



**Surf Coast Mountain Bike Club Committee Meeting Minutes**  
**Venue: Online**  
**8pm Tuesday 12th Nov 2024**

**Committee members in attendance:** Brett Coleman, Tony Smales, Nick Galloway, Luke Farrar, Andrew Gooday, Josh West,

**Committee member apologies:** Simon Barnfather, Kylhn Heath, Damien Elsworth, Richard South, Julia Spink, Didi Lo.

**Welcome & Open from President** - Opened and Acknowledgment of Country by Tony.

**Previous Meeting's Minutes**

Motion for acceptance: Tony , Seconded: Nick

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**KEY ACTIONS & DECISIONS**

Areas requiring discussion:

1. Framework for the Board Pack, Agenda, Minutes and Actions.
2. Meeting Flow and Timing
3. Membership flyer - **under development with Nick**
4. Next Social Night - **target Feb '25**
5. BBQ at the trail head - **proposed to be run with the next Kids coaching session (26th Jan).**
6. Intro to the Trails?
7. Process for Payments and Approvals
8. AGM - financials, reports required, who can assist on day
9. No Frills Friday event - Nov 29, 7.30pm. Who is available to assist with course set up (**Brett to advise**), marshalling, BBQ (**Nick will organise food**)
10. Cazz Clarke Adult Skills Clinics - do we organise another day for this? **Confirmed yes, to be planned.**
11. Plan for 2025
12. Committee, roles and gaps
13. Investigate mudguards - quote from Dec 2022 - \$15 each plus \$50 setup fee = \$950. It would be great to have some non clothing merch for people to pimp their bike. OK for Josh to contact [Dirt Surfer?](#) **Committee agreed.**
14. Trail building workshop - **Excellent feedback from the 2 days. Repeat in 2 years.**
15. Xmas catch up for c'tee - **7pm Tuesday 3rd Dec.**
16. New president & new committee
17. Messaging strategy for recommended Hurst loops
18. Contractor expenditure procedure

The following key actions and decisions were discussed:

1. **Items 1 & 2 : New committee meeting format & contribution timing to be developed (Nick, by end Nov).**
2. **Item 4 : Progress Social event planning for Feb (Andrew, by end Dec).**
3. **Item 6 : Investigate mechanism to run "Intro to trails" sessions - eg. Ride Nation - come and try model (Josh, by end Jan '25).**
4. **Item 7 : Treasurer to provide overview of payment & approval process, signoff sequence, etc. Josh selected as the third signatory to replace Rich - setup to occur. (Simon, by end Dec).**
5. **Migrate Club data to Google Drive - investigate development of a policy on data security / privacy (Luke, End-Dec).**
6. **Item 8 : Finalise Financial Statement & sign-offs (Simon, 17 Nov)**

7. Item 8 : Annual Report - to be completed by all committee members (ALL, 19 Nov).
8. AGM - establish a live feed and monitor attendance to ensure AGM Quorum is met.
9. Item 18 : some effort to be put into specifying trail build detail to be provided to contractors. (Tony)

**SUBCOMMITTEE UPDATES**

**CLUB MEMBERSHIP (Nick)**

Membership is holding steady at 244.

Platform	Oct 2024	Nov 2024
Membership	242	244
Facebook Followers	4237	4252
Instagram Followers	1744	1755
Strava Club Members	347	347

**FINANCE (Simon)**

Account	Oct 2024	Nov 2024
Bendigo Main	\$30,533.36	no update
Philanthropic/Junior Development Fund	\$3,195.38	no update

Main transactions since last report:

- Nil this month

\$1k on hold in main account for Bob Pettit work (to retain on agenda / minutes until spent). To be spent on materials and tools as required.

\$6k on hold to be spent on Ford work bee day

Club Affiliation is coming up for renewal (with AusCycling) - \$195 due before 27 Dec

Affiliation form completion as below (Simon)

- public contact name - Tony Smales 0409225733
- public email address - admin@surfcoastmtb.com.au
- date of AGM - Sun Nov 24, 2024
- President/Secretary/Treasurer/Other contact (add email addresses)

Tony to follow up with contact details for AusCycling, provide detail to Simon.

**TRAIL ADVOCACY / LAND MANAGER LIAISON (Tony, Simon)**

**Trails concept plan (PV, DELWP and GORCAPA)**

Sadly we were informed in late September that we didn't receive the 240k that the Shire had applied for to do the planning and assessments for our Trail Network Concept Plan. This was to add to the 60k that the Shire has already put aside.

There are no more funding rounds available currently and having missed out twice the shire will have to reassess how it goes about trying to gain the funding.

The bit that could work out well is that with a little more funding (from the shire, the club or other sources) the 60k could allow the Shire to do all planning and assessments on Area 9 along with the scout camp loop and some other small pieces of the puzzle like the Southside link and the Hurst to Addis rd. link. If we, along with the Shire go down this path it could mean that within 12-24 months we might have all the gravity trails in Area 9, the scout camp loop and all of the Hurst Rd trails all formalised and connected into one network.

That could be a huge winner as it would mean that there is a really varied and quite long network that is all close to Anglesea and links together well. We would be able to work on the trails that we currently aren't able to legally. Also having the gravity trails formalised will ensure their future, allow us to tweak and maintain them and could gather more riders behind the club and involved in working bees.

There would also be no reason that the other trails west of Anglesea wouldn't still be on the agenda for future funding.

Tony has had discussions with the shire and they are keen to explore that avenue, but nothing will be set in concrete for awhile as the council will have to approve using the 60k in a slightly different way to what is planned and they are in caretaker mode for a while now.

#### **MTB trails stakeholders group**

GORCAPA's Great Ocean Road Trails Management Draft Strategy just finished its community consultation. Our Trail network is heavily noted in the strategy which is great. Brett sent out encouragement to members and others to engage with the process. Hopefully the final dox will be out by Feb- March 2025

#### **MTB trails advocacy group**

No new updates. Last meeting was in late March. There are some actions from that meeting yet to be completed but all is going along well. .

#### **Hurst Rd to Pt Addis link track**

GORCAPA has made contact to see if the club is willing to enter into a MOU for us to maintain this trail once completed. We had already agreed to do this so said yes. Unsure of what will take place next.

#### **Scout camp**

Ford working bee went great. Loads of work done and a good day had by all

There have been dirtbikes riding red rocks - ACTION: create signage to discourage this.

Approved activities so far include:

- add more signage to show scout camp loop. - signs complete and awaiting erection
- undertake more works on Red Rocks section (commenced)

Activities requiring approval:

- can we do works on moto track used for Shifty Fifty
- is there potential for us to hold events with car parking within scout camp

## **PV**

Lachie in Antarctica for 6 months. Cat Tayler filling in whilst he's away.

### **Jarosite Rd bike lane update**

Petition currently at 2541 signatures. Leann Tremul is organising this and is going to send to authorities soon. Consultation between the club, Leann and the Shire has resulted in the decision to send to all stakeholders but to ask for action directly from the Transport minister.

### **Jumps parks**

- \$200k has just been approved to revamp Spring Valley Bike Park. Can publicise that. Aim is to start later this year. Will need plenty of dirt. Potential to work well with excavations associated with the swimming pool. The club to put out an expression of interest to riders to be involved with the planning and design of the park.
- Generally looking for good quality dirt to assist in maintenance. Committee members asked to let Tony know of any opportunities.
- Bob Pettitt reserve jumps park – revamp through the week with approx. 15 helpers. Open and going great with loads of use. Hose reel box has been installed making it easier for summer watering.
- Torquay North Area - plans in place to look at a pump track for this area - very early at this stage.
- Connewarre Bike Park – Going well
- Anglesea Bike Park - Nothing new to report.

**Eden project** - Nothing new to report

### **Other trail advocacy news-**

Tony working on an article to be published in the Anglesea Community House quarterly newsletter.

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## **WORKING BEES (Kylhn)**

### **Ford Work Day Wed Oct 16**

Approx. 10 in attendance on this day for which we gratefully received \$6k from Ford Philanthropy as part of Ford's Global Giving Fund program. Significant works were undertaken in the lead up in terms of dropping material next to the trails (mostly red rocks with one drop for latter works near bottom of track 8 - Scotsman). Further works were completed on the day mainly along the fire road section of red rocks descent. Material remains onsite for future working bees.

### **Working Bee Sun Oct 20**

Working bee held in association with the AusCycling's Victorian MTB Clubs Trail Management Workshops & Training. This was held in conjunction with Blue Sky Trails. There were approx. 10 helpers on the Sunday who created a series of grade reversals on the middle sections of red rocks descent under the supervision of Blue Sky Trails.

**Next Working Bee** - See provisional roster below.

- November 23/24 - Kylhn

### **Shed for club trailer**

Has been held up by other work commitments for Dave Rae.

### **Trail building workshop**

Update from attendees

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#### **GRANTS (vacant)**

Andrew will draft a disability and inclusion plan for committee review.

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#### **RACE / EVENTS (Richard / Brett)**

##### GMBC No Frills Ride (Nov 29, 2024 - 7.30pm start)

Parks Vic have approved this event and we're all set to go. We will require some volunteers to assist with course set up prior as well as some helpers for course marshalling during the event. GMBC have confirmed they're happy for this date to be held in Eumeralla.

##### Shifty Fifty

Date not yet set for 2025. Likely to be Sat May 10. Kate Maffett happy to be involved in the organisation of this one with Brett.

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#### **POLICY & PROCEDURE (Tony)**

##### **Contractor Works Approval Procedure**

Carried over to next meeting. Tony described the new procedure, identifying key elements to ensure governance, approvals and control aspects. Luke will review and add some detail around minimum expected specifications/standards for trail proposals.

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#### **CHILD SAFE**

Josh and Tony have had discussions around child safe procedures. We have both reviewed the [Auscycling Safeguarding Children and Young People Procedure](#).

Main things to note from the best practice guidance (p16):

- Club should adopt Appendix 1 as our child safe commitment statement and make this available on the website
- Use table in Appendix 3 to decide who needs screening, interview and references for position. Currently Josh, Uli & Jess - all are happy for the process to be followed so we can be compliant with the procedure
  - 5 mandatory questions must be asked
- x2 references must be sought, and x7 questions should be asked of the references
- Discussion with Tony - who in the club is qualified to do this?
  - We should only be interviewing people we have already gotten to know for these positions.
  - Appendix 4 and 5 cover 'Red Flags' for the interview process. These can be used as a guide.
  - There is no reference in the document to state who needs to do the interview and follow up with references.
  - I suggest x2 office bearers +/- child safe officer.

Josh is happy to draft update the current Volunteer recruitment and screening procedure to include the above.

#### **Action**

- Suggest all committee review the [Auscycling Safeguarding Children and Young People Procedure](#) and consider the club using this as our policy - discuss next month?
- Josh to update the Volunteer recruitment and screening procedure

**Child safe issues arising** - None to report

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### **SKILLS CLINICS / COACHING**

#### **Upgrade tier 2b**

Josh has investigated more into the 2b insurance upgrade which would allow for instructing of non-auscycling attendees. A quick summary of the insurance levels:

- 1: insurance for activities run by a volunteer instructor for the club for only auscycling members - Free and what we currently have
- 2a: insurance for activities run by an instructor who is paid by the club to provide sessions for only auscycling members - Free
- 2b: insurance for activities run by an instructor who can accept payment for the session from anyone who may or may not be an auscycling member - \$300
- 3: same as 2b but for a company - \$1200

However, there is reference in the [Auscycling upgrade document](#) that allows the instructor to volunteer and still maintain the 2b upgrade. There is an [online form](#) used to apply for the upgrade, and it is then considered by Auscycling. Josh will apply for the upgrade and see how it goes (after the increase in qualifications).

#### **Qualification upgrades**

Josh is due to complete PMBIA L1 on the 21-23 November, then the kids module 24th November. After this Josh will apply to AusCycling for a Recognition of Prior Learning to have his instructor level increased to Level 1. Josh has spoken to Jess and Uli about increasing their qualifications to L1 - they are both keen but time poor.

Once Josh achieves L1 we will only be able to have max 8 participants and remain within the [Auscycling Instructing remit](#) to do more advanced instructing and skills sessions on the blue trails around Hurst Road. Josh will discuss with Jess and Uli on how we can divide groups to cater for varying needs and stay within the remit and ratios.

#### **Discussions with other clubs**

Discussions with Marnie (You Yangs VP) and Sandy (Lysterfield Pres) last Sunday about sharing resources especially around kids events (like shuttle days) and instructing. Josh will arrange a meeting. ? include GMBC and others.

#### **Skills clinics**

No new adult skills clinics scheduled at this stage. Should we look at booking in a date with Cazz?

Carried over from previous meeting:

- Next Coaching session - extend invitation to Surf Coast Times to cover/interview.

#### **Actions**

Josh to develop of an Instructing procedure document that includes:

- pathway for new SCMTB instructors
- summary of the AusCycling Coaching remit
- links to Auscycling documents / resources including extreme weather policy, code of conduct for instructors policy ect.

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### **SOCIAL RIDES (Tony / Brett), DIRT GROMS**

#### **Upcoming:**

- Nil

#### **Since last meeting:**

- Nil
- But, informal social rides have commenced leaving 8am from Surf Coast Tree Services every Sunday. Numbers have been roughly 8 - 14 riders for the first 4 weeks. Hope is that it gathers momentum and runs itself. Informally known as "Dirt Church" and open to anyone. Spread the word!

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### **PHILANTHROPY**

Monthly payment to Masaka.

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### **MARKETING/COMMUNICATIONS (Brett)**

Nick working on membership drive with membership sub committee (Nick, Ky, Simon & Brett) to go out via socials, email, noticeboards. Flyer being prepared to promote "Supporting Membership".

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### **MERCHANDISE (Josh)**

- No transactions for October
- Beanies x50 arrived and added to inventory

Item for discussion:

- Investigate mudguards - quote from Dec 2022 - \$15 each plus \$50 setup fee = \$950. It would be great to have some non clothing merch for people to pimp their bike
- OK for Josh to contact [Dirt Surfer?](#)

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### **ADMINISTRATION (Damien)**

Damien and Tony met to discuss our admin in regard to our volunteers info. Damien has started work to update our spreadsheets to be easy read and have only information that we need. These dox will also allow Damien to inform all volleys when any quals are due.

- Incoming mail - 2 letters, Not for Profit ATO declaration reminder and a WWC renewal (interestingly our address was put down as 1 Hurst Rd - did they make this up or do we use this address?)
- Repair kits are 90% ready, just need a few small multi tools to add in (they incl: 29" tube, CO2, tyre levers all strapped together) there'll be one of each kit per bag, leads can pick an choose what they want to take. Ky suggestion to add space blanket to each kit.
- Slow start with the wwc and skills database - but progressing.

## OTHER BUSINESS

- **AGM** - Initial date announcement has been sent to all members via email. Need to finalise the Annual Report. Brett or Luke to generate report.
- **Trail work** - social post encouraging riders to move any sticks they come across on the trails.
- **Model Rules** - Investigation needed to look at our Model rules. We currently use the general one but GMBC had some wording of their own. it may be helpful to do the same. This is especially so as we are often asked for not for profit status certificate but we don't have one. Can include these words in our Model Rules. Nick will look further into this.
- **Jumps Jam** at A'sea bike park Idea for Halloween weekend from Jake. Tony explored further with AusCycling but it was difficult to get clear answers and eventually deemed too many requirements to make it practical. Jake informed.
- **Auscycling** - Is anyone interested in being the liaison role with A/C? Andrew is potentially interested.
- **Sponsorship** - Steve from Hendrys has offered to fund a system to give prizes / incentives to club members. Tony has established with Steve that this is likely to be focussed at rewarding volunteers who have provided consistent support to the club. Tony will follow up further with Steve.
- **Adaptive Trails** - Damien (volunteers for DWA) suggested that opening communications with DWA could be undertaken to establish if any trails could be formally designated as adaptive suited. This may open up other avenues for funding to ensure trails can be opened and maintained as suitable for this community. Committee is supportive of Damien approaching DWA to initiate talks. Andrew also noted his interest in this area, and has some contacts and background information which can be shared on the requirements for adaptive trails/cycling. **Update** : Damien has touched base with DWA about accessible trails partnership etc, they have board elections next week, so hopefully more after that.
- **First Aid Stocktake** - First aid kits for ride leads are done (incl: snake bandage, crepe bandages, gauze and other small items)- I'll sort a way of getting them to the guide/leads for ride days along with the pack and repairs kits (perhaps a collection bin on my front deck?)
- **Discussion on regularity of c'tee meetings.** Decision made to continue monthly for now for fear of losing momentum. We could have every 2nd one limited to 1hr only and just go through the super important areas. Rotating Committee mtg days - discussion suggested. Further discussion at the next meeting to establish most preferred mtg days.
- **Google docs** instead of Dropbox. Does dropbox just need a clean up?

**NEXT MEETING: Tuesday 12th November, online, 7:30pm.**

Ongoing - Agreement to continue Committee Meetings on first Tuesday of the month for now.



**ACTION / WISH LIST**

ACTION / TASK	RESPONSIBLE	DUE DATE
Update contact List with first aid quals provided, trail building quals.	Damien / Tony	In progress. Complete by end of November
All committee members to complete child safety e-learning	All	November
Email - Set up a chat with Chris Jones to rectify email set-up	Brett/Luke	November
Date and quote shed for Nick's place	Tony and Dave Rae	November
<b>WISH LIST</b>		
Trials skills clinic with Bob & Brian	Tony	No planned date
Determine what's required to be a formalised Not for profit group	Nick	No planned date
Investigate AusCycling Insurance coverage for Luke's Farm	None designated	No planned date
Investigate migration of Dropbox to Google Drive	Luke	No planned date
Seasonal BBQ/ Info days at Hurst Rd	Tony	Whenever possible Seasonally?
Investigate idea of "Trail talk" social nights	Nick/Tony - may fit as part of the membership drive (eg. John Jacobi	No planned date
Tweak 2 yr plan	Tony/ Nick/ Andrew	No planned date
<b>GAPS WITHIN THE COMMITTEE</b>		

Auscycling Liaison Person	Maybe Andrew and Nick?	
Person to take over Luke's Farm	Mainly just to organise social rides there	
Marketing Person	Someone to assist Brett with socials etc	
Membership - Admin Support Role	Using Nicks special methods to regularly capture club statistics.	
Childsafe officer to take over from Josh and Tony		
Kids rides , races, coaching overseer	Someone with the time to expand our offerings to under 18's.	