

**MILDURA – COOMEALLA CYCLING CLUB  
EXECUTIVE MEETING MINUTES**

Date: 17 December 2007

Time: 7.30 pm

Participants: R. Hale (RH), P. Mulhearn (PM), T. Athorn (TA), G. Scott (GS),  
D. Priest (DP), J. Mitchell (JM), D. Digby (DD), B. Nicholson  
(BN)

Apologies: I. Brade (IB), P. Mills (PMi)

Distribution: Committee, Website, CMSC

ITEM	ITEM DESCRIPTION	ACTION BY
<b>1.0</b>	<b>MINUTES OF PREVIOUS MEETING</b>	
	<ul style="list-style-type: none"> <li>Amendment (Item 4.0) – YTD profit/loss should have read a loss of \$1,639.96. Error was due to a manual bank reconciliation being carried out in October.</li> <li>Minutes of the above meeting were accepted subject to the above amendment.</li> </ul>	
<b>2.0</b>	<b>OUTSTANDING ACTION ITEMS FROM PREVIOUS MEETINGS</b>	
	<ul style="list-style-type: none"> <li>Trailer registration label holder to be mounted on the trailer – complete.</li> <li>Penthrane refresher course (NB a current Level 2 first aid certificate is a prerequisite) to be organised – five members interested. Course to be organised in the New Year.</li> <li>A Christmas hamper, to the value of \$100, is to be purchased and offered as a prize to be drawn on December 18. Hamper to be collected from Angas Park on December 18.</li> <li>Finalise 2008 annual plan and issue – complete (attached).</li> <li>First run of Pizza Café jerseys will need to be produced by March 2008 – start taking orders in January 2008.</li> <li>The Club holds an existing stock of apparel, an inventory of which will be compiled and promoted via the web site – details (type, size and numbers) to be added to website on December 18.</li> <li>Water bidons – updated quote sourced by TA. Quoted cost for 100 x 800 mL bottles is \$1,095. Discussed ordering a mix of 800 mL and 650 mL bottles – agreed to order 50 of each. TA to action.</li> <li>Race duty roster to be placed on the website – roster for the second half of the Summer season will be placed on the website.</li> <li>Non-competitor license will need to be renewed for Penny Hale in 2008, and a new license will need to be taken out for Julieanne Ryan. Note that the “Non-Competitor” license has been replaced by a “Ride-It” license.</li> </ul>	<ul style="list-style-type: none"> <li>TA</li> <li>TA</li> <li>PM</li> <li>PM</li> <li>TA</li> <li>RH</li> <li>RH</li> </ul>
<b>3.0</b>	<b>CORRESPONDENCE</b>	
	<ul style="list-style-type: none"> <li>Mallee Sports Assembly – invitation to attend an informal function hosted by MSA at 6.30 pm on 18 December.</li> <li>Mallee Sports Assembly – invitation to nominate Sports Star of the Year Awards in various categories.</li> <li>SACF – invoice for 2008 affiliation fee (\$175). GS to action payment.</li> <li>CMSC – acknowledgment that November MCCC General meeting minutes were received.</li> </ul>	<ul style="list-style-type: none"> <li>PM</li> </ul>
<b>4.0</b>	<b>FINANCIAL REPORT</b>	
	<ul style="list-style-type: none"> <li>Presentation of November 2007 accounts. Current balances: <ul style="list-style-type: none"> <li>⇒ General Account \$11,144.71 including un-presented cheques.</li> <li>⇒ Fixed Term Account \$24,141.33 including interest received.</li> </ul> </li> <li>September profit/loss – net profit of \$2,455.90 for the month.</li> <li>YTD (from September 2007) profit is \$815.94.</li> <li>Total assets as of 30 November are \$35,466.04 – note that the timing chip holding provision on the balance sheet needs to be reconciled. GS to action.</li> </ul>	<ul style="list-style-type: none"> <li>GS</li> </ul>

ITEM	ITEM DESCRIPTION	ACTION BY
5.0	<p><b>ANNUAL PLAN</b></p> <ul style="list-style-type: none"> <li>• Outstanding action items from the 2008 Annual Plan:               <ul style="list-style-type: none"> <li>• <b>Competition &amp; Coaching:</b> <ul style="list-style-type: none"> <li>⇒ Winter 2008 program will need to be prepared by end January 2008. PM to prepare a draft program and circulate to the Committee for comment.</li> <li>⇒ RTA permit for NSW races will need to be submitted by end January 2008.</li> </ul> </li> <li>• <b>Sponsorships &amp; Fundraising:</b> <ul style="list-style-type: none"> <li>⇒ Fundraising calendar for 2008 update (see Item 6.0).</li> </ul> </li> <li>• <b>Equipment &amp; Facilities:</b> <ul style="list-style-type: none"> <li>⇒ Club room – RH met with Bill Young, Vice President of Riverside Golf Club, on 17 December 2007 to discuss clubroom proposal. In principle RGC is amenable to the proposal. RGC leases the golf club land from Department of Sustainability &amp; Environment and under the terms of the lease it cannot sub-let any portion of the land. This precludes RGC accepting any annual rental payment from MCCC. This also has implications for the security of tenure for MCCC should it erect a building on the proposed site, as the building would become the property of RGC should MCCC vacate the site. RGC would also require MCCC members to become a member of the golf club (social member?) in order to ensure that RGC public liability insurance would provide coverage. RGC is seeking legal advice on this aspect. For a building to be erected RGC would need to seek the approval of both DSE and MRCC. Discussions to continue.</li> <li>⇒ No response as yet to a letter sent to Mildura Rowing Club requesting an update on the proposal to share its facility on Hugh King Drive.</li> <li>⇒ Club trailer – agreed that replacement was necessary. BN agreed to take this on and seek quotes for a purpose built trailer. Garry Pitt has offered to have existing trailer and the contents weighed.</li> <li>⇒ Equipment stocktake to be undertaken during Christmas/New Year break. BN to coordinate with Garry Pitt and arrange to do the stocktake in conjunction with weighing the trailer and the contents. RH and DD offered to assist.</li> </ul> </li> <li>• <b>Club Development:</b> <ul style="list-style-type: none"> <li>⇒ 2008 Club Handbook to be finalised and issued to members (Associate Sponsors to be added to handbook).</li> <li>⇒ Club clothing order to be received by end March 2008.</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• RH</li> <li>• PM</li> <li>• TA</li> <li>• RH</li> <li>• BN</li> <li>• BN</li> <li>• PM</li> <li>• PM</li> </ul>
6.0	<p><b>SPONSORSHIP &amp; FUNDRAISING</b></p>	
	<ul style="list-style-type: none"> <li>• Fundraising calendar – 17 businesses have agreed to participate. Mildura Veterinary Hospital declined to participate but has provided a donation (\$150) to the Club. Ross Spataro is to be provided a free spot on the calendar in lieu of not receiving calendars for 2007. As only 18 advertisers agreed to print a smaller (A3 sized) calendar. Jamesprint to prepare proof and print calendars (quoted cost for 950 calendars is \$1,746.90 inc GST). Unlikely to take delivery until 14 January 2008.</li> </ul>	<ul style="list-style-type: none"> <li>• RH/PM</li> </ul>
7.0	<p><b>RACE PROGRAM</b></p>	
	<ul style="list-style-type: none"> <li>• The current number of spare ChipX transponders is 2.</li> <li>• Quote from AMBit for 10 additional chips is \$1,502.60. Resolved to purchase 10 additional chips – GS to action payment.</li> <li>• Race duty roster for the second half of the Summer season will need to be prepared and issued before 20 January 2008.</li> <li>• Offer from Ben Vagnarelli to stage the Red Cliffs Golf Club road race on 27 January 2008 from the TAFE Farm grounds in Cardross Avenue. Discussed and accepted. RH to advise BV.</li> <li>• TA queried need to wear race numbers now that we have the timing system. After discussion it was agreed that the Club would continue to use race numbers in case there is a failure of the timing system during a race.</li> </ul>	<ul style="list-style-type: none"> <li>• TA</li> <li>• GS</li> <li>• RH</li> <li>• RH</li> </ul>

ITEM	ITEM DESCRIPTION	ACTION BY
<b>8.0</b>	<b>GENERAL BUSINESS</b>	
	<ul style="list-style-type: none"><li>PMi advised that he has a Mercedes van for hire at a rate of \$200 per day plus fuel. The van seats 9 passengers and can carry 10 bikes on top.</li></ul>	
<b>9.0</b>	<b>NEXT MEETING</b>	
	The next General Meeting is scheduled for 11 February 2008 at 7.30 pm.	

Competition & Coaching	Sponsorships & Fundraising
<p><b><u>Aim</u></b> The Club plans to run Summer and Winter competitions for senior and junior riders. The Club encourages riders of all ages and abilities to participate in its events and offers coaching to riders via an accredited cycling coach. A novice category will be included in both seasons in an effort to attract new riders to cycle racing. Jersey and trophy presentations will be held at the end of each season.</p> <p><b><u>Coaching</u></b> Members are encouraged to seek individual training programs from the Club Coach. The Club Coach will hold regular training sessions during both seasons with the junior members.</p> <p><b><u>Summer Competition</u></b> The 2007/08 Summer competition runs from 7 October 2007 to 30 March 2008. The opening events will consist of individual time trials. The season consists of criteriums, time trials and road races that are held on Sunday mornings or Tuesday evenings. An inaugural kermesse will be conducted at Lindemans Winery, a number of points criteriums and several graded handicap road races. The majority of the criterium events will be held at the "Airport Circuit", which is a closed road and thus offers a safe racing venue, particularly for junior riders. A four week break is programmed in the middle of the season, covering the Christmas and New Year periods.</p> <p><b><u>Winter Competition</u></b> The 2008 Winter competition will run from 5 April 2008 to 31 August 2008 and an RTA permit is to be sought for all NSW races. The season will consist of a mix of handicap, scratch and graded scratch races held over varying distances. The first half of the Winter race program is geared towards preparing Club riders to compete in the Tour of the Riverland, an open race, which is held in early June. In total, the Club aims to run 22 races during the Winter program, giving a total race distance of about 1,500 km. A number of Club trophies will be on offer during the Winter season, with the premier Club event being the Club Championship, which is held in July. The season will conclude with Tour of the Murray River support races (road race and criterium), and will be held on the last weekend in August. The Race to the Sun will be held in October 2008 and will retain its 2 day/4 stage format.</p>	<p><b><u>Aim</u></b> The Club plans to maintain its existing relationship with its parent body, the Coomealla Memorial Sporting Club, and with its sponsors Pizza Café (Major Sponsor) and Bicycle Superstore (Minor Sponsor). CMSC generously supports the Club through the provision of funds and assets, whilst the sponsors provide both funds and prizes.</p> <p><b><u>Coomealla Memorial Sporting Club</u></b> The Club acknowledges that the financial support it receives from Coomealla Memorial Sporting Club as essential to its ongoing viability. In 2008 the Club will seek funding assistance from CMSC for the establishment of a clubroom facility.</p> <p><b><u>Sponsors</u></b> The Club will deliver upon its commitments in its sponsorship arrangements with the Pizza Café and Bicycle Superstore. This will include the production of new Club jerseys displaying the Pizza Café logo in 2008. The Pizza Café sponsorship arrangement runs until 2009, whilst the Bicycle Superstore arrangement will be up for renewal before the end of 2008.</p> <p><b><u>Fundraising</u></b> The Club's main fundraising initiative for 2008 is the production of a MCCC Community Calendar. This involves the "selling" of advertising space to local businesses (Associate Sponsors) on a wall calendar. A maximum of 25 spaces are available on the calendar, each going to a different category business. If all spaces are sold, the Club expects to raise \$4,000 (after costs) based on printing 1,500 calendars. The calendar is to be finalised by the end of November 2007.</p> <p>The Club will review the ongoing viability of the fundraising calendar to determine if it will continue with it in 2009. This review, which will be undertaken by the Committee, will take place in June 2008. As part of the review the Committee will seek input from those members who participated in the 2008 calendar as advertisers.</p> <p>The Club will apply for applicable State and local government funding grants as they become available.</p>
Equipment & Facilities	Club Development
<p><b><u>Aim</u></b> The Club plans to maintain in good working order its equipment assets, in particular its ChipX race timing system. The Club plans to search for a permanent facility, such as a clubroom.</p> <p><b><u>Equipment Maintenance</u></b> Maintenance of the existing Club equipment, including a stock take, is planned to take place during the Christmas/New Year break. Equipment repairs and replacements will be undertaken during this time.</p> <p><b><u>New Equipment</u></b> The Club's existing race trailer is no longer suited for its expected duty. The Club aims to replace it with a purpose built trailer (single axle) that is capable of holding and transporting the Club's race equipment safely. The Club will seek quotes for the manufacture of a new trailer in 2008.</p> <p><b><u>Clubroom Facility</u></b> The Club would like to establish a permanent clubroom facility for the purpose of holding meetings, displaying perpetual trophies and for storing equipment. The Club's preferred option is to erect its own facility on the grounds of Riverside Golf Club. To this end a proposal will be prepared and submitted to Riverside Golf Club for its consideration. If this avenue is unsuccessful, the Club will seek an alternative location. Whilst the Club will seek funding assistance from CMSC to establish the facility, the majority of the funds will come from the Club reserves.</p> <p><b><u>Off Road Race Facility</u></b> The Club will maintain its relationship with Aust-Link in order to continue to use the Mildura driver training facility for its Summer racing program.</p>	<p><b><u>Aim</u></b> The Club aims to promote itself as the premier competitive cycling organisation in the Sunraysia region. It will achieve this by continuing to implement the short and medium term objectives identified in its Strategic Plan prepared in 2005.</p> <p><b><u>Web Site</u></b> The Club will continue to maintain its website as its primary means of advertising its activities, as well as providing a forum to communicate with its members.</p> <p><b><u>Club Handbook</u></b> The Club will issue its updated handbook in November 2007, setting out the Club's aims, structure and procedures. The handbook will be provided to existing and prospective members.</p> <p><b><u>Club Uniform</u></b> The Club will take delivery of its fourth order of Cannibal clothing in March 2008. The Club will again offer a jersey/bib knicks set to members for the discounted price of \$140 per set. The uniform will display the logos of CMSC and Pizza Café Major Sponsor).</p> <p><b><u>Marketing</u></b> The Club plans to market itself during 2008 by providing regular race reports to the local media outlets.</p> <p><b><u>Financial Management</u></b> The Club will continue to maintain its financial records using the QuickBooks system. Financial data collected during 2007 will be used to prepare an operating budget for 2008.</p>



# Quotation

7 The Crescent, Mildura, Victoria 3500 Telephone: (03) 5021 3222 Facsimile: (03) 5021 2721  
Email: [admin@jamesprint.com.au](mailto:admin@jamesprint.com.au) Website: [www.jamesprint.com.au](http://www.jamesprint.com.au)

**MILDURA COOMEALLA CYCLING CLUB INC.**  
**PO BOX 597**  
**CENTRE PLAZA**  
**MILDURA VIC 3501**  
**Tel: 0417 234 071**

**Quote #13927.05**

**December 13, 2007**

**Attention: Richard**

*Thank you for providing Jamesprint with the opportunity to quote on your printing requirements. We look forward to working with you on this project.*

Description	<b>A3 CALENDAR WITH DATE PAD - 2008</b>
Content	<i>A3 Size backing sheet printed full colour, with a 12 leaf single colour date pad stapled to front of backing card.</i>
Finished Size	Monthly Tear Off Sheets: 205 x 235mm A3 Backing Card: 420 x 297mm
Preparation of Copy	Type setting
Description of Proof Paper Stocks	Monthly Tear Off Sheets - Bond White - 80gsm, White A3 Backing Card - CRYSTALCOTE 300gsm, White (1/Sided Gloss Card)
Ink Colours	Monthly Tear Off Sheets - Printed 1 colour(s) one side. A3 Backing Card - Printed 4 colour(s) one side.
Finishing	Trimmed to size, stitched x3 to A3 Backing Card, Drilled x1 hole (at Top), delivered
Pack & Ship	
Payment Terms	<b>PAYMENT TERMS ARE NET 30 DAYS FROM DATE OF INVOICE</b>

These prices are subject to revision on receipt of final artwork or copy.	<b>Quantity</b>	<b>950</b>
	<b>Price</b>	<b>\$1,588.09</b>
	<b>GST</b>	<b>\$158.81</b>
	<b>Total</b>	<b>\$1,746.90</b>

*Should you require any assistance, please contact myself or feel free to discuss any details with our estimating team if I'm unavailable.*

**Yours Sincerely,**

**Belinda Anderson**

**Acceptance of Proposal**

*Please proceed with the production of the above work for the quantity indicated. I understand that pricing may be confirmed on receipt of final art & authors corrections will be additional.*

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date



Jamesprint Pty Ltd ABN 14 108 418 328  
QUALITY ASSURED TO ISO 9001:2000 STANDARD



**Delivery to:**

Coomealla Memorial Sporting Club Limited  
Mr. Hale  
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Australia

**Invoiced to:**

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Email : support@amb-australia.com

**Quotation No. : 20000906**  
**Quotation Date : 13/12/2007**

Quantity	Item	Description	Unit Price	Net Amount
10	10R031	ProChip single unit	135.00	1,350.00
1	90R001	Shipping and handling	16.00	16.00

HS Product Code: 9029.20.40.80

Delivery method: TNT Road Express

All errors and omissions excepted. Quotation valid for 4 weeks after issue.

Country of origin: The Netherlands

**Total Amount excl. GST AUD 1,366.00**

**GST AUD 136.60**

**Total Amount AUD 1,502.60**

**Your lap times online on [www.MyLaps.com](http://www.MyLaps.com)**

**Bank information**

**Bank** Commonwealth bank of Australia  
**Account Name** AMB i.t. Asia Limited  
**BSB No.** 062 184  
**Account** 10507607  
**Address** 185 Forest Road, Hurstville  
NSW 2220, Australia  
**Telephone** +61 13 2221

**Bank** HSBC  
**Account Name** AMB i.t. Asia Limited  
**BSB No.** 343 008  
**Account** 004251001  
**Address** 208 Forest Road, Hurstville  
NSW 2220, Australia  
**Telephone** +61 1300 308 008

**Please note AMB must receive full payment before your order will be shipped**

**Any bank fees are the responsibility of the customer**