



MINUTES **General Meeting**
DATE **Monday 21st February 2022**
TIME **8 pm**
LOCATION **Alf Faulkner Hall, cnr Ivanhoe St & Mary Cres, Eden Hill**

1. ATTENDANCE

1.1 Welcome

The President as Chairman opened the meeting at 8pm, welcomed attendees and reminded them to check in and register their attendance, and acknowledged the traditional owners.

1.2 Governance Statement

The Chairman addressed attendees on the following:

- That in accordance with principles of good governance, each member Delegate is to declare any matter that may amount to a conflict of interest as defined under Part 4 Division 2 of the Associations Incorporation Act 2015 and that such a declaration is to be included in the meeting minutes;
- Reminded attendees that parts of the meeting may be confidential;
- Asked if there are any further Business items proposed to be added to the agenda. Mike Jenkins (CTCC) advised that he wished to discuss concessional licensing stickers.
- Requested that delegates speaking on a matter give their name and member club.

1.3 Attendance

Those in attendance are listed in **bold type**:

Management Committee:

Office Holders

President	Geoff Moor (VCCC)
Vice President	Sue Churn (VOCA & WAOG)
Secretary	Tony Ford (MGCC)
Treasurer	Dean Roberts (MARC)

Committee Members

Neil Bishop (NCRS & VSCC), **Doug Bush** (MGCC & MMWAV), Neville Horner (SCCA), **Barrie Nelson** (SCBC), Keith Wall (JMA)

Subcommittees & Subsidiary Offices:

- *Webmaster:* Gary Thirlwell
- *Technical Subcommittee:* **Murray Lizatovich** (Chair), Dave Reid, David Churn, **Paul Blank**, Maurice Davin, John McLean, Kevin Cochrane, **Graeme McLeod**

Member Club Delegates:

Delegates to sign in at the door; one vote per member club. A list of the 37 member clubs represented at the meeting by their delegate(s) is attached.

Visitors:

None recorded

1.4 Apologies

Dean Roberts, Neville Horner, Sue Churn, Brian Nash (MOCA), Alan Bajada (GTRXU1), Keith Wall, Ian Whitaker (TW4), Stuart Elvidge (CMRC), Dave Batger (CLSC), John Waterhouse (SIVA), Aileen Stockdale (VCC), Gane Doyle (HCC)

2. PREVIOUS MINUTES

2.1 Confirmation of Previous General Meeting Minutes

Motion: That the minutes of the general meeting held on 20th December 2021 be accepted.

Moved by Tony Ford, seconded by Doug Bush. CARRIED

The Chairman signed the minutes as correct.

2.2 Business Arising

Nil

3. CORRESPONDENCE since GM held on 20th December

3.1 Inward hardcopy

Nil

3.2 Inward email

- various emails between committee members re the WildApricot implementation & CMC website
- updates from member clubs advising changes to club officials
- from RROCWA re draft Event Safety Plan & Safety Management System
- from Net Search re website development
- advices of event cancellation from VMCCWA
- from Town of Bassendean advising COVID-19 facility hire provisions
- from JCCWA and PCWA re WildApricot website development
- from Vodien re hosting of Classic Car Show domain name
- from MGOC requesting advice on Code 404 Impromptu Run conditions
- various correspondence between committee & subcommittee members re Code 404 queries on Impromptu Runs
- responses and queries from member clubs re Impromptu Run clarification
- various responses and queries from member clubs re Impromptu Run clarification
- advice re cancellation of 2022 Brookton Old Time Motor Show
- from JCCWA approving use of 2020 Jaguar National Rally website for use as template for CMC WildApricot website
- request to provide specifications for 2021 CCS programme for quoting purposes
- query from ACE re availability of C404 and C4C stickers
- from face-painting company re 2022 CCS
- from DCAC responding to previous email re membership fees
- from Paul Blank forwarding minutes of Technical subcommittee meeting held 4th February
- from committee members re minutes of Technical subcommittee meeting
- from Dean Roberts re CCS Prospectus and Booking Form
- from Veteran Car Club re CCS Booking Form queries
- from Premiere Events re CCS Booking Form queries
- from RSM requesting payment of outstanding invoice for \$880
- from JCCWA re CMC use of 2020 Jaguar National Rally website as WildApricot template
- from Veteran Car Club President enclosing letter raising issues about the 2022 CCS management, particularly event insurance

- from Classic English Ford Club with suggestions for the use of CMC surplus funds
- from Veteran Car Club Secretary providing further advice on CCS insurance issues
- from Jensen Motor Association re CCS insurance issues
- from VAA re 2022 Swap Meet
- from CMC Committee members re draft CCS eligibility criteria
- Various routine correspondence.

3.3 Outward hardcopy

Nil

3.4 Outward email

- various to member clubs re CMC WildApricot member register details
- to Net Search re CMC website development quote
- to JCCWA and PCWA re WildApricot website development
- various to committee members re Classic Car Show domain name hosting
- to Technical subcommittee chair referring Code 404 IR query for advice
- to member clubs advising clarification on Code 404 Impromptu Run conditions
- responses to member club queries on Code 404 IR clarification
- correspondence in relation to request for 2021 CCS programme specifications
- to Committee members providing notice of CM on 17th February
- to member clubs providing notice of GM on 21st February
- to member clubs advising COVID-19 requirements for GM
- to ACE with advice re C404 and C4C stickers/plates
- to Premiere Events forwarding query from face-painting company re 2022 CCS
- to DCAC confirming contact details and current membership status
- to committee members re minutes of Technical subcommittee meeting
- to Premiere Events re VCC queries on CCS Booking Form
- to VCC forwarding advice from Premiere Events
- to Dean Roberts re RSM request for payment of outstanding invoice
- to Jaguar Car Club of WA accepting offer to use 2020 Jaguar National Rally website as WildApricot template for CMC website
- to Graeme McLeod advising appointment to Technical Subcommittee
- to RSM requesting copy of correspondence with/from ATO re CMC tax returns
- to Veteran Car Club responding to concerns raised about the 2022 CCS
- to member clubs re VAA swap meet notification
- to CMC Committee re draft CCS eligibility criteria
- Responses to various queries and routine correspondence

3.5 Business Arising

Nil

4. FINANCIAL REPORT

4.1 Account Balances to end January

General Account	Balance	\$ 18,912.76
Classic Car Show Account	Balance	\$
Term Deposit (Bendigo Bank)Balance		\$ 55,000.00
Term Deposit (Bankwest)	Balance	\$ 43,729.11

Motion: That the financial report be received.

Moved by Tony Ford, seconded by Ian Hudson (MGOC). CARRIED

4.2 CMC Tax Returns

RSM has sent the CMC an invoice for \$880 for professional services in relation to the preparation of CMC tax returns.

Motion: That payment of \$880.00 to RSM for professional accounting services in respect of CMC tax returns be approved.

Moved by Tony Ford, seconded by Frank Ferrari. CARRIED

5. REPORTS

5.1 Technical Subcommittee

Murray Lizatovich reported on the current activities of the subcommittee with respect to concessional licensing schemes and decisions delegated from the management committee under CMC Rule 50. A subcommittee meeting was held on 4th February and Graeme McLeod was recommended to be appointed to the subcommittee. Recent advice from the Department of Transport in respect of the C404 audit programme were discussed.

The Code 404 Information Booklet is currently being reviewed and updated. Following adoption by the Committee, it will be forwarded to the DoT for formal approval.

A formal review of the C4C scheme by the DoT is scheduled for April, however there is some doubt as to whether this will occur on time due to COVID related DoT staff limitations.

Murray advised that approved clubs should ensure that their concessional licensing data was kept up to date.

In response to a query from Graeme McLeod on Impromptu Runs, Murray reiterated that IRs were strictly for one day events.

The Committee at its meeting held on 17th February resolved that Graeme McLeod be appointed to the Technical Subcommittee.

5.2 Classic Car Show

Premiere Events has been engaged to organise and manage the 2022 Classic Car Show, which will be held on Sunday 1st May at Ascot Racecourse.

Tony Ford reported that a CCS Prospectus for each of club display and commercial stallholders has been received from Premiere Events and a PE Booking Form has been sent to all member clubs and will be sent to non-member DoT approved historic clubs where an email address can be identified.

A CCS poster is being prepared by PE and will be forwarded to member clubs when available.

PE is also working on an online registration process for public ticketing. Admission passes for club members are capped at 2 per vehicle and will be managed by each club, instead of the previous years' online registration process. Doug Bush noted that if clubs were required to allocate admission passes to their members displaying vehicles, these would need to be provided to clubs by PE at least 2 weeks prior to the event.

Tony Ford advised that there were queries around public liability insurance for the event which are currently being dealt with in discussion with PE and Gallagher. Member clubs would be advised when these are resolved.

5.3 National

Nothing to report.

5.4 Motor Museum

Patric O'Callaghan reported that public attendance and sales so far in 2022 have been very slow due to the heatwave and mask restrictions. In December, all skylights in the Museum were removed which has kept the premises cooler and reduced the risk from bushfire ember attack. Lighting within the buildings has been replaced with LED. Grant applications for the provision of building fans and an upgraded website have been submitted to Lotteries West.

He reminded clubs that a shelter is available for use by motoring clubs for BBQs etc and that a reduced Museum entrance fee of \$10 per adult applies to club members.

The Museum has moved its bank accounts to Bendigo Bank on the basis of better service and interest rates, as well as Bendigo being a community based bank.

Barrie Nelson (SCBC) asked if the Museum was up to date on concession plates, Patric confirmed that this was the case.

6. MEMBERSHIPS

6.1 Applications

No new applications for membership have been received.

6.2 Membership Status

There are currently 103 financial members.

7. GENERAL BUSINESS

7.1 Club management software & website

Neville Horner provided the following report on 16th February:

Current Status

- details for our 105 member clubs now uploaded (some needed correction and this has been done based on responses from these clubs)
- the administrator in Wild Apricot for each of these 105 clubs is known as the 'bundle administrator) and these have been set to the nominated primary contact for each of these clubs
- for each of our member clubs the contact details for the president, secretary, primary contact, registrar and up to two CMC delegates have been recorded, we now have 343 contacts (many contacts fill more than one position)
- each contact is required to have a unique email address so some husband/wife teams had to create a second email address
- the same contact cannot represent multiple clubs so where this has been the case the club initials has been added as a middle name and a different email addresses used for the other clubs
- external emails have not yet been enabled
- draft user guides for CMC administrators, club primary contacts (bundle administrators) and club representatives have been created
- currently only I have full admin rights and only Tony has read only admin rights

Next Steps

- setup our secretary and treasurer to also have full admin rights
- committee to decide whether to pay the Jaguar club for a copy of their website
- if committee agrees then export a copy of our current record of contact details for the 343 representatives of our 105 member clubs
- request Wild Apricot support to recreate our Wild Apricot site as a copy of the Jag club
- import contact details for the 343 representatives and our our 105 member clubs
- revise the Wild Apricot CMC website (ex Jag) to become the new CMC website
- enable external emails
- send out emails to all contacts advising of their initial password

- start saving agendas and minutes within Wild Apricot
- start issuing agendas and minutes from Wild Apricot
- upload other CMC documents which are sent out to members and prospective members to Wild Apricot
- start issuing other documents from Wild Apricot
- committee to decide whether we will use PayPal for the online payment system (total fee is 4.75% + \$0.30 per credit transaction)
- treasurer to establish a CMC Paypal account and register this within Wild Apricot
- Wild Apricot will then automatically issue invoices starting 1st May (this date can be changed)

The Committee at its meeting held on 17th February resolved as follows:

- That the offer by the Jaguar Car Club of WA to allocate the 2020 Jaguar National Rally website to the CMC for use as a WildApricot website template at a cost of \$350 be accepted.
- That a Paypal account be established and registered with WildApricot for the online invoicing and payment system, at a total fee of 4.75% + \$0.30 per credit transaction.

The CMC acknowledged the contribution by the Jaguar Car Club in providing the National Rally website template.

Tony Ford (MGCC) noted that the Paypal facility was an additional payment option and that EFT payment would still be available.

7.2 Motor Show digitisation

President Geoff Moor reported no change.

7.3 Quiz Night

The Kars Bikes Group will hold the CMC Quiz Night in July 2022. Paul Blank advised that details will be provided in due course.

7.4 Concessional Licence Stickers

Mike Jenkins (CTCC) suggested that the CMC provide stickers for free to member clubs, as the Motor Museum price of \$7.50 per sticker seemed excessive. Patric O'Callaghan (MMWA) advised that the Museum kept \$1.50 per sticker as a contribution to the Museum over the cost of producing the stickers. Frank Ferrari (FCAWA), formerly a professional printer, advised that there were cheaper printing options that would substantially reduce the price of stickers. Ian Hudson (MGOC) noted that a decision by the members present at this meeting may not be universally supported by all member clubs.

President Geoff advised that the Committee could examine this issue and bring a recommendation back to a General Meeting for debate and resolution. Patric O'Callaghan advised that a lot of the stickers sold by the Museum are mailed out and this needed to be considered. Garry Tompkinson (Ace Ford Club) suggested that the number of stickers and printing costs be investigated.

Steve Sugden (AROC) noted that the stickers need to be durable, given that they are required to be on a vehicle for years. Murray Lizatovich (BOCWA) advised that the VCC typically ordered a large number of plates and stickers at a time due to the size of their membership. Frank Ferrari advised that there was only paper and UV Poly material used in printing and the latter was clearly longer lasting but considerably more expensive.

Nigel Makin (PWSCC) advised that he used to manufacture stickers as a professional printer and that they were difficult and expensive to manufacture; he offered to bring in examples of different types of plates and stickers with prices to the next General Meeting. Doug Bush (MGCC) advised that Club Registrars should receive the plates and stickers if the CMC was to make them available to clubs.

7.5 Use of Surplus CMC Funds

Stan Stroud (RROC) asked whether there had ever been a risk analysis done for the CMC in relation to the funds reserve required for unforeseen risks. President Geoff advised that a letter would be sent to member clubs again requesting ideas for the use of these funds.

9. NEXT MEETING

The next General Meeting will be held on Monday 18th April 2022 at 8pm in the Alf Faulkner Hall, Corner of Ivanhoe Street and Mary Crescent Eden Hill.

9. CLOSE

As there was no further business the Chairman closed the meeting at 8:52 pm.

CLUBS REPRESENTED AT THE 21st FEBRUARY 2022 GENERAL MEETING: 37

1949-1959 Ford V8 Owners Ace Ford Club Alfa Romeo Owners Club Austin 7 Club of WA Austin Healey Club of WA Avon Valley Vintage Vehicle Association Buick Owners Club of WA Charger Club of WA Combined Torana Car Club of WA Daimler and Lanchester Owners Club Datsun 240/260Z Register EH Holden Car Club of WA Falcon GT Club Ferrari Club Australia WA Jensen Motor Association of WA Kars Bikes Group MG Car Club of WA MG Owners Club of WA Mini Car Club of WA	Mini Owners Club Model A Restorers Club Morris Car Club of WA Motor Museum of WA Motor Museum WA Volunteers Narrogin Restoration Group National Corvette Restorers Pre-War Sports Car Club Riley Motor Club of WA Rolls Royce Owners Club SAAB Car Club of Australia WA Sports Car Builders Club Toploaders Cruise Club Triumph Sports Owners Association Veteran and Classic Car Club Vintage Automobile Association Vintage Japanese Motorcycle Club Vintage Sports Car Club of WA
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In accordance with rule 61(5) of the CMC Rules of Associations, as Chairman of the General Meeting held on Monday 21st February 2022 I confirm that these minutes are correct.



*Geoff Moor, CMC President
18th April 2022*