AGM 2021 Minutes

Australian Time Trials Association Inc. (ATTA)

Annual General Meeting; 31 July 2021
Virtual (online) Meeting
Meeting opened at 12:35 with 11 members present.

Apologies:

Nicholas Connan	Patricia Baird	Neil McRae
Stu Helm	Alison Ramm	Lorraine MacLennan
Hayden Long		

Present:

Steve Oates	Peter Meyer	Paul van der Walt
David Equid (minutes)	John Healy	Paul Loring
Steff van Amerongen	Rick Churchill	John Ferguson
Kim van Amerongen	Sally Churchill	

Minutes of 2020 Minutes:
Minutes of the 2020 AGM having been posted on the ATTA web site were submitted for acceptance.

Acceptance of the minutes - moved Paul vdW, seconded David

2020/21 Reports:
President's Report
The report has been posted on the AGM 2021 web page. What was not included in the report was hosting of the first Panther event on a new course at Jarrahdale.

Acceptance of report—moved Steff, seconded John H.

Treasurer's Report
The Treasurer's report has also been posted on the AGM 2021 web page and it provided details of ATTA's finances for review by all members.

Treasurer's report has been posted for about a month, no additional points to be added. As described in the report, Peter confirmed that ATTA had a surplus for the past 12 months and on that basis there was no justification to increase fees. The surplus was approx. twice that achieved during the prior season, itself better than other seasons where we had an overall loss. ATTA still has a solid reserve of funds if needed.

Acceptance of report—moved David, seconded Steve.

Appointment of Office Bearers:

 All committee positions were declared vacant.

The following members confirmed their interest in continuing as part of the ATTA Committee:
 Steve Oates who offered to continue in the role of President, which was accepted by those present
 Alison Ramm
 David Equid
 John Healy
 Steff Van Amerongen
 Kim Van Amerongen
 Neil McRae
 Stu Helm
 Hayden Long
Paul vdW and Rick offered to assist without being a formal part of the committee.

Suggestion was made that ATTA consider amending the need for committee members to attend meetings, a current requirement for people to remain on the committee.

ATTA Roles will be confirmed at the next Committee meeting.

Date of Next Year's AG Meeting:
30 Jul 2022 proposed, at similar time to today's meeting.

AG Meeting closed at: 12:50

Open Forum:

Items presented prior to the meeting:

1. Pre-payment before all events – Paul van der Walt.

   Paul vdW proposed that refunds/credits only be made in exceptional circumstances as it is too easy for people to bail at the last minute and leave the club in the lurch.

   Peter confirmed that this is not the first time this has been raised including at previous committee meetings. He questioned the legality of not giving refunds specifically for payments via *Register Now* which is based in Victoria and that may trigger the obligation to offer refunds. The *Entry Boss* system used by some other cycling clubs puts the onus on the rider to initiate the refund process is they want one.

   Sally advised that some other events locally offer a pro-rata refund depending on when the withdrawal advice is provided, on the day does not get any refund. Steve has researched when we would have grounds to reject giving refunds. John F's experience is that after a defined date prior to the event entrants don't get a refund..... maybe for ATTA this could be when the starter list gets issued. If ATTA cancels an event then we have an obligation to give a refund.

   Steve advised that at the last Committee meeting it was agreed to work towards having all events as pre-payment and this is being investigated. An option is to have a **Square** payment link integrated into the website as alternate to using the *Register Now* system. Peter has provided Steve details of the additional work required to setup an event in *Register Now*, download the start lists etc vs taking entries directly from the ATTA web site.

   Rick noted the process for entering events such as Ironman races where fees are paid well in advance but people only get refunds in extraordinary circumstances.

   David described how the additional work required taking entries from *Register Now* and developing the starters list, which is justified for some events such as The Panther where commitments are required for significant additional costs such as hiring portable toilets.

   It was agreed that the Committee, when they review this and reach a conclusion, should document the logic for their conclusion and share it with members so that this topic doesn't keep getting raised.

   Peter advised that he completed an analysis of people withdrawing from events historically and this needs to be considered as part of any evaluation of making refunds or not. He noted that a positive resulting from people pulling out late is that it creates gaps which can actually be an advantage as people can fit in if they enter on the day of the event. While it is frustrating when it appears lots of people don't show, the current process does work.

   ATTA to develop a policy on how the handle refunds in the future and document the basis. The issue being raised is Pay when Entering, with refunds in only limited situations. STEVE to action.

2. Increasing the charge for non-members – Paul van der Walt.

Paul vdW described his perception that non-members are piggybacking off the system and that should pay more to ride, ideally encourage more riders to become members. Proposal is that non-members pay $20 if members pay $10, and they are advised that could save money if became members.

Peter flagged that at times in the past, we had a peak of non-members making up 50% of entrants at some events were. A key incentive of keeping the non-member premium low is to get people to come to events and "give it a try" and hopefully become members of ATTA because they enjoy time trials.

This is another item that needs to evaluated by the Committee and a documented conclusion shared to close out discussions.

3. Review of the insurances – Paul van der Walt.

Paul vdW detailed his understanding of ATTA's insurance cover for riders and noted the he was incorrectly assuming that ATTA's insurance covered him when riding 24/7 but since his review has realised that this isn't the case. Peter confirmed that 24/7 cover was never the intent of the ATTA insurance. The current ATTA insurance cover only applies while warming-up for, then participating in the ATTA event. Since completing his review Paul vdW has joined WestCycle to get 24/7 coverage including 3rd party cover.

Paul vdW felt it is important for ATTA to advise all members that they ride, train and race at risk and strongly recommend that they take out their own insurance (WestCycle, CA or other). Peter flagged that there is a notation on the ATTA website that if people want accident cover they should take out WestCycle or similar membership. Paul vdW's point wasn't to change our insurance, just make it very clear they need other insurance.

Rick sought clarification that a rider who is part of WestCycle would be covered during an ATTA event even though WestCycle does not sanction our events. Paul vdW responded that his reading of the West Cycle insurance cover is that it would apply for riders during ATTA events.

It was clarified that the key focus for ATTA's insurance is the Public Liability coverage we require to be able to hold events.

Committee to review the insurance ATTA purchases and advice to members about what they are or aren't covered for. It was suggested that contact be made with some of the other local riding groups to determine what insurance coverage they have.

4. Serpentine-Jarrahdale coffee van - David Equid.

David described new requirements being imposed by the Shire of Serpentine-Jarrahdale where they require event organisers to include with their applications, insurance paperwork from any coffee van operator who will be present. The application needs to be submitted at least 8 weeks prior to the planned event and without the insurance paperwork ATTA will most likely not get approval. To avoid unnecessary additional work and potential issues with gaining approval for events in the Shire it was proposed that we no longer have a coffee van at any events in the Serpentine-Jarrahdale Shire.

Agreement from those present that we do not have coffee vans for events in this Shire.

5. The timing role - David Equid.

David outlined that there are 3 steps to the timing process and we need people to learn and practice each, not necessarily the same person. Step 1 is preparing for an event and that could be performed by someone interested in computers but not necessarily a rider. Paul vdW advised that he is willing to help with the timing even though he isn't computer expert. With 148 current ATTA members it was agreed to try soliciting interest from the membership. The preparation activity involves a significant commitment as the person would need to commit to assisting with the role for a whole season, with activity required most days to administer the system.

Steve described how David and Nicholas have setup a second, parallel timing system at the past two CLRC events as trails and learning exercise for Step 2, setup and running of the timing hardware during an event. It also included Step 3, editing the results either as they are

recorded or post event. Both of these trials required Peter to perform the pre-work to develop the start list etc.

A procedure has been written that describes how to setup and run the timing system on the day and similarly there is now a separate procedure for how the TAG unit is used for starting events.

Peter advised that his application within FileMaker (used for Step 1) has notes in it on how to run the application. Someone needs to invest time in using the application and become familiar with it, to the stage where they can actually manage an event.

It was suggested that maybe we need some way to reward someone from within the club for providing this service, but not as a payment for services. Possibly something similar to how we recognize volunteer corner marshals at events.

Steve will contact current members and see if we can solicit interest.

6.   More volunteers needed – David Equid.

David noted that we need more contribution from volunteers, specifically for towing the trailer and course setup, otherwise we risk cancelling events.

Kim stated that it has not been easy to get people to volunteer to tow the trailer and that recently Iain has filled a lot of the gaps in the roster but this is unlikely to continue. Similar concerns with the BWTM role at events, where we currently have less people available with the required certification.

Steve to consider including this in an email to participants, both members and non-members who have raced with us in the past 12 months.

John raised concerns about the lack of marshals for assisting at events, with Kings Park being a significant concern for the upcoming season given the number of roles that now need to be covered. These include the specialist roles that will be more difficult to fill – Starter, Timing etc.

How about approaching other clubs who may be willing to help? Possibly ask the cyclist clubs/teams who ride with us, where they have the option to share roles while supporting their people who are participating.

7.   Grants – John Ferguson.
    a.   John asked if ATTA had applied to the Lotto commission or the health department for any grants?
    b.   Peter responded that ATTA was not eligible for any of the grants etc that were offered last year in response to COVID. Paul vdW has reviewed the *Lottery West* website and found that we didn't meet their requirements … based on the listings on their site very few sporting clubs have received funding. Peter mentioned that we have had grants in the past from *HealthWays* but they were not directly linked to racing. Steff described prior experience in making an application to this organisation and it was a major investment in time to apply with a low chance of receiving a grant.
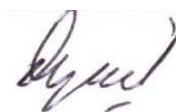

Any other Items:

No other items were raised for discussion at the meeting.

Meeting closed at 14:22

Attached:
President's Report
Treasurer's Report

03 Aug 2021