

Hobart Bike Kitchen Inc.

Special General Meeting.

21st October 2014

The Duke Hotel, 192 Macquarie St

Present: Lance House, Mark Parssey, Paul Winter, Bernd Wechner, Matt Drake, Dan Panek, Ollie Lovell, Alex Hartshorne, Rafael Molina, Richard Vandemolen, Ben Clark, Melanie O'Connell

Apologies: Luke Gadd

Meeting Commenced: 6:00 pm

Audit Requirements:

In accordance with the Option for Exemption for Small Incorporated Bodies from Auditing Requirements of the Associations Incorporation Act 1964

Special General Meeting. It was noted that the requirement for a provision for 10 members to requisition a Special General Meeting already exists as Rule 12 of the HBK constitution.

Motion:

That Hobart Bike Kitchen Inc. request the Commissioner for Corporate Affairs exempt our association from an audit for last financial year.

We confirm we comply with the following requirements:

our total revenue is \$40,000 or less; and

our total assets (not including real property) is \$40,000 or less; and

the association has provision in their rules for 10 members to requisition a special general meeting

Proposed Lance House / Seconded Mark Parssey

passed unanimously

Meeting Closed 6:10 pm

Hobart Bike Kitchen Inc.

Annual General Meeting 2013/14

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Minutes of Previous AGM:

Motion: That the minutes of the Annual General Meeting 2012/13 are a true and correct record.

Proposed Lance House / Seconded Mark Parssey carried

Presidents Report 2012-2013

Lance was pleased to report that the past year had delivered on the goals set at the last AGM.

The bike hanging structure had been built and is currently full. There is an amount of shade cloth still to be installed which will be done soon.

Sadly the roof plumbing issue had to be revisited but it has been handled very fairly with TWS and is progressing OK. Plumbers have been selected and the quoted cost of \$5k, to be split 50/50 between TWS and HBK is within our budget.

There has been pleasing progress to encourage more volunteer chefs. This is a crucial indicator of our sustainability.

The skills training program setup by Ollie and others was very successful, both in providing a useful learning opportunity for many but also in encouraging more to consider cheffing.

Lance has been involved much less this year, a form of succession planning which has been successful with Matt taking on a greater role. Matt noted that he had seen the opportunity following a story about HBK in the Mercury which highlights the value of continuing to engage in the various forms of media not just the website and Facebook.

The Availability spreadsheet has been working well. The automated addition to the calendar and the reminder to those who have volunteered reducing the work required and helping to manage the Sunday sessions.

The sign-in sheets have provided useful information on the number of participants, bikes donated and provided etc.. . There are some improvements which can be made to completing the sheets each week and reducing the work to collate the information which we should do in the next couple of months.

HBK now has 'good bones', a solid structure to progress into the future in a useful and sustainable manner.

That the President's report be accepted. Lance / Melanie Carried.

Treasurers Report

Current Bank balance \$4,049.82

Ben had provided a full set of reports of all our transactions, including bank statement reconciliation and grant details. See attached financial statement.

He has continued to be in contact with grant providers to keep them up-to-date with progress towards completing the new building in-line with the grant reporting requirements.

There are sufficient funds to meet the quotes for the plumbing required to complete work at TWS.

Ben noted that there were various grant opportunities still available. However, as are not in need of funds for any particular projects that it's probably better to fully discharge the current grants and wait until there is a need before looking at further applications.

Lance will continue to manage the Bike Blender. Generally \$50 per day and the money goes to HBK. Paul Winter and Dan are preparing for South Hobart School Fair and the blender might be useful there.

The information from the sign-in sheets has been very useful in identifying the non-financial value of HBK in volunteers hours (~800 hrs), 400 attendees and 150 bikes given away.

There was further discussion on how to improve on the information recorded.

- Boost wifi so can use the laptop and enter directly (often too busy to do this)
- Before/after photos
- More HBK spokecards for greater visibility

That the Treasurer's report be accepted. Lance / Dan Carried.

Elections:

President; also known as Chief Commissaire	Matt Dan/ Mark
Vice-president; also known as Director Sportif	Dan Matt / Bernd
Treasurer; also known as Green Jersey	Bernd Ben/ Matt
Secretary. also known as Polka Dot Jersey	Mark Lance/ Dan

Committee	Paul W, Melanie, Richard, Ben,
Alex	

All duly elected.

OtherBusiness:

Notes from Matt: Matt has a number of ideas for the next year to build upon the “good bones” Lance mentioned.

Expand the social engagement through ideas such as wind down time after each Sunday Session, e.g. chips and a cold drink.

To continue engaging with more groups e.g. ladies rides gives an introduction to a group who may benefit from HBK skills session, and to continue the outreach through sustainability festival, schools to push the affordable transport message.

First intention to open every Sunday.

Expand the facebook/posts presence.

Expand the no. of chefs, recognising the need for introductory chefs to have support,

Chef Training: The Basic Skills Training program had been very successful.

Almost too successful as an anticipated 10-15 takers became 30-35 when they were run.

We should look to run the course again this year. The pre summer timeslot seems to be a good one in terms of numbers who attended and the follow up we have been able to have with them leading into a new, busy summer.

While Ollie will not be around much in the coming year the program should be readily repeatable. Sign up form was a Google Doc.

Some suggestions for improvements have been:

- Double sided certificate with a checklist of what learnt on the back
- Keep numbers manageable, 20mins at each table works for 5 or less not for 10
- Maintain follow up (Squires session for presentation was good)

Sustainable Living Festival

November 8/9th.

We have stands and tools, trailer, marquee etc... so just need to ensure we have all the auction bikes available.

Luke has a few already sorted, as does Matt

Two auction times have been agreed with SLT.

Discussed approaching Lord mayor and Min. for Infrastructure to be bike models.

Ben has letter ready. Council elections will hopefully have been finalised buy them.

We probably need to have a short version of the “Who We Are” for distribution. Ollie and Bernd will follow up.

Shed light: We need to have better lighting in the shed as it is often dark by finish of session.

Lance volunteered to have a look at it.

Shadecloth: Discussed options to provide extended coverage for very sunny days, or alternatively wet days. Consensus was that the cost and difficulty of building something strong enough to be useful without inconveniencing TWS made it impractical.

Merchandise: Discussed what other HBK items might be useful such as more aprons, cycling caps, stickers or business cards.

Shed security: It has been 18 months or so since the original codes were set on the locks and it would be good practice to reset the locks. Matt to do.

ABC interview: We had been approached by ABC radio and Matt and Dan were going to ABC following AGM.

Meeting Closed 7:00 pm