

## APPROVED MINUTES

### For the meeting of the BMWOR Board held electronically via Zoom on Saturday 9<sup>th</sup> August 2019

**Meeting starts 1010hrs**

**Present:** President Garry Williams, Vice President Grant Aislabie, Treasurer Robin Wood, Membership Chris Souness, Member Rep Dale Grover, Secretary Dave Ross.

**Welcome:** By President.

Previous Outstanding Action Points:

01	Investigation of other Member Benefits.	Chris Souness	WIP*
04	Repurpose Trophy to Distance award. Based on MOA sample	Garry & Chris	WIP*
05	Design simple rules for the new Distance Trophies	Garry & Chris	WIP*
07	Contact Leonie Steedman AON re Membership Card discussion.	Chris Souness	WIP*

Current Action Points: (Board Meeting 24 March 2019)

01	Need to update the new member welcome information	Garry Williams	WIP
02	Under Summary Stats, can members also be listed by Region / Area	Chris Souness	WIP
03	Document register added to Strategic Plan	Dave Ross	Done
04	Rally Template?? Guides lines on how to prepare for a Rally.	Garry Williams	WIP
05	Recheck with Iain Whittaker re finding a Host and changing the URL (Email)	Chris Souness	Done
06	FB Page removal of Visitors post area?	Garry Williams	Done
07	Contact editor and take over Advertisers portfolio	Chris Souness	WIP
08	Nettl re extra FB button for BMWMC membership applications?	Chris Souness	Done
09	Nettl re Website / FB events push out	CS and DR	Ongoing
10	Convert Action Plan from pdf to Word – Place Draft copy into Dropbox	Dave Ross	Done
11	Contact Geoff Glover and Ian Macartney re Insurance (Forest Access)	Garry Williams	Done
12	Scan and replace AON Insurance Documents on Website	Dave Ross	Done
13	Repurpose of Fly Trophy continuing	Garry Williams	WIP

**President's Report:**

As per the President's Podium. Main thing in Munich giving us the OK for the New Logo. Next Month is the Distinguished Gentleman's Ride and also Motorcycle Safety Awareness Month.

## **Treasurer's Report:**

Discussed the previously circulated budget. (attached at the end of these minutes).

Moved Robin Wood Seconded Garry Williams

Who sent out the Advertisers Invoices? Were meant to now be handled by Membership. Looks like they were sent out by Dave Morris. Who has the Editor's email address? It has been forwarded to Membership and Secretary. Chris Souness to see Dave Morris and to collect the Editor's Email.

## **General Business:**

### **AON – Sponsorship:**

AON have raised concerns about the contact from the club re Sponsorship. Their preferred option was to provide a bulk package for sponsorship that they would pay once a year and that it would be over to use to how that was used. Also preferred was to have one point of contact (President, who ever that is).

One of the things we may end up doing is to place one sentence Ad's with AON Branding to pop up on our page on a monthly base. Things like 'Do you know if you lose your keys that you can have the locks replaced'.

Rally shirts will be at our costs with cost recovery via the members. There is no extra cost to us to have AON logo placed on the sleeve of the shirts.

Chris will send out to the Board the details of the costings re Membership Cards etc. Leads to discussion on Membership Cards and printer cost options. The preferred option is for the club to produce its own membership card but there will be a cost to the club associated with that.

### **LOGO:**

Logo has been approved by Munich so how is this to be launched? As president I've been thinking about how to implement the released of the new Logo that he's pretty sure will upset a handful of people but will be accepted by the majority. The plan is for a soft launch 'up and centre' at the Blenheim Rally. If you read last month's podium you will see that it was a simple and easy way to signal that we have a new Logo. No one has written back or called me about that. There has been a year of conversation around it, we had the Auckland Rally with 100 or so people very much engaged in giving feedback and then we had the Area Reps meeting in June we they all agreed.

Next month's Newsletter will carry the new Logo. The Facebook Page will be updated. Future: Website to be updated. We can also update the signature on our email signatures. Grant Aislabie has already drafted a Remit for the next AGM to change the name to 'BMW Motorcycle Club Aotearoa New Zealand'.

Ian Sowden asked if there should be a Fire Sale on the old stock. Can there be some new Stickers made up with the new Logo so that the President can take some to the Clubs International meeting.

There will be cost implication for the Shop. The question asked was 'will everyone get a new badge?' Short answer - No. New members coming on will have the new logo. Current members wishing to change their name badges can do so at the current replacement cost.

### **MEMBERSHIP UPDATE:**

New application and payments process has an issue that was only found two days ago. Now we've found out that members need to be signed into the Website to make a payment using a credit card. It was not what was defined in the original scope. I've expressed by displeasure at Nettle and they've gone away to work on it. I'm meeting with Nettle on Monday afternoon. The process needs to be very simple not as complicated as it is now. The forms are a lot better than they were, but there is still room for improvement which is ongoing.

**NEWSLETTER:**

The August Newsletter was Interesting – It was not a bad Newsletter though. Disappointment that a very small number of Area Reps that contributed. The President will send out a message to all Area Reps this week.

Our Newsletter is based on the stories that our members can tell. If they have no stories it is possible that the Newsletter may be just full of advertisements. If they choose to use Facebook instead of the Newsletter, so be it.

The Club will be put out a publication every month and it may not be what our members want. What is needed is Front Page photographs (Portrait style). President will send a link to a media source that has access to lots of stories and photos of motorcycles by brand.

The new Google system has almost take over from the Editors Role, but there is still the need to an editorial overview prior to publication. There seem to have been a number of persons who may have an interest. Dale will be talking with the favoured one next weekend.

Prior to that discussion, bullet points are needed to create a PD for what the role does. Does the editor email go to that person? The current system for putting information into the Newsletter is really simple for both documents and photos. If that system is too hard for the Area Reps then we will need to go an find a full time editor.

Chris Souness will visit Dave Morris this coming week to have a chat and to collect the Computer.

**AREA REPS:**

A couple of things that fell out of the Area Reps meeting in that some of the Area Rep's are struggling due to the size of the area and size of the scattered membership. Not so hard to major centres where most of the membership is. Smaller centres with scattered members seem to have problems with maintaining the connection with their members. Some areas do not seem to have those connections.

The club's Facebook Group was set up for that? Do our Area Reps need a little more help and/or guidance from without or within? They have Area reps with good experience in their Area Rep group.

Suggestion: Should the Area Reps survey the members in their area to see exactly what they want and expect from their membership? Survey Monkey?

The Board was also to discuss giving Area Reps Database Access for their own area members. In talking with some of the Area reps, some only wanted to know what town their members were in, while others wanted to know what sort of bike they rode.

It could potentially be an easy fix by just adding two more fields to the read only data they already have access to. However, an issue has been identified with some of the displayed data for 3 areas within the current DB. These are being addressed with Two Monkeys.

Why can't the Area Reps have access to all the membership information in the Database but limited to their own areas? President advises that members when they join are aware that their personal details can be used for the Clubs business. Area Reps are a part of that business and should have access.

Dave Ross advises that his concerns are for the integrity of the Database and the possibility that Area Reps access will display individual member details set out over three computer pages. This would be too much information and they would spend too much time searching for what they need. Modifying what they currently have may be better.

Agree in Principle that AR's need access to their Member's information. Further discuss between Chris Souness and Dave Ross later.

**FORMAL ACKNOWLEDGEMENT:**

Has there been any formal acknowledgement for

- Arne Rohde – Previous Web Master, and
- Dave Morris – Previous Editor

The President advises that he rang and thanked Arne. However it did raise the issue of how we acknowledge special service given to the club

Suggestion 1: Secretary to investigate the creation of a Shield or Plaque containing the new Club Logo.

Suggestion 2: Member Rep has a contact in Nelson who can laser engrave on wood in Nelson. Dale to get a sample made for consideration.

**CLUBS INTERNATIONAL UPDATE – Garry Williams:**

Some of the 2-day meeting topics are:

- What is the motivation to join a BMW Motorcycle Club?
- Do BMW Motorcycle Clubs have any targets. GW is very against having a target.
- What's going on in each Country
- What does the future Clubs International look like, is it still the right format for today's world.
- How we accommodate different cultures considering the growth in China
- What happens as we move into the virtual world and the impact on clubs per say

It's an interesting agenda and I've agreed to be a part of that conversation. It's not so much about joining clubs, but the relevance of clubs and what offers best value for money.

I also get to meet the guys from Munich who make the decisions about gaining consent for our club name. I'd like to have some interesting discussion with them.

**OTHER:**

What is to happen with the shop?

- Grant Aislabie - Why can't we have a link to where the product can be purchased from?
- Chris Souness - We need to smarten up what we do with 'The Shop'.
- Grant Aislabie – Do we actually need a shop. We should sell the stuff off and close it down.
- Chris Souness – We need to review the Shop and ensure that if we continue with it that stock is relevant
- Garry Williams – I'll talk to Ian Sowden tonight and gauge what his thoughts are.
- Grant Aislabie – My vote is limit our stock, get rid of what we've got and have a limited stock variety and other stuff on demand if needed.
- Chris Souness – Reflective Safety Vests: Perhaps print and issue to our Area Reps with the new logo
- Chris Souness – I think that these Zoom meetings are excellent and good cost saving. Propose monthly zoom meeting. As a group to schedule the next Zoom Meeting.

**Next Zoom meeting: Last Weekend of the Month at 7-00pm  
Wednesday 25 September 2019 – 1900hrs**

**Meeting ends 1145hrs**

Current Action Points:

01	Delete email link to Garry Williams windows Live email	Dave Ross	Done
02	Advertising Data and Invoices to Chris Souness	Chris Souness	
03	Chris Souness to meet with Dave Morris - Computer recovery	Chris Souness	
04	New Club Logo to the Masthead of the Newsletter	Dave Ross	Done
05	President to write (email) the Area Reps re Newsletter submissions	Garry Williams	
06	Board input to 'Editor' Position Description role	All Board	
07	Meet and discuss the Editor role with interested party	Dale Grover	
08	Discuss with Two Monkeys Area Rep access to database	Chris Souness Dave Ross	
09	Investigate Club Shield option and costings	Dave Ross	
10	New Logos on Reflective Vests for Area Reps	Chris Souness	
11	Send Media Source Link re BMW stories / photos to Secretary	Garry Williams	
12	Discuss with Ian Sowden re future of The Shop	Garry Williams	
13	Meeting with Nettl re Card Payment System	Chris Souness	
14	Create Laser engraved wooden plaque for presentation consideration	Dale Grover	

## BMWOR Treasurers Report

I am pleased to present to the Board meeting held on 10 August 2019 the following report outlining the financial position of the organisation as at 31 July 2019.

You will note that I have not listed figures to 31 July last year as this current financial year is now running for 15mths until 30 Sept. However, I have extrapolated 18/19 Budget as presented to last AGM by a further 3 months to Sept'19 to give a better idea as to predictions.

### 1. Current and Investment accounts – Balance as at 31/07/2019:

Westpac - Main:		\$ 3,493
Westpac - Event account:		\$ 9,992
TSB Term Deposits:		
0001 3.05% Matures 27/01/20 (Westpac)	\$10,000	
0002 3.25% Matures 02/09/19 (Westpac)	<u>\$ 5,168</u>	
Total Invested	<u>\$15,168</u>	<u>\$ 15,168</u>
Total funds as at 31/07/2019		<u><u>\$ 28,653</u></u>

### 2. Revenue/Expenditure YTD:

Below is a summary of Income/Expenditure for the financial year to date:

		This year <u>1.7.18 – 31.07.19</u>
<b>- Main Account:</b>	Cash In-	
	Sub's	\$ 24,788
	Donations	\$ -
	Gear Shop	\$ 222
	'STRIPE' testing income	\$ 160
	Magazine Advertising	\$ 3,026
	Interest	<u>\$ 668</u>
	<b>Total Income</b>	<u><b>\$ 28,864</b></u>
	Cash Out-	
	Printing & Newsletter	\$ 3,390
	Postage & Stationery	\$ 1,532
	Gear Shop Purchases	\$ -
	2019 AGM Contribution	\$ 2,500
	Transaction/Bank Fees	\$ 56
	Website/Database	\$ 3,220
Administration*	\$ 280	
Miscellaneous**	\$ 379	
Meeting Expenses	\$ 10,218	
Travel	\$ 2,702	
Christmas subsidies	\$ 535	
Liability Insurance	\$ 1,334	
Publicity/Advertising	\$ 283	
Badges & Trophies	\$ 2,108	
<b>Total outgoing</b>	<u><b>\$ 28,537</b></u>	
<b>Deficit/Surplus for YTD</b>	<u><b>\$ 327</b></u>	

(\*) First Aid Kits for Area Reps \$165. Folding Group wind-up \$115.

(\*\*) Accountancy \$80; Software upgrade \$199; Condolence flowers re bereavement \$100.

<b>- Event Account:</b>	Income -	
	2019 Nat'l Rally Income	\$ 22,607
	2020 Nat'l Rally Income	\$ 5,456
	2019 NI RAG Rally Rego's	\$ 965
	Interest	<u>\$ 14</u>
	<b>Total Income</b>	<u><b>\$ 29,042</b></u>
Expenditure -		
2019 Nat'l Rally	\$ 25,431	
2020 Nat'l Rally	\$ 1,472	
NI RAG Rally Exp's	<u>\$ 1,130</u>	
<b>Total Exp's</b>	<u><b>\$ 28,033</b></u>	

### 3. Current financial matters:

#### Operating A/c

#### Income:

SUBS: Running as expected.

NEWSLETTER ADVERTISING: Tranche of invoices issued in last week.

STRIPE: Test payments to be refunded to Membership Secretary. Some genuine payments now flowing.

#### Expenses:

MEETINGS & TRAVEL: Running \$3k over due to Area Rep meeting costs and Presidents travel costs to attend BMW Clubs International conference.

However total expenses still well within total predictions.

### 4. Term Deposit Maturities:

Will assess cashflow position near the maturity times with regard to re-investment.

