<i>see Action Item # 20</i>).</p> <p>We should hear the outcome by 30 June.</p>	Louise
4	<p>Organisational Sustainability Program (OSP) Funding – DSR</p> <p><b>Background:</b> Each year, DSR provided Westcycle with funding to invest in the strategic intent and operational plans (rather than specific projects). It is given to encourage longer term planning. Each of the member organisations then submits an application to Westcycle for a portion of that funding.</p> <p><b>Status:</b> On 10<sup>th</sup> June, WAMBA submitted a funding application to WestCycle for funding under the Organisational Sustainability Program. Marilena, Jodie &amp; Louise had a very short time frame to pull together an application, detailing our achievements from last year's funding round, and what we proposed to do this year with the funding. On 11<sup>th</sup> June, the same three then met with the Westcycle’s Board sub-committee who is responsible for reviewing applications and allocating the OSP grant funding, to 'present' our application.</p> <p>Our time was extremely limited and we regret that we could not fully consult all of our member clubs and committee members the way that we wanted to. We asked for an extension of time to undertake this consultation, but it was denied by WestCycle. So we have done our best to pull together a worthy application, and we hope that the committee agrees with our judgment.</p> <p><b>We will learn the outcome of the application after 30th June.</b></p> <p>A brief summary of the application is as follows.</p> <p><i>14/15 Funding:</i></p> <p><i>Value: \$40,000</i></p> <p><i>Achievements:</i></p> <ul style="list-style-type: none"> <li>▪ Working together, WAMBA and WestCycle have achieved most of the outcomes agreed in the MOU (to accompany this application, a detailed report on the progress of MOU items was provided separately by Matt Fulton, WestCycle, by 10 June 2015).</li> </ul>	Louise

	<ul style="list-style-type: none"> <li>▪ A pivotal component of WAMBA’s success in the last 12 months was the completion of our Strategic Plan for 2015-2017 and the Governance and Management Recommendations.</li> <li>▪ In the last 12 months, in addition to the outcomes stated in the 2014/2015 OSP grant application, WAMBA in its volunteering capacity has produced key deliverables to advance mountain biking in WA. Some achievements were not planned for or expected, but materialised as a result of our positive relationships and impact in the mountain biking community (we listed a number of achievements in the application).</li> </ul> <p><i>15/16 Funding:</i></p> <p><i>Funds requested: \$60,000</i></p> <p>How the funding will be used:</p> <p>The funding request for 2015/16 will be slightly different to the request for 2014/15. Whereas in 2014/15 the funds were requested to fund a WestCycle staff position of Mountain Bike Development Officer, this year we request the funds to cover costs of a combination of WAMBA and WestCycle employees. We feel the allocation of funds should be distributed to those who are best placed to deliver.</p> <p>The funds will be used to employ WAMBA and WestCycle staff to undertake and support the following key deliverables:</p> <ul style="list-style-type: none"> <li>▪ Action the recommendations as detailed in the Governance and Management Recommendations document, including adoption of a new governance model and constitution.</li> <li>▪ Development of a suitable membership structure and business model that contributes to the long term financial sustainability of WAMBA.</li> <li>▪ Representation at relevant Steering Committee meetings for the State Strategy implementation, South West Master Plan Part B, Perth Peel Master Plan and High Performance Strategy for Cycling.</li> </ul> <p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. <i>2014/ 2015 Grant:</i> Westcycle is currently following up with us on the reporting requirements for last year’s grant. DSR require a report on whether the outcomes stated in the application were successfully delivered as a result of the funding.</li> <li>2. <i>2015/ 2016 Grant Application:</i> A hardcopy of the application was available at the meeting for the committee to view, but due to the sensitive nature of the information within the application, it will not be published or distributed.</li> </ol> <p>Lessons learned in this process were discussed. For 2016/17 application, WAMBA needs to be proactive and better prepared.</p> <p><b>Action:</b> Add early preparation reminders into Google Calendar for 2016, for both OSP and SSA Annual Grants Scheme funding applications (<b>Jodie</b>).</p>	
5	<p>WAMBA and Westcycle MOU</p> <p><b>Background:</b> In 2014, after WAMBA secured funding for a part time mountain bike development officer (employed by WestCycle) through the OSP program, a formal MOU was set up between WAMBA and WestCycle to document the deliverables to be achieved with the funding.</p> <p><b>Status:</b> The MOU expires on 30<sup>th</sup> June 2015. A new MOU is being developed between WAMBA and WestCycle, which encompasses the roles and responsibilities</p>	Louise

	<p>between WAMBA and WestCycle more broadly, rather than only the deliverables to be delivered by the MTB officer.</p> <p><b>Discussion:</b> Ben Pruden, Jodie Stembridge, Marilena Stimpfl and Mike Young are all instrumental in driving this process and outcomes.</p> <p>WAMBA will arrange a meeting with WestCycle’s Board to formally communicate the changes which have occurred most recently in WAMBA, and present our future aspirations and direction. We will also discuss how we feel WestCycle can best support WAMBA in this.</p> <p>We also have a list of discussion topics/ issues that require resolution with regards to the existing 2014/15 MOU (basically a performance review to date on the MOU).</p> <p>The output from the meeting will be a list of actions for WAMBA (to be coordinated by the Government Engagement Coordinator) to close out with Westcycle through the year.</p> <p><b>Action:</b> Contact Westcycle to invite the Board to a meeting to be held in late July (Louise).</p>	
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## Secretary’s Report - Communication & Meetings

No.	Item/ Status/ Decision / Action	Who is Responsible
6	<p>Future AGM Dates</p> <p><b>Action:</b> In WAMBA’s Constitution, change the financial year to 1<sup>st</sup> July – 30<sup>th</sup> June (as per Committee approval) and review the period when the AGM needs to be held (Jodie). <b>This action is on hold until the constitution is reviewed.</b></p>	Jodie
7	<p>Communications Plan</p> <p><b>Background:</b> DSR asked Stu Williams of SportXchange (<a href="http://www.sportxchange.com.au/">http://www.sportxchange.com.au/</a>) to work with Westcycle on marketing strategies to assist with commercialisation strategies. The SportXchange Project seeks to address two fundamental questions:</p> <ol style="list-style-type: none"> <li>1. How to optimise revenue streams and generate additional discretionary income?</li> <li>2. How to better engage and communicate with participants and stakeholders?</li> </ol> <p>As part of this 18 month contract, all the member organisations of Westcycle have been allocated approx. 50 hours of Stu’s services to:</p> <ul style="list-style-type: none"> <li>▪ Focus on strategies that will benefit their organisation.</li> <li>▪ Investigate potential opportunities and hurdles for their website.</li> </ul> <p><b>Status:</b> Jodie had a very useful meeting with Stu on Friday to discuss a communications plan (including social media) and our website. They will be provide us with review and list of recommendations to help us grow our membership base and ensure we are communicating effectively with all our stakeholders.</p> <p><b>Action:</b> Provide Stu with the requested information to enable him to complete a thorough review of our membership base, website, newsletter and social media platforms (Jodie).</p>	Jodie

	<b>Action:</b> Circulate draft business card templates to committee for feedback, and price up the cost of getting some printed ( <b>Jodie</b> ).	
8	Trail Maps	Jodie
	<p><b>Background:</b> Users of our website are currently directed to the TrailsWA website. This site isn't being used to its full potential by us, and there's some questions around whether it's actually useful for our purposes and needs improvement.</p> <p><b>Discussion:</b> An idea would be to develop a consistent and coordinated approach to the delivery of state trail map information to users/ MTBing community. Needs involvement (engagement and buy-in) from the clubs to make it happen. Potentially have someone from the MTBing community with an interest and experience in trail maps drive this initiative.</p> <ul style="list-style-type: none"> <li>▪ What is the current standard of trail map delivery across the clubs? Quality of maps, delivery platform used, all trails in their region mapped and available to general public?</li> <li>▪ There are a different platforms that can be used (TrailsWA, TrailForks, Everytrail, MTB Project, Strava). What are the pros and cons of each?</li> <li>▪ To what extent does WAMBA become involved?</li> </ul> <p><b>Action:</b> Have a discussion with each club about their trail maps and thoughts on the above questions (<b>Ben</b>).</p>	
9	WAMBA Newsletter	Jodie
	<p><b>Status:</b> In progress. Louis, our Editor is away on holiday so his sister Sabrina will be doing the next one. An email has been sent out to the committee and club reps requesting articles for the upcoming newsletter (aiming for publishing mid-July).</p> <p>We will be doing a separate Junior Development Newsletter as well - Graeme Adams is leading this process with Louis &amp; Sabrina.</p> <p><b>Action:</b> As part of the WAMBA Communications Plan, newsletter guidelines to be produced and communicated to the Newsletter Editor (<b>Jodie</b>).</p> <p><b>Action:</b> Email a reminder about articles needing to be submitted by Sunday 5<sup>th</sup> July.</p>	

## Progress on Operational Plan for Year 1

### 1. Long Term Financial Sustainability

No.	Item/ Status/ Decision / Action	Who is Responsible
10	Membership	Louise
	<p><b>Status:</b> Within the OSP Funding application for 2015/16, WAMBA has requested funding to advance the review of WAMBA's membership, with the aim of achieving a sustainable long term membership model that will generate revenue for WAMBA to put into operational costs. This is the first step in determining long term financial sustainability.</p> <p>Additionally, Fraser Glendining (WAMBA's accountant) has offered to have further discussion in relation to defining the role of a future Chief Financial Officer/ similar to suit WAMBA's new Board (after Constitution change).</p>	

## 2. Relationships with Affiliated Clubs and Groups

No.	Item/ Status/ Decision / Action	Who is Responsible
11	<p>Formal Agreements between WAMBA and Clubs/ Groups</p> <p><b>Background:</b> In order to <i>proactively develop positive working relationships with all clubs</i>, one strategy is to establish an agreement with each club, which clearly outlines the level of assistance/ support WAMBA will provide in building the capacity of the club.</p> <p><b>Status:</b> Not yet started.</p> <p><b>Action:</b> To procure a template for the agreement (<b>Vilma/ Jodie</b>).</p>	Vilma
12	<p>Communication between WAMBA and Clubs</p> <p><b>Status:</b> In progress. WAMBA needs 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 themselves.</p> <p>It was noted that there's currently a lack of understanding about who is involved with the various trail projects and at what level.</p> <p><b>Action:</b> Speak to clubs about how they would like the flow of communication to work, what type of information they wish to receive, and what medium is best to use (<b>Vilma</b>).</p> <p><b>Action:</b> Produce org charts re. stakeholders and steering committees of various trail projects (<b>Ben</b>).</p> <p><b>Action:</b> Put org charts onto website (<b>Jodie</b>).</p>	Vilma/ Jodie

## 3. Relationships with Main Stakeholders

No.	Item/ Status/ Decision / Action	Who is Responsible
13	<p>MOU between WestCycle (WC) and WAMBA</p> <p><b>Status:</b> In progress. A 2<sup>nd</sup> progress report (for April) has been received from Westcycle. Also see President's Report for update on this (<i>Action Item # 5</i>).</p> <p><b>Discussion:</b> As part of our obligations under the MOU (Section 8), we are required to develop, implement and communicate/ provide access to the following policies:</p> <ul style="list-style-type: none"> <li>▪ Responsible Alcohol</li> <li>▪ Working with Children</li> <li>▪ Child Safe</li> <li>▪ Financial Management</li> <li>▪ Codes of conduct/ grievance/ dispute resolution</li> <li>▪ Social media</li> <li>▪ Communication</li> <li>▪ Drugs in Sport</li> <li>▪ Inclusion</li> <li>▪ Privacy Act</li> </ul>	Louise



	<ul style="list-style-type: none"> <li>▪ Concussion Management</li> <li>▪ Sports Betting</li> <li>▪ Match Fixing</li> </ul> <p>Many of these policies are currently under development. Once they have been drafted up, they will be sent out to clubs for review and feedback. Support from the affiliated clubs, who will be covered by these policies, is crucial.</p> <p>After they have been approved by the clubs and committee, the policies will be communicated and monitored via our club agreements (<i>see Action Item # 11</i>) – yet to be drafted, but included in our ops plan this year. They will also be available on our website.</p> <p><b>Action:</b> Finalise the draft policies as listed above (<b>Committee</b>).</p> <p><b>Action:</b> Email draft documents to clubs for review and feedback (<b>Jodie</b>).</p>	
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#### 4. Trail Development Projects

No.	Item/ Status/ Decision / Action	Who is Responsible
14	South West Mountain Bike Master Plan (SWMP)	Ben
	<b>Status:</b> In progress. An updated schedule has been released to the Steering Committee by Westcycle.	
15	Perth-Peel Mountain Bike Master Plan (PPMP)	Ben
	<b>Status:</b> In progress. Next Steering Committee meeting postponed for 2 weeks (revised date TBA by Westcycle).	
16	Murray Valley Trail Plan	Ben
	<b>Status:</b> In progress. Concept design complete. Actions agreed at meeting held 1 May 2015 were to get quotes for Dieback and flora surveys. Next Steering Committee meeting to be scheduled. Next stage is detailed design.	
17	Manning Park Mountain Bike Strategy	Ben
	<b>Status:</b> In progress. The status of this project is unknown, as there's been no consistent input or communication out to the public.	
	<b>Action:</b> Follow up with Phil on the status and next steps on this project ( <b>Ben</b> ).	
18	Mountain Bike Guidelines & Mountain Biking Code of Conduct	Louise
	<b>Status:</b> In progress. The draft document is currently being finalised. Yet to be released for public consultation.	
	<b>Discussion:</b> A general committee meeting to be scheduled between WAMBA Committee and DPaW to discuss the guidelines, other key projects and an arrangement between our organisations. This meeting needs to be scheduled ASAP, but may need to be in August if we schedule a quarterly review of our ops plan in July.	
	<b>Action:</b> Arrange a meeting between WAMBA's new committee and DPaW to discuss the project to date and a way forward for completion and implementation of the guidelines ( <b>Louise</b> ).	

## 5. State Level Events

No.	Item/ Status/ Decision / Action	Who is Responsible
19	<p>MTBA Accredited Commissaires</p> <p><b>Background:</b> A list of commissaires in WA has been obtained from MTBA (8x Level 1; 4x Level 2; 1x Level 3). The levels are:</p> <ul style="list-style-type: none"> <li>▪ Level 1 – Club (events run by clubs predominately for club members)</li> <li>▪ Level 2 – Open (events run by clubs predominately for people external to club, run by private promoters or state level events)</li> <li>▪ Level 3 – National (events scheduled by MTBA)</li> </ul> <p>However a lot of events in WA don't actually utilise commissaires, and there seems to be confusion about the information coming out (or not) of MTBA.</p> <p><b>Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Does MTBA plan to do anything about ensuring commissaires are a requirement for running events? If not, should WAMBA take care of compliance? Is it necessary?</li> <li>2. What training is available from MTBA and is there a clear pathway on how to progress through the levels? What support is available from WAMBA to help commissaires through their accreditation?</li> <li>3. Should the list of WA commissaires be made publically available to clubs on the website?</li> </ol> <p>MTBA have stated they are planning on running commissaire courses in WA, but are unsure when. WAMBA will take a "wait and see" approach to this, and leave the status quo for the time being.</p> <p><b>Action:</b> Add Carl Fox to list of commissaires as a Level 1 (<b>Jodie</b>).</p>	Tony

## 6. Sport Development

No.	Item/ Status/ Decision / Action	Who is Responsible
20	<p>WA Cycling High Performance Strategic Plan</p> <p><b>Status:</b> In progress. DSR asked WAMBA to review the recommendations provided to us by their consultant and draft up an action plan on how and when we intend to address the recommendations. This draft action plan was submitted to DSR on Tuesday 30<sup>th</sup> June.</p> <p>While WAMBA needs to include HP in our planning, it's not a priority for us before April 2016 (due to a lack of resources and other, more pressing priorities). In the meantime, we need to line up people to form a HP advisory committee/ working group. The HP pathway has been started with the selection this year of our state junior team (development team).</p> <p>SSA Annual Grants Scheme application (<i>see Action Item #3</i>) funding of \$20,000 is intended to be used to Westcycle employ a <b>HP manager</b> - they would be tasked with helping WAMBA to finalise these priorities and then work on the planning and implementation that sits behind them. Westcycle and CycleSportWA will be adding</p>	Jodie

	<p>an additional \$50k into pot to ensure the role is resourced for a significant period of time to achieve the outcomes for BMX, WAMBA and CycleSportWA, BWA.</p> <p>Currently MTBing doesn't receive any funding to get its athletes to the 2020 Olympics. MTBA are working on a plan to get more athletes to world cups, in order to get money for funding for Olympics.</p> <p>Vilma has spoken with some universities about using students for this initiative. It's possible to submit EOI to universities for volunteers to help out with one-off projects (e.g. races). For practicum, there are time constraints on when they need to complete their studies, so wouldn't be useful for this initiative. However, as they are 2 yr coaching qualified etc, they could potentially be useful for clubs. There is a management/ mentoring and reporting requirement for the clubs if they take up this opportunity.</p> <p><b>Action:</b> Email HP review recommendations to committee (<b>Jodie</b>).</p> <p><b>Action:</b> Contact Ian, Tim and Jodie (via Graeme) to see if they would be interested in becoming involved (<b>Jodie</b>).</p>	
21	<p>State Junior Team</p> <p><b>Status:</b> 2016 planning/ selection is being worked on at the moment by the selection panel.</p> <p>The question was asked if parents could use WAMBA's bank account to pay money into in order to prepay for next year's accommodation. This year they used SWMTBC account. Makes sense, but not sure whether this is possible. Using Westcycle is another option.</p> <p><b>Action:</b> Ask Fraser about best option for trust account (<b>Amy</b>).</p>	Graeme
22	<p>Junior Development</p> <p><b>Status:</b> Not update at the moment.</p> <p><b>Action:</b> 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 (<b>Louise</b>).</p>	Graeme
23	<p>WAIS Developing Champions Program</p> <p><b>Background:</b> 15 junior MTBers were selected to attend two day long programs as part of the WAIS Developing Champions Program. The first one was held recently on 13<sup>th</sup> June. The second one will be in November.</p> <p><b>Action:</b> Email the Selection Panel Evaluation Sheet to the Committee (<b>Jodie</b>).</p> <p><b>Action:</b> Follow up with Paul DeKlerk (parent) and Nerys Edday (participant) about their experience of the June event, and ask whether they would be willing to provide a short article for our newsletter (<b>Jodie</b>).</p>	
24	<p>Junior Newsletter</p> <p><b>Background:</b> Graeme has produced a regular newsletter for the juniors at SWMTBC, and wants to do the same at a state level.</p> <p><b>Action:</b> Set up template in MailChimp (<b>Jodie</b>).</p> <p><b>Action:</b> Provide content for first newsletter to the Editor (<b>Graeme</b>).</p>	Graeme

## 5. AOB

No.	Item/ Status/ Decision / Action	Who is Responsible
1	<p>BankWest Happy Communities Grant</p> <p><b>Status:</b> Trailer has passed inspection. Needs to be registered and new plate purchased.</p> <p><b>Action:</b> Send documents to Nigel so he can get trailer registered (<i>ensure the Westcycle address is used</i>), and new plate purchased (<b>Ben</b>).</p> <p><b>Action:</b> Reimburse Ben for costs associated with getting trailer road worthy and registered (<b>Amy</b>).</p> <p><b>Action:</b> Tools put into trailer (<b>Marg</b>).</p> <p><b>Action:</b> Get a photo of the trailer and all the tools purchased with the grant. Send to BankWest (<b>Jodie</b>).</p>	Ben
2	<p>DPaW Volunteer Timesheets</p> <p><b>Background:</b> DPaW have a “Daily Timesheet Record for Individual Volunteer” form that committee members should start to use on a monthly basis to record all the time they spend on WAMBA related jobs on a monthly basis. It’s paper-heavy, but until we start using the system, we can’t improve it.</p> <p>If you log 50 hours in a month, you’re eligible for a free annual parks pass. More importantly, it will be a valuable exercise for us to start recording the large amount of volunteer hours spent on WAMBA work.</p> <p><b>Action:</b> Email the form to all committee members (<b>Jodie</b>).</p> <p><b>Action:</b> Ask DPaW if you have to register as volunteer first (<b>Jodie</b>).</p>	Louise
3	<p>Trails Hub for Dwellingup</p> <p><b>Background:</b> Dwellingup Compact received a Royalties for Regions Grant to do a Feasibility Concept Plan for Tourism Facilities in Dwellingup. This is intended to be largely based around mountain biking. John has been visiting various similar sites around the country, and has also been in contact with Dave Willcox. They have strong support from the Shire of Murray and Peel Development Commission (RFR funding conduit) to develop something special in Dwellingup.</p> <p><b>Discussion:</b> Business centre – needs a lot of work (showers, ATM, etc). John has a wealth of experience with projects of this type and knows how to get money for the region. 6 month concept plan. While he’s calling it a “trails hub”; in reality it’s a tourism concept. Promote tourism – employment, attracting people to region who spend money, provide experience for them, money for local businesses.</p> <p>John is interested in the business case on how you would attract people to MTBing at the facility. And how do you attract others who don’t even MTB. Desirable for all kinds of people to come and visit. Significant money available, but need to prove in business case/ tick boxes. Trails hub needs to be free standing, so if doesn’t get all money or doesn’t happen, it won’t affect the rest of the project.</p> <p>Govt prefers to give money to Shires rather than not-for-profits, so in strategic alliance with Shire of Murray. Derby and Forrest – great case studies, “centre of excellence” with great flow-on to local community. Alcoa a big supporter of local</p>	John Cusack

WAMBA Committee Meeting 2-2015

	<p>community. By Dec, the scope of project and budget need to be in a business case. Aboriginal tourism/ green trail idea that WAMBA has was mentioned. The project needs to appeal to a whole range of people, and give them a great experience. Any ideas, as long as they're justifiable and sustainable. Big support in local community for development, as they would like to see visitors enjoying their stay in the area. He's keen to find out more about Murray Valley.</p> <p>Nothing required from WAMBA at the moment, but will need to catch up around September. Keen to chat with Ben and Sam in a couple of weeks.</p>	
4	<p>Fundraising chocolates</p> <p><b>Background:</b> A parent is planning on selling chocolates to help SWMTBC juniors travelling to the nationals. An upfront payment of \$2,400 is required to buy the chocolates (which would later be reimbursed by sales). Asked if WAMBA would be happy to pay this amount. The other option would be to ask PMBC and SWMTBC if they would split the cost.</p> <p><b>Decision:</b> It was decided not to get involved.</p>	Graeme
5	<p>Injuries at events</p> <p><b>Background:</b> A parent approached Graeme with concerns about the level of safety at the WAGE Golden Grove event earlier this year, after a junior was seriously injured.</p> <p><b>Discussion:</b> WAMBA advised Graeme to tell the parent to report the incident to MTBA, as we believe the event is affiliated with MTBA.</p>	Graeme

**Meeting Closed:** 20:35pm

**Next Meeting:** 28<sup>th</sup> July (DSR)