

MINUTES OF MEETING
CANBERRA CHAPTER AUSTRALIA

Thursday 6 September 2007

at Eastlake Football Club at 7pm

Members present: Marie Stavropoulos and Hammer, John Weldon (JB), Michele and Rob Gorman, Col Hosie, Richard and Karen Gardner, Paddy and Margaret McNeil, Ross and Kym Benjamin, Dion and Kim Koch, Pia and David Mylan, David Lollback (Wobbly); Col and Kris Macauley, Ron Tollenaar, Al and Deb Fitch

Apologies: Stuart Calvin, Robert Hayward, Ian Parker, Peter Hateley, Rob Hamilton

Meeting opened: 7.07pm

Minutes Accepted by Deb Fitch, **Seconded** by Dion Koch

Action Items from previous meeting:

| Action Item | Complete | To be completed |
|--|----------|-----------------------------|
| Advise members of weekend runs each Fridays | ✓ | Being done |
| Update on T-shirts | ✓ | David updated at meeting |
| Delivery of stubby holders | | Due for delivery in 2 weeks |
| Delivery of name tags | ✓ | Delivered to shop |
| Flash to take pictures of the Committee for the Newsletter | | Flash to set a date |
| Dion to follow up on website upgrade | | Marie, Emu Dion to meet |
| Any comments re HOG merchandise book | | No comments |

Reports

Marie advised that Merideth Langdale has undertaken the role of **Club Historian**. Merideth has already been involved in cleaning up a lot of old club "stuff" prior to the move of the shop. Merideth will be working along with Michele on creating the HOG display, and also with Col and Kris organising records and memorabilia for the Museum at the shop.

The Committee were reminded that they are to send their reports for future meetings to Michele, two days prior to the meeting. **All reports will be published in future newsletters.**

Assistant Director – The cabinet for the storage of valuable items, HOG merchandise and first aid kits arrived today at the shop. JB will be organising placement of the cabinet in consultation with Col and Kris. JB is still researching where the larger items will be stored. Marie suggested that Dion might like to take on the role of Quartermaster, which Dion accepted. Dion's role will be to create and maintain an inventory of all HOG equipment in particular equipment which is currently being stored at various locations around Canberra and its future storage. Dion will work closely with JB on this project. Offsite storage will be taken as an interim arrangement.

Secretary – Michele reported that the folder containing the Minutes of all meetings is on the shelf outside Rob Gorman's office.

Editor – Marie advised the newsletter would be sent out shortly. Marie also mentioned that Daisy had come up from the coast last Saturday to take the new members ride (and got hit by a magpie!!) and the three new members mentioned to Marie that they greatly appreciated Daisy's time and were made to feel very welcome by CHOG. Thank you Daisy and to all members who went on the ride to make it so great for the new members. (Note from Director: the New Members/Meet the members ride is for all members, and particularly to welcome new members so all members are encouraged to come along.)

Treasurer – Peter was unable to attend the meeting. He will be back in Australia on the weekend and will email Michele the Treasurer's report for inclusion in the minutes. There are a few new memberships to be banked.

Safety Officer – Wobbly advised of the new Code of Conduct for Road Captains which has been prepared by Rob Hamilton and Marie. It is due to be published shortly and will be available on the website, in the newsletter and on the run board. (Marie spoke about this further in the meeting).

Wobbly also advised also of a new rider training course and will ask for expressions of interest from HOG members. An email will be sent to advise members of the details. There was discussion about staggered riding and what to do if someone drops out of the line. Marie asked that from now on Road Captains advise riders at the beginning of a ride about the way riders are expected to ride in formation. She also asked that the role of the rear Road Captain be mentioned. These and other issues will be discussed at the next Road Captain's meeting.

Membership Officer – Marie and Ron haven't had a chance to hand over yet but Marie reported that she had four new members at the ride and 245 in total. New cards will be issued shortly, with the amended logo and name. The ratio of active to inactive members is growing and particularly with lady riders/members. Marie feels this is because people are made to feel so welcome when they visit the shop and it's a credit to the members.

Ladies of Harley – Pia held her first meeting before dinner tonight. She outlined a few of her plans and said that due to her being away from Canberra for work she would need support. Sally Crosbie and Karen Gardner offered their help. Pia had written an article for the newsletter but due to the newsletter not being published no one was aware of tonight's meeting details. Also, because of planned meeting changes for the Club Pia couldn't advise when the next meeting would be and meeting frequencies. Pia will email more details in the next week or so.

Photographer – Col is planning to take the Committee photo and will advise Committee members of a date.

Merchandise Officer – David advised that the Club T-shirts would be royal blue, \$35 each and that there is only a men's cut, women's not available in royal blue. The printer's proof would be sent to Acme shortly and the T-shirts will take a couple of weeks once the order is put in. They will be ready for the National Rally. David needs an idea ASAP of member's size requirements. Ross Benjamin and Col Hosie have each submitted a design for the polo shirt and the shirt design will be discussed at the next meeting. Marie congratulated David on a great job on the t-shirts.

Acme is currently producing the stubby holders and they should be delivered to the shop within the next two weeks. David also mentioned that besides the HOG merchandise catalogue he was being sent a catalogue from Acme for HOG merchandise.

Sponsoring Dealer: Kris announced that there would be a demo day on Saturday 1 December 2007. A preview of the new models will be on Friday 21 September 2007. Please let Kris know if you would like to attend.

Kris said that in regards to the storage issue, it would be a great idea if some of the equipment which belongs to CHOG (that is no longer required), could be sold, auctioned or given away. All members that have items at home will be requested to bring them in on a particular date this month so that the inventory can be conducted and the issue resolved.

Activities Officer – Graham reported the next few activities:

| | |
|---------------------------------------|--|
| Sunday 9 September | Run to Harden, Cootamundra, Jugiong, please add names to run sheet if attending, 9.30am for 10am departure from shop |
| Friday 14 September | Registration closes for National Rally |
| Saturday 22 to Sunday 23 September | Chapter Challenge at Moruya, only camping accommodation left, 9am departure from shop, 1pm start in Moruya |
| Friday 28 September | Harley escort for Wobbly's niece Kayla to formal, meet Southside CIT, cnr Ainsworth/Hindmarsh Drive, 6.30 for 6.50pm sharp, RSVP to Wobbly |
| Friday 28 September | Next quarterly birthday celebrations at Hellenic Club, 7.30pm, please RSVP by adding your name to the run sheet |

Richard Gardner asked members to contact him if they were interested in attending the **Melbourne Cup**, after the Victorian Rally.

Director – Marie outlined some changes ahead for CHOG.

- At the last Primary Officer Training leaders were encouraged to schedule planning meetings between primary officers and the sponsoring dealer to discuss the direction of the club and to ensure that all is going well and the spirit of the HOG Charter is being upheld. The Executive Committee (made up of the Sponsoring Dealer and the Primary Officers of the club) met on 14 August. On 23 August a Committee meeting was held where the outcomes of the Executive Meeting were announced. Marie outlined to the Committee that there were some changes in place for CHOG including changes for the roles and responsibilities of Committee members, changes to the frequency of meetings

and also changes/updates to the by-laws. Over the past year the Executive has had the opportunity to see what has worked well, and what hasn't. We are not Monaro Chapter and Canberra Chapter or an amalgamation of both, we are an emerging new Canberra Chapter that is encompassing ideas from other Chapters far and wide. The new membership is moving forward with much enthusiasm and has lots of new ideas with the spirit of Ride and Have Fun (and get home safely) at the forefront of all that we do.

- **Frequency of meetings** – The monthly meetings will be for Committee members only. These will continue to be held on the first Thursday of the month, still to be held at Eastlake Football Club but from 6pm till 7pm. A social dinner will occur after the meeting at 7pm and ALL members are welcome to attend. Members are encouraged to take any items for discussion to a member of the Committee or the Secretary. The item will be discussed at the next Committee meeting and the outcome advised to all members. The minutes for committee meetings will continue to be published on the web and in newsletters. The new meetings structure will commence in October.
- **General business** items for discussion will need to be submitted to the Secretary prior to all meetings. Agenda items will be invited for Committee meetings and the agenda will be issued prior to each meeting.
- **General Meetings** will be held quarterly on the first Thursday of December, March, June and September from 6 to 7pm and ALL members are welcome. Members will be updated on items passed in the last quarter. Any items for General Business in this meeting **MUST** be sent to the Secretary by the Tuesday before the meeting.
- **Executive Committee** meetings will now be held every 2 months on the Tuesday before the Committee meeting.
- **ACT Eden Monaro Cancer Support Group (ACTEMCSG) and Southcare Helicopters** will now be the two official CHOG charities for donations of money. This doesn't restrict the club or members supporting other charities from an ad-hoc perspective such as the Easter Egg Run to the Canberra Hospital and the Blue Ribbon appeal, but the support will be in kind, not monetary. Both charities will be invited to the next Quarterly meeting to outline how they would spend our donation and what they offer as a Charity. JB advised that he has been in contact with Southcare and they intend on using our donation for equipment, rather than just putting the money into a big pot.
- HOG Corner will now be a **HOG display**. Glass cabinets and shelving will be provided for trophies, small HOG merchandise, minutes, newsletters and photo albums. Any suggestions for the display should be emailed to Michele Gorman and Merideth Langdale.
- From the next AGM onwards there would be a special recognition of office bearer/member award. The award would be a **CHOG Lifetime Membership Award** presented to a member, in appreciation of their hard work and commitment to the club over a period of years in different capacities. Col and Kris were the first recipients of this special award at this year's AGM. The Committee would vote on who they think should be the recipient and will follow a prepared criteria as a guide. General members are welcome to give their suggestions to Committee members.
- Marie clarified some **additional roles and responsibilities** of a few of the Committee members:
 - ? Secretary – administration and newsletter. The editor's role comes under the responsibility of the Secretary. The coordination of the production of the newsletter through to the mail out will be that of Michele.

- ? Treasurer – besides the financial aspect of being Treasurer, the responsibility of memberships falls under the Treasurer. Peter will work closely with Ron Tollenaar on membership, banking of money etc.
- ? Membership Officer – Responsible for maintaining the currency of the club database and producing reports and labels as required, as well as coordinating contact for new members who have elected to be contacted by a member as per the membership form.
- ? Head Road Captain – the role of Safety Officer comes under the responsibility of the Head Road Captain. Wobbly and Rob will liaise for all aspects of this role.

Marie stressed that the role of the Road Captain is a very responsible leadership role and that Road Captains are an example to all members of CHOG. Members will generally do what the Road Captains do so it is up to Road Captains to set the example in the way CHOG conducts itself publicly, in all forms of behaviour and particularly in regards to the no alcohol policy on CHOG rides. Alcohol is not to be consumed on any CHOG rides in future. The no alcohol policy will be communicated to all members by way of the newsletter, on run sheets and at the beginning of official rides. Rob Hamilton will discuss further with the Road Captains and Safety Officer at the next Road Captains meeting.

Members are reminded that the no alcohol policy is a HOG rule world wide, not just a CHOG rule.

- **Open and Closed runs** It is a requirement of HOG that runs are nominated as closed or open, and that at least 4 rides per year are closed (members and associates only). The ride calendar will show whether each run is a "Closed CHOG run". OPEN runs other than the New/Meet the Member rides are only open to members of CHOG and other members of HOG International, unless by prior approval. If there is any doubt in regards to a membership that member will be asked to produce their membership card.
- **Updates** have been made to the by-laws and the final document will be published shortly.

BBQs – the BBQs are working really well but have got slightly out of hand in regards to some operational and financial issues ie. the same volunteers seem to be doing all the work and the cost has skyrocketed from \$40 a week to between \$70 and \$80. A Working Group has been set up – JB, Kiwi and Michele will determine how to proceed with a well run and financially successful BBQ for CHOG members. The main items to be addressed are the financial, operational and resourcing issues. The working group is to report back to the Committee asap. In the meantime the BBQ will continue as a sausage sizzle from 12.30 till 1.30pm until further notice.

Action Items for next meeting –

| Action Item | Complete | To be completed |
|---|----------|-----------------|
| Delivery of stubby holders | | |
| Flash to set a date to take pictures of the Committee | | |
| Marie, Emu and Dion to discuss website upgrade | | |
| Order T-shirts | | |
| BBQ – working group update and actions completed | | |
| Road Captain's Code of Conduct published | | |
| Revised CHOG By-laws published | | |

| | | |
|---|--|--|
| JB to advise on storage of large CHOG items | | |
|---|--|--|

The meeting closed at 8.25pm.