

# Brisbane Bicycle Touring Association Inc

## MANAGEMENT COMMITTEE MINUTES

Tuesday 9 May 2017 at 6.30pm

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
Website Coordinator	Peter Damm	Y
Librarian	Eve Morrice (EM)	Y
Social Convener	Eve Morrice (EM)	Y
Committee Person	Ginny Scott (GS)	Y
Communications Officer	Vacant	

President, Robert Brinkworth chaired the meeting which opened at 6.35 pm

### 1 MINUTES FROM PREVIOUS MEETING :

Minutes of meeting held on 14 February 2017 read & confirmed. Moved: JG Seconded: DB Carried.

### Business Arising from Previous Minutes (14 February 2017)

MD reminded members to provide any membership reminder letters to her.  
Further discussion that Pay Pal is our preferred method of payment of membership fees. DB indicated he will email persons who continue to pay by eft asking them to provide their details in an email so the payment can be identified.

### 2 CORRESPONDENCE:

#### Business Emails Received

- nil

Advertising Emails- 4 April 2017 from Efix Rides in Sardinia ....circulated to executive

E Mail Received- RB commented on his email correspondence with BQ re Ride to Work. He will attend the BBTA site in the city this week. Several other committee members indicated that will also attend. He has also apologised to BQ that we will not be offering any rides in Bike Week this year, but he has kept open future lines of communication.

Also an email offering Emily Rosemond state development manager at Cycle Qld as a future guest speaker. (see later)

#### Inward Correspondence

- 27.02.2017 Invoice from Dymond Digital for February 2017 ....\$206.25

- 23 .03.17 Letter from Bank of Qld advising of bank error in our favour of \$706.87
- 30.03.2017 Invoice from Dymond Digital for March 2017..... .\$247.50
- 28.04.2017 Invoice from Dymond Digital for April 2017..... .\$261.25

#### Outgoing Correspondence

21.03.2017 Letter incl Annual Return to Office of Fair Trading Queensland

Moved JG, Seconded PG carried

That the inward correspondence be accepted & outward correspondence be adopted by the committee.

### **3 RIDE COORDINATOR'S REPORT:**

- MD reported that rides are generally progressing well
- MD continues to monitor the ride calendar to ensure all information is provided by ride leaders
- Upcoming rides include a 5 day ride to be led by Dave Dowling travelling in the vicinity of Coffs Harbour, Glen Innes & Dorrigo. Also coming up is the sunshine coast ride in June.
- Lawrence Ferrari is expected to lead a ride including Beaudesert, Xmas Creek & hidden valley.
- GS to investigate scanning her Wynnum Dash ride sheets to MD or to post them if scanning is not available.

### **4 TREASURER'S REPORT:**

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

- Member subscriptions for the period were \$1530.
- Bank adjustment in our favour of \$706.87 (general overcharging customers over a substantial period)
- Cash at bank at 30 March 2017 has increased to \$20,575.41
- Payments of \$700.07 were submitted to be approved by the committee, the details being Bank charges \$10, Russell Dymond \$206.25 (Feb) , & \$247.50 (Mar), Rental PO Box \$124, Printing AGM \$16.80, Filing fee Fair Trading \$51.70, Social function \$43.82.

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

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

### **5 MEMBERSHIP:**

DB presented his Membership report dated 9 May 2017 in which he nominated 12 persons for admission to BBTA membership. Motion seconded by RB & carried. The new members are John Hughes, Mark & Ruth Susnja, Guy Berger, Linda Selvey, Bob Wagner, Michael Lister, Melissa Child, Bronwyn Snow, Gabriel Romaguera, Sam Ferdosian & Bruce Edge .

- Total BBTA membership is now 264 persons which includes 8 complimentary & 3 honorary memberships.
- Difficulties with the membership database are gradually being resolved.

## **6 EQUIPMENT:**

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

## **7 CLOTHING:**

- GS indicated that she will shortly open up a new jersey order. She will liaise with MD to advertise on Facebook & prepare a targeted email to new members highlighting the \$10 saving available through BQ. Expressions of interest for the purchase of new jerseys will be sought.
- Because of the charges made by Scody, a minimum order size of seven jerseys is required in order to obtain jerseys at a reasonable cost.

## **8 LIBRARY:**

- EM reported that she has culled library inventory by donating a quantity of books to charities.
- An inventory of the library has been uploaded to computer & a synopsis of each item is under way.

## **9 SOCIAL CONVENOR:**

- Nil to report this period...but see under General Business (below)

## **10 WEBSITE COORDINATOR:**

- PD advised he is familiarizing himself with the BBTA website & working well with Russell Dymond .
- Confirmed he will post on the front page of the website a link to draft minutes of the recent AGM, together with the Treasurer's statement for 2016

## **11 GENERAL BUSINESS:**

### **1 Corporate Governance issues:**

RB is working to update and revise the Ride Sheet & place it on the website. MD will then email ride leaders with the new sheet & other information.

Committee members agreed to each visit the website and update any portions for which they are responsible or provide updates needed to PD.

### **2 Social Activities:**

Free ranging discussion ensued about ways to reinvigorate the club & its social events . Matters considered included:

Members ideas forum attached to a social night (persons unable to attend could provide ideas direct to committee members )

Extra Sunday morning ride/ evening ride from Grange Library ....catering via a \$40/\$50 food platter from Woolworths

End of financial year ride with some "tax deduction" theme

Free raffle for ride participants with a BBTA jersey as the prize at ride conclusion.

**Social Activities approved included:**

Special Ride on Sunday 2<sup>nd</sup> July with 8am breakfast at city botanical gardens.....BBTA to shout each member a complimentary \$5 coffee/ beverage. To be advertised on website & via member email & on Facebook...RB to liaise with EM on promotion [search shows no other fun runs are evident on 2/7/17]. MD and PD to update facebook, website and send email.

No social night scheduled for July. No June committee meeting, But likely July committee meeting

Birthday Bash ride to be held last Sunday in **August** ie 27<sup>th</sup> August .....[free jersey raffle/ draw likely ??]

Social night in **August or September** ... seek to engage Emily Rosemond from CQ as guest speaker (check if avail)

No social night scheduled for September.....Committee meetings in October & December

**November** Social night Peter Damm speaking on helpful websites & possible member brainstorming (ideas) night

WE WILL NEED TO UPDATE THE WEB CALENDAR FOR THESE NEW SOCIAL & COMMITTEE DATES

**Absences by Committee Members:**

RB will be away from late May to 3<sup>rd</sup> week in July 2017.... Also away September & part October [email redirection to be done to vice-president]

PG will be away from end of May to 25 July 2017 (advances to JG for free member coffee (\$250) & to PD to pay Russell Dymond's account ( \$300) have been arranged).

MD will be away from 1<sup>st</sup> to 22nd November 2017.

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

Nil

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

**NEXT SOCIAL EVENT** Botanical Gardens Ride Breakfast scheduled for **8am Sunday 2 July** 2017

Meeting closed at 9.10 pm

Minutes Confirmed .....  
Robert Brinkworth - Chairman