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| **. . . . . . . . . . . . . . . M E E T I N G . . . . . . . . . . . . .** **Minutes**   |
| **Date**: 14 November , 2016 **Time :** 7.30pm **Location :** BSCC Club Rooms |
| **Present (P)**  **Apology (A)**  | P / A   | **Board Members :**  | P / A  |  **Board Members**  |
| A | Sam Palanca | P | Bree Higgins |
| P | Steve Gough | P | Daniel Taylor |
| P | Hugo Tolliday  | P | Nick White |
| A | Alex Walsh |  |  |
| P | Tim Canny |  |  |
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| Observers :  |   |   |
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|   |   |   |   |
|  | “That the attendance be approved and the apologies accepted” Moved: Nick Seconded : Daniel Carried  |
|  | BSCC Meeting Protocols:  1. We all prepare for board meetings (circulating and reviewing documents) and follow-up on the actions we are assigned.
2. Board members are expected to act honestly and in the best interests of the members as a whole and not to represent individual constituents.
3. Board members participate and contribute to a positive board behaviour and culture by showing respect for other board members opinions and allowing each member a fair and equal opportunity to contribute to discussion / decision making.
4. Board members are expected to behave responsibly particularly regarding confidential information
5. We strive to continually improve our meeting process

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| **Guest presenters**  |
| Bicycle Education Park Feasibility Study presentation from Matt & Shannon from Urbanscale Pty Ltd. |
| **1. CONFIRMATION OF MINUTES OF LAST MEETING**   |
|  | Motion: **“**That the minutes of the meeting held 22 August, 2016 are a true and correct record of the meeting”.**Moved: Steve Seconded: Hugo**   |
| **2. BUSINESS ARISING FROM MINUTES OF LAST MEETING**  |
| **2.1**  | Sunday 27th November Spring Fest sports zone. |
| **2.2**  |  |
| **2.3**  |  |
| **2.4** |  |

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| **3. REPORTS** **ACTION WHO** |
| **3.1**  | **FINANCE REPORT:** |  |  | Alex |
| **3.2**  | **ROAD REPORT:**  |  |  |  |
| **3.3**  | **TRACK REPORT:**  |  |  |  |
| **3.4**  | **BMX REPORT:**  |  |  |  |
| **3.5**  | **MTB REPORT:**  |  |  | Steve |
| **3.6**  | **SECRETARIES REPORT:**  |  |  | Hugo |
| **3.7**  | **CSV DELAGATE REPORT:**  |  |  |  |
| **3.8**  | **OTHER:**  |  |  |
| **Motion: that all reports be accepted** Moved: Bree Seconded: Daniel Carried |  |  |
|  **4. GENERAL BUSINESS**  |  |  |
| **ITEM**  | **ACTION** | **WHO** |
|  **4.1**  | 2017 meeting dates | Every two months as stated by the club rules. Exact dates of each meeting to be worked out at the prior meeting.Next meeting on February 13th 2017, which is the second Monday of the month, at 6:30pm. | All |
| **4.2** | General Committee Members* One year and two year terms
 | Bree and Daniel will have one year terms, Tim and Nick will have two year terms. | All |
| **4.3** | CV AGM election | Candidates were chosen. Hugo to fill in the Ballot Paper and submit to CV. | All |
| **4.4** | Annual review and update of Key Register | Sam to email Chris asking Chris to hand in the two master keys he currently has. Road committee to collect a master key. Hugo to update Key Register. | All |
| **4.5** | Each disciplines reporting guidelines. The need to make it consistent and informative. * I.e. Current number of members, financial incomings and outgoings, upcoming events etc. Perhaps we can design a reporting template for each discipline to use?
 | Tim and Hugo to work together to create a reporting guideline for each subcommittee. | Tim |
| **4.6** | Committee bios for webpage | Hugo to update the website to include bios and pictures of the new committee. New committee to be announced on Facebook. Subcommittees to identify committee members on the website. | Hugo |
| **5. STRATEGIC / CLUB DEVELOPMENT**  |  |  |
| **5.1** | Ideas on how we can best capitalize on our current juniors making the progression to senior racing in the next few years. | Take it to the subcommittees.Have the subcommittees work together and communicate with each other. | Sam |
| **5.2**  |  |   |  |
| **5.3**  |   |   |   |
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| **Meeting closed: 9:32pm**Next Meeting: 13th Feb 2017 6:30pm  |  |  |