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# DRAFT Minutes of Pedal Power ACT Inc. 2018 Annual General Meeting

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Held on 20 March, 2018 at the Southern Cross Club in Woden

These minutes are subject to consideration at the 2019 AGM

## Attendance

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### *Members*

|                    |                    |                   |
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| Armstrong, Chris   | Frawley, Kevin     | Ross, Ian         |
| Armstrong, Linda   | Harders, Pam       | Shaw, Steve       |
| Ault, David        | Hennicke, Ted      | Stuart, Andrew    |
| Baron, Phillip     | Herring, Kevin     | Stuart, Laura     |
| Bell, Harvey       | Ibbotson, Jeff     | Synnott, Derek    |
| Boast, Mark        | Kalms, Bryan       | Taylor, Carol     |
| Brand, David       | Katz, Rod          | Tse, Alan         |
| Brand, Lauren      | Le Mesurier, Peter | Tour, Lesley      |
| Brooks, Jane       | McDevitt, Annie    | Tozar, Clem       |
| Bush, Richard      | McRae, Jon         | Tupper, Graham    |
| Catchpole, Barbara | Munro, Claire      | Wensing, Luke     |
| Catchpole, Ted     | Paine, Bruce       | Weston, McChelltz |
| Chalken, Andrew    | Percival, Deborah  | Widdup, Joanne    |
| Dupont, Rosemary   | Prentice, Lynne    | Widdup, John      |
| Fantini, John      | Regan, Leane       | Widdup, Julia     |
| Felbermayer, Caron |                    | Wilson, Irene     |
|                    |                    | Woods, Trish      |

### Non-members

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Nil

### Chairman of the meeting

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Brooks, Jane (President, Pedal Power ACT)

1. Meeting opened at 7:33 pm

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2. Introduce Board members for last year (ie, 2017)

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The Board members who were present were introduced.

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3. Receipt of proxy and voting forms

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Carney, David

Widdup, Douglas

Quirke, John

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4. Apologies for non-attendance

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Bird, Graham

Davis, Peter

Deakin, Vicki

Driver, Rod

Gatehead, Sheryl  
Hawkins, Walter  
Hellyer, Gillian  
Hellyer, Keith  
Horner, Adam  
Wensing, Marie

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#### 5. Minutes of last Annual general meeting (2017)

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In the draft minutes, '2015' was changed to '2016' at items 6 and 7, and the draft minutes were then accepted as a correct record of the meeting. The President then signed the minutes, which were retained by Ian Ross (CEO).

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#### 6. Matters arising from the minutes

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Nil

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#### 7. Annual Report and annual Financial Report for 2017

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The Annual Report 2017 and the Financial Report for 2017 were distributed at the meeting.

With respect to financial matters the President, inter alia,:

- thanked Eric Huttner for serving on the Board for five years, with four years as Treasurer;
- thanked Douglas Widdup for stepping up as Treasurer (after Eric left the Board during 2017), managing the finances, and preparing the annual financial statements and the Treasurer's report; and
- presented the Treasurer's report, in which the key points included: the appointment of new auditors (RSM); a profit of \$2.5k (vs a loss of \$13k in 2016), which mainly reflected increased membership, a profit of \$61k from Fitz's challenge (which was acknowledged by applause from members), and saving in staff expense when Rosemary Dupont acted as CEO after the departure of the former EO; and a conclusion that Pedal Power ACT is in a sound financial position.

In response to the presentation of the report, members noted, inter alia, there would have been a loss but for the saving in staff expense, and the financial reserve of \$270k and suggested the incoming Board consider how to responsibly use the reserve.

The AGM then adopted the Financial Report (moved Luke Wensing; seconded Julia Widdup).

With respect to the Annual Report the President, inter alia,:

- noted 2017 had been a year of challenge and change at the governance and operations levels;
- noted important achievements including having over 7.7k members, the delivery of many successful programs and events (including Big Canberra Bike Ride), and successfully advocating to government for improved infrastructure including the removal of certain 'banana rails'. The President urged members to read the Annual Report;
- noted that John Armstrong was farewellled after around 7 years as EO;
- welcomed Ian Ross as Pedal Power ACT's first CEO; and
- indicated that she is stepping down as President and from the Board, and thanked members (and particularly volunteers) for their support of Pedal Power ACT.

The AGM then adopted the Annual Report (moved Rosemary Dupont, seconded Rod Katz).

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#### 8. Address by CEO, Ian Ross

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The CEO's key points included that:

- he has lived in the ACT for a considerable period, worked for the ACT government for around 20 years mostly interacting with the community sector, and worked in the community sector itself for 6 years prior to joining Pedal Power ACT;
- his experience to date is that all of the people involved with Pedal Power ACT (including volunteers and staff) are motivated, engaged, and seeking good outcomes;
- his impression to date is that challenges for Pedal Power include the short term nature of some funding from the government, improving the IT systems, improving the interaction with volunteers, and increasing the diversity of our members.

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#### 9. Our history – a presentation by Bryan Kalms

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Bryan launched and introduced 'Firm Focus – forty years of Pedal Power ACT' – his account of the first forty years of the organisation. Key points made by Bryan to the meeting included:

- the activities in 1975 are similar to those currently;
- volunteers have always been important;
- insurance has always been an essential part of the offer to members; and
- Pedal Power ACT has essentially fulfilled its founders' objectives, and is a strong and member focussed organisation.

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#### 10. Presentation of Pedal Power ACT annual awards

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The President and the CEO presented the following awards:

***The Paul Truebridge Memorial Volunteer of the Year award*** in recognition and celebration of the outstanding effort by a volunteer in the running of Pedal Power ACT and/or promoting cycling in the community:

- **Jane Brooks** for her sterling efforts and dedication in managing Pedal Power ACT as a member of the Board for eight years and as President during the years 2011, 2012, 2013, 2015, 2016 and 2017

***Event of the Year award*** for the event that has been successfully conducted by volunteers and/or introduced innovations to and event (new or ongoing):

- **Bryan Kalms** for his writing of the history of the first forty years of Pedal Power ACT 'Firm of focus' – and for his invaluable contribution to the development of Pedal Power ACT's information technology (IT).

***Annemarie Driver Memorial Leadership award*** for the volunteer who has been a prominent and successful leader in some aspect of Pedal Power ACT activities:

- **Lauren Brand** for her enormous commitment to the Fitability Tandem Cycling program that offers tandem cycling opportunities principally to vision impaired people in the Canberra region, as well as to those with other disabilities who would otherwise be unable to cycle independently.

***Volunteer Service awards*** in recognition of giving excellent service to Pedal Power ACT and/or the cycling community in general:

- **Richard Bush** for his contribution to the Advocacy Team and particularly for his written submissions and responses and his quick and dedicated responses to requests involving advocacy matters.
- **Jon McRae** for coordinating the Wednesday morning social rides that have a high numbers of riders (up to 55 at a time) and a range of ride experience and ability.
- **Rosemary Dupont** for undertaking the role of Executive Officer as a volunteer over a three month period between the resignation of the previous Executive Officer in October 2017 and the appointment of a new Chief Executive Officer in January 2018 and for her contribution as a Board member
- **Alasdair Sinclair** for assisting in the Office every week helping with memberships administration
- **Eric Huttner** for his contribution to the management of Pedal Power ACT, as member of the Board for five years (2011-2012) and for Treasurer for four of those years.

***Volunteer Recognition awards*** in recognition of conspicuous and worthwhile volunteer work in the interests of Pedal Power ACT and/or the cycling community in general:

- **The New Horizons team of Sue Lake** (Coordinator), **Liz Walters** (Volunteers), **Mary Barr** (Publicity) and **Wendy Studman** (booklet, special events and merchandise coordinator) who have continued to run a magnificent program and fully documentation all matters relating to the course and duties involved so that management and succession planning is made easy.

*Those members not present at the AGM will be advised of their awards that will be presented at another time.*

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#### 11. APPOINTMENT OF PUBLIC OFFICER

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Luke Wensing was re-appointed as the Public Officer for Pedal Power ACT Inc.

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#### 12. Election of Board members and President

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The following people were elected to the Board for two years, according to the constitution: *Adam Horner, Linda Laker, Deborah Percival, Alan Tse, John Widdup.*

The following person was elected to the Board for one year, according to the constitution: *Leane Regan*.

Rosemary Dupont was elected President for one year.

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13. Motions on notice

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There were no motions on notice – hence no discussion.

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14. Close AGM

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The meeting closed at 8.38 pm

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15. Open discussion session

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A member indicated they had read Bryan Kalm’s history of Pedal Power ACT, and recommended purchasing the history and reading the history.

Another member welcomed the election of new members to the Board, and noted that Pedal Power ACT has recently received two grants related to women’s cycling from the ACT government, and noted that increasing women’s participation is key to increasing the number of people cycling.