

Canberra Cycling Club Committee Meeting Agenda & Minutes

Thursday 20 February 2020 - Peter Blackshaw Manuka



Item	Agenda (responsibility)	Minutes	Actions
1	<u>Attendance (TD)</u>	<p><u>Present</u> Rae Rogers (RR), James Jordan (JJ), Trish Ellis (TE), Tristan Dimmock (TD), Steve Crispen (SC), Andrew Chamberlain (AC), Rainer Wilton (RW), John Warren (JW)</p> <p><u>Apologies</u> -</p>	
2	<p><u>Previous Minutes (TD)</u></p> <p>1. Approve Minutes of the previous meeting</p>	<p>1. TD proposed, SC seconded.</p>	
3	<p><u>Previous Actions (TD)</u></p> <p>1. Circulate previous minutes for out of session approval 2. Final 2020 calendar to be circulated and published prior to next meeting 3. CCC Air Quality Guidelines to be published 4. RW to provide TE with access to CCC membership database 5. Member communications to include reminders for participants to show current</p>	<p>1. RW reported that the minutes had been completed and circulated on Friday 7 February. 2. JJ reported that the calendar had been finalised and not yet published. See item 5 below. 3. SC reported that the CCC Air Quality Guidelines had been finalised and published. 4. RW reported that TE has been provided with access to the CCC membership database. 5. Member communications have been including reminders to show licence and approved helmets when registering for events.</p>	

	licence and approved helmet at registration		
4	<u>AGM (RW)</u>	<p>RW reported that the notice of AGM and AGM Agenda has been prepared and is ready to distribute to the membership.</p> <p>It was agreed that the boardroom at the Turner RUC would be booked for the meeting at a cost of \$95.</p> <p>Additional items that will be included as other business include discussion of a possible change in membership fees stemming from the discussions between CACT and CA and CCC's volunteer approach for future races.</p>	<ol style="list-style-type: none"> 1. RW to book RUC boardroom as venue for meeting 2. RW to distribute notice of AGM to membership. 3. TD to prepare president's report ready for AGM 4. TE to work with Kim Hannah (see below) to prepare treasurer's report
5.	<u>2020 Road Calendar (JJ)</u>	<p>JJ reported that the calendar has been finalised and fixed. CACT is proceeding with obtaining road approvals. JJ provided an overview of its development to date, including engagement with Vikings Cycling Club. JJ thanked the VCC representatives for their cooperation and contribution.</p> <p>RR reported that the Women's and Junior tour has moved to the weekend of 9 and 10 of May 2020. It will be a three criterium series at SFP. RR has volunteered to organise and race direct. RR requested assistance from the club RE volunteers etc. The committee thanked RR for taking this on and will offer support and assistance as possible.</p> <p>CCC will coordinate the release of the calendar with VCC and CACT. IE aim for as close to simultaneous notification and publication as possible.</p> <p>CCC's use of EntryBoss for race entry was discussed. It was unanimously agreed that CCC would adopt this</p>	<ol style="list-style-type: none"> 1. JJ to draft a blurb to accompany release of calendar to CCC website, email, and socials. 2. JJ to contact CACT and VCC and coordinate release of calendar. 3. JJ to update winter road calendar to include Women's and Junior Tour on 9 and 10 May 2020. 4. RR to make tentative booking at SFP for use to crit circuit. 5. JJ to request that Bre Vine publish winter calendar events to facebook and strava events 6. JJ to Book Commisaires and first aid for winter road program 7. RW to forward calendar to AS for publishing to website

		<p>system for the 2020 winter road program and other events into the future.</p> <p>The Committee approved the calendar for publication and distribution by no later than the end of the coming weekend.</p>	<ol style="list-style-type: none"> 8. JJ to contact traffic management company and obtain appropriate quotes and make bookings for events 9. RR, JJ to action EntryBoss signup for CCC 10. RW to forward blurb and road calendar announcement to CCC email list
6.	<p><u>Summer Crits Update (SC)</u></p>	<p>SC provided and update on crits to date. He reported:</p> <ul style="list-style-type: none"> ● Crits admin is generally running well. New field included in critsonline to track monthly licence expiry ● Crit prize money to be reviewed for next season, as CCC is still making a loss week to week. It was noted that the member survey showed that prize money was not a key factor in member participation. ● CCC committee is rostered on for duty for club champs. ● Rostered teams have been filling their responsibilities. Thanks to all volunteers to date. ● CCC club champs will require medals as follows: MA, MB, MC, MD, WA, WB, & WC. ● Grading of Crits. General discussion about how grading is being managed. Some riders have exceeded the 60 point rule and have not moved up. Should the rule be automatic upgrade or automatically move 0 point scorers down from A grade? No changes this season, but to be reviewed for 2021. ● ACT Crit Champs will not take on the day registration, however participants will still have to 'sign on'. SC is in the process of arranging 	<ol style="list-style-type: none"> 1. RW to request Jono Hazell to organise medals for the Club Crit Champs. 2. SC to organise consistent operation of the timing board (power) 3. TD to request that AS give SC and JJ access to the CCC socials. 4. Overall Crit season, grading and prizemoney to be reviewed at conclusion of crit season.

		<p>grade scheduling. This will be distributed shortly.</p> <ul style="list-style-type: none"> ● The electronic timing board screen requires new batteries. SC suggests rechargeables, and removed at the end of each race. ● SC suggested that race coordinators be given access to the CCC socials. At this stage SC and JJ. ● SC noted that at the yet to be scheduled crit review meeting point allocation, reporting of results, and prize money may be tweaked for the 2021 season. 	
7.	<u>Treasurer's Report (TE)</u>	<p>TE provided the following update:</p> <ul style="list-style-type: none"> - There is currently \$20K in the fixed term deposit account, and \$45K cash in the bank - Some receipts are still required from members for CCC van use after the iTT (fuel & car wash) etc. These are to be provided to TE ASAP. - Kim Hannah has been approached and has agreed to prepare CCC financial statements for the upcoming reporting period. TE will approach Kim Hannah and investigate whether Kim will act as the CCC auditor into the future. - TE request that her recent expenses (as presented in her email dated 20/02/2020) be approved for reimbursement. TD approved, RR seconded. - TE reported that an equipment audit is to be conducted in the lead up to the AGM. JJ volunteered to lead this process. JJ will request assistance from CCC members. - TE reported that crit income has been down. This is due to a general decline in numbers and the low participation due to smoke cancellations. 	<ol style="list-style-type: none"> 1. TE to forward JJ previous equipment audit reports to assist with preparation of audit. 2. JJ will conduct an equipment audit. He will organise volunteers to assist. 3. TE to approach Kim Hannah and investigate whether Kim will act as CCC auditor into the future.

8.	<u>BAG Report (JW)</u>	<p>JW tabled the following BAG report and highlighted key issues included within.</p> <p><u>BAG Report</u></p> <p>The last Bicycle Advisory Group meeting was held on 14 February 2020. It was a disappointing meeting in relation to the Club's interest in traffic marshal training, as presentations dragged on languidly and there was no opportunity at the end of the meeting for a proper discussion of the issue. I had beforehand submitted the issue as an agenda item, with points directing what I hoped that the BAG would decide. I told Ken Marshal (Director, Roads ACT) and Ben Hubbard (Director, Traffic Management & Safety, Transport, Canberra and City Services) that I would e-mail them as there had been no discussion at the meeting.</p> <p>There was a meeting on 11 February 2020 of the working group on traffic marshal training, chaired by Darryl Durham (Blended Learning) and attended by Cycling ACT (Madeleine Gisz), Pedal Power, and ACTVCC also. I had checked beforehand with Neil Skipper that none of what I was pursuing cut across anything he might be doing.</p> <p><u>Traffic marshal training:</u></p>	
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John Widdup (Pedal Power) and I were each given our ACT Event Traffic Marshal cards at the BAG meeting. The covering letter to me provides a few clarifications of the issue:

- the card is to be carried when undertaking traffic marshalling
- all traffic marshal cards have been reissued and no longer have an expiry date. It is incumbent upon card holders to be satisfied that they still have the relevant knowledge to undertake the role of traffic marshal competently. Should you feel you need to refresh your knowledge you are welcome to attend future traffic marshal training courses, currently run twice a year.

I had said in my e-mail to Ken Marshal before the BAG meeting that it was desirable that the master list of marshals include the residential address of marshals which would help clubs relate marshals who are not cycling club members as adult family members of club members, including juniors. (The latest copy I have only gives the suburb, and not even the e-mail address and mobile number, which are necessary for the list to be useful !) At this stage, it would be useful if the list also had a column identifying components of training yet to be completed before people on the list qualify as marshals. Roads ACT is hung-up on the privacy issue regarding the list; this needs to be overcome for the list to be useful ! The working group suggested that in future those signing up for the classroom marshal training course be asked to agree to their details going on the master list, and

		<p>to indicate any Club affiliation. (Ed Hall had a couple of surprised reactions from people whom he asked to marshal in 2019, asking him how he had got their details.)</p> <p>I am also uncertain whether the list is entirely accurate, and I have told Blended Learning this.</p> <p>I understand from the working group meeting that the Australian Skills Quality Agency (ASQA) has proposed a new unit on Control Traffic With a STOP/SLOW Bat, but I have yet to see any details on this. I had understood from the 18 October 2019 BAG meeting that we had an undertaking from Roads ACT that, were there to be an update of the required competencies, there would be prior discussion with cycling clubs.</p> <p>At the working group meeting there was discussion of Clubs preparing a Club mentor list. It was implied that current members of the working group would be the point of contact on this (me in the case of CCC). I demurred on this, as it seems to me that in the long run the Race Secretary, or the person organising marshals for road races, might be the appropriate point of contact.</p> <p>I propose that I provide a form of words to be sent out on the Club's social media suggesting that anyone who thinks they have qualified as an ACT event traffic marshal, but have not received a card, contact Ben Hubbard (Roads ACT), with a copy to me of their e-mail to him. Hopefully this would sort out the confused state of the marshal issue, and</p>	
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		<p>perhaps add some more potential marshals for our road races.</p> <p><u>Naas Bridge over Gudgenby River:</u></p> <p>The ACT had been hoping to get Federal funds for upgrading wooden bridges to upgrade this bridge. However, the demand for such funds from around the country meant that the ACT missed out on the Naas Bridge, as in other States local communities depended on wooden bridges for access. I have not yet established whether the Naas Bridge survived the Orroral Valley bushfire. There is an article on the ACT City Services Web site about a project to upgrade the Naas Bridge, with an expected completion date of late-2020. This states that the bridge would be widened to a two-lane bridge, and strengthened to allow it to carry B-double trucks ! (An ACT Government source tells me that that road is not a B-double route.)</p> <p>In early 2019, Infrastructure Planning, of City Operations was preparing a funding proposal for upgrading the bridge. Canberra Cycling Club provided support for a two-lane concrete bridge to replace the one-lane wooden structure. We noted inter alia that a wooden bridge in an era of climate change represented a danger in bushfires, given the lack of alternative exits from the area.</p> <p>Years ago the Canberra Cycling Club sought Black Spot funding for improvements to the Naas Bridge, due to the many serious accidents to cyclists</p>	
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because of the longitudinal wooden planking on the bridge. As a result of the Club's efforts, a road safety audit of the bridge was conducted in 2006. The audit concluded "The Gudgenby River Crossing poses a high risk to cyclists using the bridge to access the challenging Fitz's Hill." The important recommendations of the audit were not implemented because of the cost, although some work which I considered to be of low priority was undertaken. But a plywood strip was laid down the centre of the bridge which if used by cyclists should have avoided accidents. Even so, some cyclists not familiar with the local area have suffered accidents by getting a wheel caught in a planking gap to one or other side of this strip.

Cycling Festival in the National Triangle in March 2020:

The NCA, as a last-minute item, raised the idea of a Cycling Festival in the National Triangle in March 2020. The idea was stalls to promote cycling organisations, races around the triangle, and events starting/finishing in the Triangle. It is not a fleshed-out proposal. The dates suggested were 20-21 March; as these are Friday/Saturday, I queried whether the weekend was intended.

9.	<u>Other Business</u> <ol style="list-style-type: none"> 1. Missing Marquees 2. Licenced Operator Model for Crits (RR) 3. Permanent Numbers 4. New Auditor (TE) 5. Race Numbers 6. EntryBoss 7. Club Champs (no cost to members) 	<ol style="list-style-type: none"> 1. Held over to next meeting 2. Held over to Crit review meeting 3. Held over to next meeting 4. See treasurer's report above. 5. Held over 6. See Crit Update above. 7. Held over. 	
10.	<u>Next Meeting</u>	CCC Annual General Meeting 26 March 2020 7 - 8 pm The Boardroom @ the RUC (old O'Connor Bowls Club) 54 McCaughey Street TURNER ACT 2612	