



## CYCLING WITHOUT AGE AUSTRALIA AGM 2019 Minutes

Location: The Platform, 256 Adelaide Terrace, Perth  
Date: 2 November 2019  
Time: 1:15pm

### **Attendees**

Karen O'Connor, Tim McGrath, Ole Kassow, Marieka Bink, Alannah Godderidge, Adrian Boss, Jacquie Herron, Sharon Harwood, Marjolijn Godrich, Tim Rogers, John Chatfield, John Cole, Brendan Egan, Sophie Naylor, Angela Hird, Jane Connor (18 participants).

### **Apologies**

None

## **AGENDA ITEMS**

### **1. Chairperson's Annual Report**

The Annual Report was submitted by Karen O'Connor covering the achievements of 2019 and the opportunities for 2020. Presentations are available on the website.

### **2. Treasurers' Annual Report**

The Treasurer's Annual Report was submitted by Tim McGrath. These are interim figures pending the Accountant's certified copies. Presentations are available on the website.

## 2.1 Financial Statements

### Cycling Without Age - Australia

#### PROFIT AND LOSS

January - December 2018

	TOTAL
Income	
Non-Profit Income	9,313.50
<b>Total Income</b>	<b>A\$9,313.50</b>
<b>GROSS PROFIT</b>	<b>A\$9,313.50</b>
Expenses	
Advertising and marketing	1,003.41
Client Support Consumables	129.85
Insurance	1,632.41
Insurance (Public Liability)	407.74
Registration	116.00
Sundry Expenses	354.45
Transportation costs	150.00
Trishaw maintenance	315.92
Trishaw trailer maintenance	69.22
Uncategorised Expense	140.00
<b>Total Expenses</b>	<b>A\$4,319.00</b>
<b>NET EARNINGS</b>	<b>A\$4,994.50</b>

## Cycling Without Age - Australia

### BALANCE SHEET

As of December 31, 2018

	TOTAL
<b>Assets</b>	
Current Assets	
Accounts receivable	
Accounts Receivable (A/R)	0.00
Total Accounts receivable	A\$0.00
Bank Account	
Cash at Bank - Restricted	
Cottesloe	905.77
Trishaw Traller	-426.14
Total Cash at Bank - Restricted	479.63
Commonwealth Bank	767.36
Total Bank Account	1,246.99
Inventory on Hand	39.55
Total Current Assets	A\$1,286.54
Long-term assets	
Trishaws	3,350.00
Total long-term assets	3,350.00
<b>Total Assets</b>	<b>A\$4,636.54</b>
<b>Liabilities and shareholder's equity</b>	
Current liabilities:	
GST Liabilities Payable	-357.96
Total current liabilities	A\$-357.96
Shareholders' equity:	
Net Income	4,994.50
Retained Earnings	
Total shareholders' equity	A\$4,994.50
<b>Total liabilities and equity</b>	<b>A\$4,636.54</b>

Motion put forward by Adrian Boss to endorse the chairperson's and treasurer's reports; this was seconded by Marjolijn Godrich.

Motion carried.

Motion put forward by Angela Hird to produce a published Annual General Report for members and the public. This was seconded by Tim McGrath.

Motion carried.

### 3. General Business

#### 3.1 Report on Membership

Secretary's report presented by Tim McGrath.

The current membership list was presented and each name called.

Motion – All those not identifiable from the current membership list may be removed as members

Motion Carried

Not on the list...  
Adrian Boss  
Tracy McLaren  
Gemma Heaney  
Sophie Naylor  
Sharon Harwood  
Marjolijn Godrich  
Jane Connor

Motion – All those mentioned above are approved as members of Cycling Without Age Australia.

Motion Carried

### **3.2 Election of a new Management Committee**

Position for election are:

- Chairperson
- Vice Chairperson
- Treasurer
- Secretary
- Ordinary Member(s)

Nominations:

Angela Hird  
Tim Rogers  
Tim McGrath  
Brendon Egan

All four nominees were automatically elected. Positions to be determined at the first Management Committee meeting.

The outgoing Management Committee was acknowledged for their wonderful work. Thank you Karen, Alanagh and Jennifer.

### **4. Vote on a Special Resolution to alter the Rules of the Association.**

We propose to update the Rules of Association to recognise:

A. That the Association's name is now "Cycling Without Age - Australia Incorporated" and

B. That the objects of the Association are: "To support and promote Cycling Without Age and its Affiliates throughout Australia."

This clarification will also support the Association's applications to register as a fundraising body in other Australian States and Territories.

Both motions carried unanimously.

### **5. Recommendations of the Advisory Group**

Presentation by Tim of principles, objectives, business model with an overview of various possible models and discussion about how these can work. Recognition that a number of models of operation are possible within the national body.

The second point on Recommended Business Model slide discussion about whether to be amended to reflect that COTA NSW should reflect Australia wide body but it was recognised that this point is about working with COTA NSW on aligning documents policies and procedures only... not only about working with COTA NSW rather than COTA Australia.

To date there has been no separation of responsibilities and we are now going to split that give a clear distinction between governance and operation.

Organisational structure accepted however it was raised that a separate discussion needs to be had about the 4 proposed staff areas of responsibility with a clear role description. Recognition that all of these positions are currently voluntary. While voluntary there will be a cross-over of responsibility and personnel until these positions are funded. It was also acknowledged that this needs further discussion and definition by the management group with input from those who have been undertaking the roles.

Other Management Committee members – suggestion for Heiko to be approached to be a member, and a delegate of CWA international (as stated in the National Affiliate Agreement).

Membership – Discussion about affiliates and members. It was acknowledged that there is a need to clean up the membership list, ideally this could be completed by January – Membership is based on willingness and commitment.

There needs to be some clarification and rewording of some of the recommendations.

Police clearance is a care home obligation. Question about whether we are overthinking some of our processes, many issues raised– to be discussed further in management committee.

## **6. Other Business.**

### **6.1 Banking**

The membership agreed that the management committee can provide the bank with information about the change of office holders.

Motion - Angela Hird, as Chairperson, be added as a signatory to Community Sector Banking – Not For Profit Account held in the name of Cycling Without Age Australia at the Fremantle branch of the Bendigo Bank.

Motion Carried

Motion - The Community Sector Banking – Not For Profit Account held in the name of Cycling Without Age Australia at the Fremantle branch of the Bendigo Bank requires any TWO of Angela Hird, Tim McGrath or Karen O'Connor to authorise payments.

Motion Carried

Motion - The signatories are authorised to carry out financial transactions via internet banking access to the Community Sector Banking – Not For Profit Account held in the name of Cycling Without Age Australia at the Fremantle branch of the Bendigo Bank.

Motion Carried

## 6.2 Future Events

Upcoming events in NSW include:

- AMP / COTA NSW Fundraiser Thursday 7 November

Upcoming events in WA include:

Upcoming events in WA include:

- Alzheimer's Walk Sunday 4 November
- Tour of Margaret River 8 to 10 November
- Have A Go Day Wed 13 November
- Heart Foundation Ride at Bibra Lake Friday 15 November
- Intro to Pilot Training Saturday 16 November
- Intro to Pilot Training Saturday 30 November
- Pride Parade Saturday 30 November
- Christmas ride RAAFA Merriwa December tba

## 6.3 Date of Next AGM

Next Summit to be held in 12 months and the 2020 AGM will be held at that time the details to be finalised by the management committee.

International Summit in May 2020 in Norway.

The meeting closed at 4.30pm