



Minutes of CTA Committee Meeting - Tuesday, 24th January 2012 at 7 Walsh Place, Booragoon

Attendance	Teresa Liddiard (TL), Christine Liddiard (CL), Terry Bailey (TB), Lucia Britto (LB), Hilary Beck (HB), Stuart Crombie (SC), Michael Waters (MW), Karen Date (KD), Roy Stone (RS)
Apologies	Connie vandenEnde (CV), Sarah Cutts (SarC)
Absent	John Faris (JF)

Action Items

Topic	Details	Who	Comment
Meeting Started	7:15pm		
Minutes of previous meeting (6 th December 2011)	Moved to accept previous minutes by HB, Seconded LB		
Matters arising from minutes	• Bank account: Signatories have been changed and tokens for Online Banking issued, but not yet received	CL	Received 27/1/12
	• Library: TB suggested Lucia look through the contents and see whether there is anything of value. LB to review	LB	
	• Club equipment: Agreed equipment to remain at TB's house. TB advised CTA equipment consists of: <ul style="list-style-type: none"> ○ Pair of rear panniers and rear rack bag ○ Trangia – items to stay with TB 	TB	
	• Photo's to be taken of equipment by TB and provided to John (newsletter) and Michael (website)		
	• Re-advertise club equipment for hire in newsletter	JF	
	• Add club equipment for hire to website	MW	
	• Outstanding item: CV to go through archives to locate original of Certificate of Incorporation (should be in secretaries box of archives)	CV	
Correspondence - Incoming	• PO Box keys to be held by KD and Ann Wilson (for OYB)	TL	
	• Membership renewals: Form sent out to existing members differs to form available on website. KD & TL to work with MW and JF to provide a standard format for both forms	KD/TL	
	• Questionnaires: 31 received by mail and internet to date. Reminder email to be sent to membership to encourage additional feedback	TL	
	• BWA: Request received from BWA to advertise CTA rides on their website. KD to initiate	KD	
	• Returned mail: Newsletter sent to Mountain Design has been returned. JF to follow up	JF	
• Enquiries: 2 email queries received about club, one from a mother enquiring about her almost 16 year old son (constitution states must be 18 or accompanied by an adult member. Teresa to reply	TL		



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	<ul style="list-style-type: none"> LB advised email received from Mike Bettie 	LB	Reply sent
	<ul style="list-style-type: none"> HB advised enquiry from Robert Dekker about possibility of doing achievement rides on alternative days to Sundays. Will have to do brevets. Teresa to reply 	TL	
Correspondence – Outgoing	<ul style="list-style-type: none"> Standardisation of outgoing correspondence: New standardised letterhead agreed to and to be used for all future CTA documentation (refer header and footer used for these minutes) KD to assist with implementation of new format to all existing forms 	KD	
	<ul style="list-style-type: none"> OYB: TB advised OYB has a separate letterhead. KD to also review OYB documents for standardisation 	KD	
Treasurer's Report	<p>At end of December 2011</p> <ul style="list-style-type: none"> CTA income: membership fees \$1,711.00 + \$3.49 interest CTA expenses: social events \$420.27 + bank fees \$5.90 CTA Cash at bank + petty cash \$14,989.27 OYB income: interest \$17.93 OYB expenses: bank charges \$0.60 OYB Cash at bank + petty cash \$24,800.07. Sustainable tours account has previously not been included in CTA or OYB reports (current bank account balance \$3651.85). Balance to be included in future CTA reports 	CL	
	<ul style="list-style-type: none"> Financial members: 305 financial members at end December New members: No new members in December 	CL	
	<ul style="list-style-type: none"> Membership renewals: MW to add CL to email distribution list for emails sent to members@ web address 	MW	
	Moved to accept Treasurer's report by TB, seconded by LB		
Social Coordinator's Report	<p>St. Patrick's Day Progressive Dinner – Coordinator: Lucia</p> <ul style="list-style-type: none"> Saturday 17 March 2012 - Thanks to JF, TB and TL as meal hosts Meet at Bullcreek Train Station, ride to John's in West Perth for Entree, then to Terry's for Mains, and finally to Teresa's for Desert & coffee. Return to Bullcreek Train Station to end Leisurely, total distance 36Kms Maximum of 30 people Bookings and payment required by 3rd March 2012 – cost approx. \$30/person Prepare submission for next newsletter 	LB	
	<p>Xmas in July (Yanchep) – Coordinator: Lucia</p> <ul style="list-style-type: none"> Sat/Sun 14/15 July 2012. Ride to Yanchep Inn for Christmas dinner Cost from \$115 for single 'quaint' hotel room and includes Christmas dinner, accommodation and cooked breakfast. 	LB TB	Resolution Passed - \$10 early bird discount for members



Topic	Details	Who	Comment
	<ul style="list-style-type: none"> Motion moved by LB to offer \$10 incentive per member for 'early-bird' bookings which are paid in full to the club by 15 May 2012 (by either cheque or direct credit), seconded by TL. Voted unanimously yes. LB to book the accommodation and meal package for 30 people in advance for hotel & motel rooms Lakeview Motel units to be booked independently and direct with Yanchep Inn by interested parties, early-bird discount will not be offered for these rooms TB to provide ride route – ride leader still required 		paying in full by 15/5/12
	<ul style="list-style-type: none"> Social events section to be added to website KD, LB & MW to review website changes LB to provide write up for events 	MW LB/KD	
Ride Coordinator's Report	<ul style="list-style-type: none"> Information provided to ride leaders prior to ride: Sarah & Stuart are sending ride leaders participation sheet for completion prior to start of each ride, plus ride leader guide (excellent) Feedback provided by ride leaders: Participation sheets have been returned for last 4 rides held Update on attendance and feedback for past rides: 3 rides since Christmas. Flat ride to 30Kms attended by about 25 riders, only 10 riders on hilly ride on 22/01/2012 (day was hot and humid). SC suggested some ride days offer 2 routes, a shorter one and a longer one to cater for different levels of riders – start and end location to be the same Future rides planned: Rides calendar completed to end June. Special thanks for efforts by Sarah 	SC SarC	
	Submissions for newsletter (including cost to attend and payments due) <ul style="list-style-type: none"> March Long Weekend (Mandurah) – Leader: Noel & Connie – JF to follow up Easter (Muresk) – Leader: Simon – KD to follow up Sustainable Tour (Busselton) – Leader: Norm Howard – TL & KD to follow up June Long Weekend – Leader: Roy Stone – submission required for March newsletter September Long Weekend (Rottnest) – Leader: Teresa & Mark 	JF KD TL RS	
Ride of the Month	<ul style="list-style-type: none"> 15th Jan 2012 by Janice Bertram – Swan Valley from Bassendean TL to add to single day ride list for 2012 AGM 	TL	
Achievement Ride Coordinator's Report	<ul style="list-style-type: none"> Information provided to support person: TB advised support information was created and available in previous years. TB to search for original support information and email to HB, KD & TL. Information provided to riders: TB to search for original ride profiles and email to HB, KD & TL. During hot weather, support person to ensure adequate cold water is provided – with someone having a motor vehicle to carry water 	TB HB KD/TL	
	<ul style="list-style-type: none"> Support people required for rides: Questionnaire is providing a list of people willing to support rides. TL to provide HB with list of potential support people 	TL	
	<ul style="list-style-type: none"> All ride profiles have been given to MW to add to the website – access for committee only 	MW	



Topic	Details	Who	Comment
Clothing Report	<ul style="list-style-type: none"> • Stocktake: Count emailed to committee by RS • Petty Cash: \$53.30 on hand. \$170 given to Treasurer for banking • Stock needs to be purchased no later than July to ensure items are on hand at time of OYB 	RS	
	Moved to accept clothing report by TL, seconded HB		
Sustainable Tour Report	<ul style="list-style-type: none"> • Leader: Norm Howard, Bunbury • Tour 25-31 March 2012 • Staying at Koombana Caravan Park in Bunbury • Cost \$120/person which includes morning tea and breakfast (no porridge) each day • Accommodation at own expense and to be booked by individuals attending, not by organiser • Norm can only respond to people by phone (Norm can receive but cannot send emails) • 4 enquiries received to date – TL to put further info in President’s Report in next newsletter to promote tour in addition to submission from Norm 	TL/KD	
	<ul style="list-style-type: none"> • Insurance: CL to check insurance policy to see what aspects of the Sustainable Tour are covered. TB suggested insurance only covers members when not riding, e.g. for liability, and not when members are riding • CL to check with Ann and confirm with KD & TL who will communicate with Norm 	CL TL/KD	
OYB Report	<ul style="list-style-type: none"> • Leader: Terry Bailey • Budget to be provided for next committee meeting – venue costs are the most difficult to estimate, food costs can usually be estimated • About half of the venues have been booked, still waiting for responses from other venues • River cruise on rest day in Augusta has been booked 	TB	
Webmaster’s Report	<ul style="list-style-type: none"> • MW to amend rides calendar to cover surface type, e.g. sealed, dirt, mountain bike only, etc 	MW	
	<ul style="list-style-type: none"> • Ride mapping (GPS) – RS and MW to work together on road/ride mapping for loading onto the website, e.g. Map my ride or iPhone app 	MW/RS	
Editor’s Report	<ul style="list-style-type: none"> • Due dates for future newsletters: Submissions due by 4th every even month <ul style="list-style-type: none"> ○ 4/2/12 for end February issue ○ 4/4/12 for end April issue ○ 4/6/12 for end June issue ○ 4/8/12 for end August issue ○ 4/10/12 for end October issue ○ 4/12/12 for end December issue 	JF	
	<ul style="list-style-type: none"> • Committee meetings to be scheduled for every second month, approximately 2 weeks prior to the due date for newsletter submissions 	TL	



Topic	Details	Who	Comment
General Business	<ul style="list-style-type: none"> Change to constitution: Moved TL that constitution change in accordance with Clause 9.2.1. – The Annual General Meeting shall be held prior to the 31st of December of each year to ‘The Annual General Meeting shall be held prior to the 31st of March of each year’ (to commence in 2013), and Clause 9.2.2. – In the event of the Annual General Meeting not being held by December 15th in any year, to ‘In the event of the Annual General Meeting not being held by April 15th in any year. Seconded by TB. Unanimously passed In support of this change, the association’s financial year is to change from finishing on 31st October annually to 31st December annually to align membership year end and financial reporting year end. Also means reporting of OYB can be more complete as currently reporting of income and expenses for one calendar year is often split across reporting periods and hence is incomplete as OYB is often held in early November and costs are incurred in a different financial year to receipt of application fees Special General Meeting to be held on 15th April 2012 (after ride to be led by Noel, to finish at Burswood Park) LB to confirm with Burswood to arrange exclusive use of BBQ area TB to check with Noel that he is happy for us to hold the meeting and BBQ after his ride and confirm with committee before end January 	TL LB TB	Resolution Passed – Special General Meeting to be held for change of constitution to amend AGM date to pre 31/3 each year
	<ul style="list-style-type: none"> Purchase of CTA laptop: Moved TL that a new laptop, student edition of MS Office, a basic accounting package (MYOB) and an external hard drive be purchased for the Treasurer to use. Seconded by TB. Unanimously passed KD to discuss with Simon purchase of appropriate laptop and software in agreement with CL. Purchase to be completed by end February TL & LB to provide training to CL on use of MYOB in March 	KD/CL TL/LB	Resolution Passed – Purchase new laptop, software & external hard drive for Treasurer use
	<ul style="list-style-type: none"> Expenses Claim Form to be introduced for use by all members for reimbursement of any payments made on behalf of the association 	CL/TL	
Next Meeting	Wednesday 21 st March 2012, 7:00pm at 7 Walsh Place, Booragoon		
Meeting Closed	9:30pm		