

CENTRAL COAST MOUNTAIN BIKE CLUB COMMITTEE MEETING

Agenda

DATE: Monday 23rd September 2019 TIME: 7:00PM SHARP

LOCATION: REAR ROOM TALL TIMBERS HOTEL, PACIFIC HWY, OURIMBAH

In Attendance/ Apologies:

In Attendance: Paul Cook, Dee Watkins, Michael Blanchflower, Paul Carlsson, George Allertz, Ryan McDonnell, Greg Allen, Josie Stiddard, Alex Harrison-Smith.

Apologies: Rob Nash, Ivan Herman, Joel Thompson.

Witness: N/A

Confirmation of previous committee minutes: Meeting held Monday 2 September 2019.

- Minutes accepted.

General Business/Progress/Actions Arising:

- Voting of authorising payment to Rob for trail head work.
 - The committee voted unanimously to make full final payment of \$3,877 to Dirt & Stone Excavations as the work is now complete.
- Discussion of incident with the club's trailer at trailhead on Sunday's DH race.
 - Club trailer knocked a competitor's bike and caused them to fall over when turning around at the trailhead.
 - This will be recorded in our incident report.
 - Risk treatment is to properly separate riders waiting from shuttles turning around using temporary hi visibility fencing.

Grant Action

Summary of jobs

1. Review and complete the funding deed
 - Club has won a \$110,000 grant for building a flow trail and toilet facility.
 - Two comparative quotes were provided as part of the application from Rob Nash and from Josh Smith.
 1. Attempted to gain more quotes but there are no further providers interested at this stage.
 2. Paul Carlsson to check with another excavator driver for a third comparative quote. Any other quotes by insured and qualified operators are welcome to be considered.
 3. Rob and Josh to be advised that we are reviewing the trail and changes might be made. Also to make public liability insurance requirements clear.
 4. Criteria for selection of final provider will be based on
 1. Experience and competence
 2. Cost
 3. Capacity to deliver
 4. How soon to start and complete.
 5. Warranty period?
 6. Milestones for payment and not full payment until satisfactory completion in accordance with clear brief.
 5. Clear vision of success that can be communicated to all suppliers quoting.

1. Paul Carlsson and Greg to work on a brief that clearly communicates what the club expectation is on completion. Consideration of payment regularity and milestones. Initial meeting this Saturday at Ourimbah. Target 3 weeks for completion of brief. Take photos for additional clarity.
 - Paul Carlsson raised reviewing the flow trail line to make it as cost effective as possible and allow budget to build interesting trail features. Aim to use elevation as effectively as possible, avoid dropping too fast.
 1. Paul Carlsson to review and reflag the route.
 - Overall vision is a trail running from top to trailhead with no pedaling. Circa 3.5km in current format. Cost circa \$30 per meter. As many interesting inclusions per km as possible given our budget.
2. Review (realign if need be) flow trail to avoid any potential significant sites to assist with aboriginal assessment
 - This is a new standard for forestry in development of forests.
 - Assessment will be made and we can reassess trail course as needed.
3. Encourage Forestry to not require council DA approval for toilet (cost & time prohibitive) – Paul Cook commenced
 - Paul Cook is pushing hard for a good outcome here.
4. Review and/or do we need to seek further quotes for the flow trail
5. Review and/or seek quotes for the toilet
 - For future review.

Club/Committee

- Addressing commercial conflicts, transparency from the outside, future key positions
 - Commercial conflicts to be case by case reviewed and managed by the committee as they arise.
- Minutes & voting record
 - Discussion of voting around payment of invoices. The need for clarity of language and unanimous voting recorded in the minutes to ensure payment efficiency.
- Treasurer role paperwork & welcome to Josie Stiddard
 - The committee voted unanimously for Josie Stiddard to be club Treasurer.
 - St George Bank paperwork to be completed and access to the security dongle to be handed over by the bank.
 - Mark to be contacted and a handover arranged.
 - Paul Cook to meet at St George to arrange bank authorisation process.
- Revised club structure. An example provided below not urgent but an idea.
 - Structure could be a large committee or a focused committee. Different structures offer different benefits. Sustainability of effort is important and to engage the widest volunteer base possible.
 - Race coordinators could be trail managers for the trails they race on, reporting and suggesting enhancements to the overall trail boss. Important to continue to share the effort between the different trail types so all riders enjoy ongoing enhancements.
 - To be considered in more detail next meeting.
- Risks identified:
 - Star posts buried in the ground near g-out need to be removed. In the short term they can be plastic capped.
 - Left over building materials at XC drop off. Michael to clear out building material at the bottom of the XC drop.
- Roles.

- To be discussed at future meeting.
- BTB social media
 - To be discussed at future meeting.
- Works update
 - Some comments on works in the Grant Update below.

President:

Vice President:

Secretary:

Treasurer:

Project Officer:

Media Officer:

Trail Boss:

Race Committee:

Social Ride Committee:

Grant Update

- EOI - will be reviewed in 30/9, final submissions due on the 10/10
 - \$27,000 project 50% from federal government. GE link trail build and "Getting sandy jump line"
- Pump track:
 - Dirt art - perhaps 2 weeks away
 - Pump track or flow trail design help. Perhaps two weeks away. They are busy so there will be a long delivery delay even if we win the support.
 - Go fund me campaign
 - Successful \$5k is in the main account.
 - Focus on the pump track after we have paperwork on big flow trail and also general maintenance on target.
- General trail enhancements by Paul Carlsson
 - Paul Carlsson to prepare a formal quote in writing
 - Idea that the club buys materials and paul quotes for time.
- Federal Infrastructure - should get this in due Friday - have repeated EOI
- 5K program no quotes received so nothing submitted at this time
 - Picnic table funded by council.
 - Dee is arranging quotes.

Apparel Update

- Front & Back printing confirmed
- T Shirt Design variations: majority was a central front logo. Dee suggests next run we change position
- Jersey design review
- black and white printing costs extra this will add a \$35 (+GST) colour change setup.
- Enduro & XC Jerseys- ideally there is a min of 6 for each type Decide on Enduro and XC versions
- Womens or just put T shirts out at unisex, kids range included
- Decide on other merchandise items
 - Dee to investigate sample availability.
 - Jerseys and t-shirts to be focus this order.

Other item pricing is as per below depending on quantity. Do we want any of these?

- Jerseys and t-shirts to be focus this order.
- Socks- \$15-\$20 (+GST)
- Casual Caps- \$10-\$25 (+GST)
- Drink Bottles- \$5-\$10 (+GST)
- Enduro jerseys- from \$40- \$45 (+GST) also pending sleeve length
- Screenprinted Tee (64000/64000L/5000B)
 - 30-50- \$10.95 (+GST)
 - 100- \$8.25 (+GST)
 - \$60 (+GST) screen setup fee
 - 2 colour print to front & back add \$3.50-\$4.00 per tee.
 - some tees with a black print and some tees with a white print- this will add a \$35 (+GST) colour change setup.

Our aero socks will be \$18 (+GST) for 30 pairs and \$15 (+GST) for 100 pairs. We can do knitted socks as well, they will be roughly \$10-\$12 (+GST) each but we'd need an MOQ of 60-100

Signage Update

- Signs
 - Issue of two screws to stop them being rotated.
 - Mark Lindsay is happy to help with putting signs out.
- Podium Banner
 - Greg has sent brief and is awaiting design.
 - 3m wide so we can see the sponsor logos with the new podium.

Kids program

- Update on the kids program
 - Need to account for beginners and intermediate riders.
 - Paul and Michael to work out and clearly communicate and manage expectations.
 - Schedule out regularly

Upcoming Events

- XC race to be brought forward a week. George to decide trails and promote.
- Social day BBQ to be arranged by Ryan. Volunteer coaches arranged.

Bridge rebuild

- Rob provided a quote for the committee to review. Bottom line is \$7,127
 - The quote was passed around the committee members. Greg noted that the quote does need some additional detail to ensure all parties are clear on the end result that we require for the \$7,127 budget.
 - The committee voted unanimously to proceed with the work at the budgeted \$7,127 subject to the additional details to be obtained by Greg from Rob.

- Greg to circulate via email the final quote with additional details for committee consideration, once it is available.
- It was noted that the structure is to be built in steel. It was noted that it is important to remove waste and clean up the area as part of the works.

Finance: Not discussed. Treasurer handover to be arranged.

Correspondence In: N/A

Next meeting: Monday 4/11/19.