

# Annual General Meeting

## Sunday, 8 March 2020, 9:45 am for 10:00 am start

### The Rise, 28 Eighth Ave (Corner of Guildford Rd), Maylands

**To all members:** Full Agenda papers will be posted on the CTAWA website and you will be advised by email when this occurs. Please take the time to read the papers before the meeting and think about nominations for the different committee positions and Award Recipients. Don't forget that you need to be a member to be able to vote at the AGM, if you have forgotten you will need to renew your 2020 membership before the meeting.

You will need to email Doug Allen, if you have any items that you wish to add to the Agenda: [info@ctawa.asn.au](mailto:info@ctawa.asn.au).

*We look forward to seeing you at the AGM.*

## AGENDA

### 1. Welcome

### 2. Apologies

### 3. Minutes of the last Annual General Meeting (24 February 2019)

### 4. Reports

- (1) President
- (2) Treasurer
- (3) Rides Coordinator
- (4) Achievement Rides
- (5) Social
- (6) Clothing
- (7) Website
- (8) Editor
- (9) OYB

### 5. Awards

- (1) *Achievement Ride Recipients*
  - i. Merit Series
  - ii. Achiever Series
  - iii. Challenge Series
  - iv. Super Achiever Series
- (2) *Newsletter Article of the Year*
- (3) *Ride of the Year*
  - i. Single Day Ride of the Year
  - ii. Multi Day Ride of the Year
- (4) *Cycle Tourist of the Year*

### 6. Election of Office Bearers for 2020

### 7. General Business

- (1) Subscriptions
- (2) Appointment of Auditor
- (3) CTA Address
- (4) Other

## AWARDS

### Achievement Rides Series

Merit Series – 50 and 100 km, and 5000 in 4.

Achiever Series – 50 and 100 km, and 5000 in 4 *plus* any one of: Century Challenge *or* 200 km *or* 300 km *or* 10,000 in 8 *or* 200 km in two consecutive days.

Challenge Series – 50, 100, Century Challenge and 200 km, and 10,000 in 8.

Super Achiever Series – 50, 100, 200 and 300 km, and 10,000 in 8.

### Newsletter Article of the Year

This award is chosen by the Editor of the Chain Letter and recognises the best article submitted during the year.

### Ride of the Year – Single day and multi-day

This is an opportunity for you to nominate your favourite ride, weekend away or tour. Choose the ride you enjoyed the most – nice weather, great atmosphere, interesting destination, good food, great company, achievement or fun? Two awards are given for Ride of the Year – one for a single day ride and the other for a multi day ride (weekend or tour). A list of all rides provided during the 2019 calendar year will be available at the AGM for members to vote for both categories. This award is an opportunity for you to show your appreciation to a ride organiser, and allow the club to recognise and reward their effort. Note that the On Your Bike Tour cannot be nominated.

### Cycle Tourist of the Year

Nominations are called for the 2019 Cycle Tourist of the Year. The award is made by the CTA to the member who, in the opinion of the membership, has contributed the most to cycle touring and the CTA throughout the year. *Criteria for Cycle Tourist of the Year criteria provided on p. 4 of this Chain Letter.*

Note: If you believe no member has suitably demonstrated the qualities required for this award, you may nominate “No Award”. If the number of “No Award” nominations exceed the total number of member nominations, then no award is made that year.

**The closing date for nominations for 2019 Cycle Tourist of the Year is 28 February 2020.**

### Election of Committee Members for 2020

Nominations for President, Vice President, Secretary, Treasurer and committee members for the positions of Rides Coordinator, Achievement Rides Coordinator, Social Coordinator, Editor, Webmaster, and Clothing Coordinator can be received up to and on the day of the AGM. All nominations shall have a proposer and a seconder, and shall be announced at the AGM. Nominees, proposers and seconds must all be voting members of the CTA. A summary of the roles and responsibilities for each of these positions is given below.

#### President:

Provides direction and leadership for the club and committee members. Has a vision of why the club exists and where it should be going. Communicates this vision to others.

#### Vice President:

Stands in for the CTA President in the President's absence. Assists the President and other committee members when needed. Helps to coordinate the committee and club functions. Acts as the club safety officer.

#### Secretary:

Attends meetings and takes minutes of the meeting. Retains records of CTA committee meetings and sends meeting reminders at least one week prior to meeting. Attends to any outgoing correspondence as required. Prepares documents for the AGM and ensures notice of meeting is sent to all members at least 42 days prior to the meeting.

#### Treasurer:

Keeps the financial books/electronic files up to date for the CTA, including a proper record of all payments and monies received and the current cash at

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bank. Processes membership subscriptions and reports on the current membership numbers and new members monthly.

### **Rides Coordinator:**

Prepares the CTA Rides Calendar for the year, including updating the rides list and calendar on the CTA website and prepares rides information for the bi-monthly newsletter. Organises ride leaders for Wednesday and Sunday rides.

### **Achievement Rides Coordinator:**

Works with the Rides Coordinator to schedule all achievement rides throughout the year, including updating the CTA website. Arranges support for the achievement rides and maintains the list of all riders who meet criteria for the various AR series. Arranges badges and awards for the AGM.

### **Editor:**

Produces the CTA's bi-monthly

newsletter "The Chain Letter". Corresponds with contributors to The Chain Letter and helps to set formatting standards for CTA publications. Formats the main events calendar and includes this in the January/February newsletter.

### **Webmaster:**

Maintains the CTA website.

### **Social Coordinator:**

Organises the social events held by the CTA. The main events are the regular Social Nights held for members and the Annual General Meeting.

### **Clothing Coordinator:**

Ensures that adequate supplies of CTA clothing are held on hand, and are distributed to buyers in a timely manner. Maintains adequate records of sales and money. Ensures all stock is securely stored and reports to the CTA committee (monthly) and at the AGM on stock and

sales during the year.

**Committee positions are open for 2020, please send Expressions of Interest to Stuart at :**

**[president@ctawa.asn.au](mailto:president@ctawa.asn.au) or phone 0409 882 931**

### **Note:**

There will be a link set up on the CTAWA website with nomination forms for Committee positions; 2019 Cycle Tourist of the Year and the different Awards. Members will be advised by email.



## Nominations - 2019 Cycle Tourist of the Year

**Nominations are called for the 2019 Cycle Tourist of the Year.** The award is made by the CTA to the member who, in the opinion of the membership, has contributed the most to cycle touring and the CTA throughout the year. Criteria to assist in selecting the Cycle Tourist of the Year is provided below. Note: If you believe no member has suitably demonstrated the qualities required for this award, you may nominate "No Award". If the number of "No Award" nominations exceed the total number of member nominations, then no award is made that year.

### **Criteria**

Nomination for Cycle Tourist of the Year may be based on:

**Tour Achievement:** The person may have realised a personal goal to cycle tour (perhaps across Australia or overseas) and involved the CTA by organising and leading it as a CTA tour. The achievement of a personal challenge on its own is not as important as meeting that challenge and assisting other

members in that goal.

**Leadership:** The person demonstrated an outstanding display of leadership, which provided direction to the CTA during the current, or previous year. This may have been a drive towards more touring, or social endeavours, or cycle education, or a membership drive, etc. Generally this would relate to CTA Presidents, but this is by no means a necessary condition.

**Club Support:** The person has consistently been there for the Club over a number of years. This award would be in recognition of their services in a Committee role, Ride Leader role, Ride Organiser role, Tour Leader role, and Public Relations/Social role over the current and/or previous years.

**Innovation:** The person may have introduced a radical change in thinking for the club membership in general, or altered the customary thinking of the role or proposed direction of the CTA. Innovative ideas may have been the introduction of club uniform, or major

improvements to newsletters or ride descriptions. The introduction of an Achievement/Challenge series, progressive dinners, evening social rides or other ideas which galvanise and focus the general club membership.

**Note 1:** The Cycle Tourist of the Year is not a reward for completing all the Achievement or Challenge series, or having ridden a given number of kilometres etc., since these are personal goals which do not reflect the needs or involvements of the general membership.

**Note 2:** The above criteria was compiled as a guide to help people understand what they are voting for. Someone may fit into one or more of the criteria. You may feel someone deserves it for other reasons. If you feel someone deserves the award, nominate them, but if you feel no one deserves it, then you may cast a no award vote.

**Cycle Tourist of the Year nomination form is on the CTA website under 'Documents' to be sent in by 28 February 2020**