

Brisbane Bicycle Touring Association Inc

MANAGEMENT COMMITTEE MINUTES

Tuesday 14 February 2017 at 6.50pm

Position	Incumbent	Present
President	Robert Brinkworth(RB)	Y
Vice President	Mary Doolan (MD)	Y
Secretary	Joe Gannon (JG)	Y
Treasurer	Paul Glennon (PG)	Y
Rides Coordinator	Mary Doolan (MD)	Y
Membership Registrar	Daryl Beattie (DB)	Y
Editor	Vacant	
Equipment	Robert Brinkworth (RB)	Y
Publicity & PR	David Pickering (DP)	Apology
Clothing	Vacant	
Librarian	Eve Morrice (EM)	Y
Social Convener	Vacant	
Committee Person	Ginny Scott (GS)	Apology

President, Robert Brinkworth chaired the meeting which opened at 6.50 pm

1. MINUTES FROM PREVIOUS MEETING :

Minutes of meeting held on 6 December 2016 read & confirmed. Moved: JG Seconded: MD Carried.

Business Arising from Previous Minutes (6 December 2016)

Nil

2. CORRESPONDENCE:

Business Emails Received

- 10 February 2016 from Martin Beeson, Bicycle Queensland requesting BBTA to conduct a ride during Bike Week which will be held from 6th to 14th May 2017.

Advertising Emails- nil

E Mail Received- nil

Inward Correspondence

- 22.12.2016 Invoice from Dymond Digital for December 2016\$288.75
- 25.01.2017 Invoice from Dymond Digital for January 2017.....\$151.25

Outgoing Correspondence

Nil

Moved JG, Seconded MD carried

That the inward correspondence be accepted by the committee.

3. RIDE COORDINATOR'S REPORT:

- MD reported that rides are generally progressing well
- She continues to assist ride leaders in entering or editing rides on the calendar
- Upcoming rides include a 5 day ride to be led by Dave Dowling travelling in the vicinity of Coffs Harbour, Glen Innes & Dorrigo.
- Lawrence Ferrari is expected to lead an Easter ride from Kyogle to Casino.

4. TREASURER'S REPORT:

Treasurer, Paul Glennon (PG), spoke to his report for the months of December 2016 & January 2017. Main points were:

- Member subscriptions for the period were \$600.
- Cash at bank at 31 January 2017 has increased to \$19,007.36
- Payments of \$480.00 were submitted to be approved by the committee, the details being Bank charges \$20, Russell Dymond \$288.75 (Dec) , & \$151.25 (Jan)

Moved PG Seconded: JG That the abovementioned Treasurer's Report be accepted. Carried

Moved PG Seconded JG That payments contained within the Treasurer's Report are approved. Carried

PG also presented a summary of income & expenditure for all of 2016 which will be tabled at the March AGM.

5. MEMBERSHIP:

DB presented his Membership report dated 14 February 2017 in which he nominated 17 persons for admission/readmission to BBTA membership. Motion seconded by RB & carried. The new / renewing members are Peter Alexander, Colin Roberts, Peter King, Georgina Rosemond, Annette Dunlop, Caroline Jones, Shane McGuire, Paula McGuire, Gary Tootel, Tony Cooper, Sean McWilliams, Paul Grogan, David Beard, Rob Merrin, Adrian Blokland & John Paxevenos.

- Total BBTA membership is now 267 persons which includes 8 complimentary & 3 honorary memberships.
- Difficulties with the membership database are gradually being resolved.
- MD requested that members provide to her any computer generated letters they receive.

6. NEWSLETTER

- No nominations yet for the Editor's position.

7. PUBLICITY:

- No report in relation to publicity this period.

8. EQUIPMENT AND CLOTHING:

- RB reported no hire of equipment this period. One tent & one bob trailer are still outstanding.

9. LIBRARY:

- EM reported that she is investigating a facility that may allow a summary of each library item to be available online.
- Library will be open on the night of the AGM.

10. SOCIAL CONVENOR:

- RB noted that Tony Loutit has recently resigned as social convenor. He mentioned that he had passed on to Tony the committee's appreciation & thanks for his efforts during 2016. Thank you Tony.

11. GENERAL BUSINESS:

1. Preparation for AGM on 14 March 2017

Secretary indicated he will prepare notices & nomination forms, proxies etc

Printing of handout material will likely be done at Officeworks

Following discussion the committee agreed the following in respect of 2017.

The positions of Editor, Equipment officer, Publicity & PR officer, Clothing officer would not be advertised in 2017

Two new positions would be created & advertised: Communications officer, Website coordinator.

The role of Communications officer to be: To promote & maintain member interest in BBTA; communicate with members through social media (eg Facebook), website & email.

The role of Website coordinator to be: Liaise with web manager to improve & enhance website functionality; coordinate the work of the committee to continually update & refresh website content, monitor bugs & issue; work with web manager to resolve & document instructions & website procedures; act as system administrator for website.

The role of Rides coordinator to be: To liaise with ride leaders, supervise & manage the rides calendar, assist the Communications officer in the promotion of rides to members, maintain ride related templates on the website ; manage website ride calendar access & resolve issues for ride leaders.

Role of Membership Registrar: To maintain membership register/ data base; Liaise with new & non renewing members; monitor computer generated membership correspondence; monitor & update website membership list for expired members.

Hire of BBTA equipment: Committee considered that in view of the lack of interest in member hire of equipment & the difficulty of locating storage for it, consideration be given to discontinuing this activity & disposing of the equipment. Chairman to consider seeking informal expression of membership attitude at AGM.

2 Website Issues:

MD has done a lot of work on some of the website issues with Russell Dymond & they are making progress. Now working through the next level of improvements. Functionality of the rides calendar continues to improve.

MD has circulated an instructions sheet on sending emails to members using the BBTA website

Further discussion on the need for new photos to be obtained & displayed on the website

Meeting confirmed the need to incorporate a Banner on our Website.

3. BBTA'S role in Bike Week:

Committee agreed that MD will ask ride leaders to indicate if they are interested in putting on a public ride in Bike Week. It would be of only moderate distance & suit riders of only limited ability. [Query would such a ride be a BBTA ride or a BQ ride for insurance purposes ??]

4. Insurance: JG reported that our current insurance through Calliden Insurance Limited (Cycle Cover as Broker) is as follows:

Public Liability \$10 million Professional Indemnity \$1 million up to 299 members

Moved JG Seconded RB

That having reviewed the level of insurance cover in place, the Committee is satisfied that BBTA has appropriate insurance cover. Carried

12. OUT OF SESSION COMMITTEE DECISIONS (via email): [Subsequent to the Meeting]

Nil

NEXT SOCIAL MEETING & AGM scheduled for **Tuesday 14 March** 2017 at 7.30 pm - Hall opens at 7pm

NEXT COMMITTEE MEETING scheduled for **11 April** 2017 at **6.30 pm**

Meeting closed at 8.40 pm

Minutes Confirmed
Robert Brinkworth - Chairman