

**Minutes of Australasian Motor Museums Association Incorporated**  
**Executive Committee meeting,**  
**held at Fire Services Museum, East Melbourne at 2pm on 29<sup>th</sup> October 2012**

**DRAFT till ratified.**

**Present:** Peter Gault (Chair), Kelvin Ferris (Vice Chair & WA delegate), Ron West (Treasurer), Matthew Lombard (SA Rep.), Phil Costello (TAS Rep.), David Peck (Vic delegate), Peter Quennell (Secretary),

**Guests:** Daryl Meek (Shepparton Motor Museum), Steve Shepard (Portland Powerhouse Motor & Car Museum), Graham Balfour (Shepparton Motor Museum)

**Apologies:** Reg Wilkins (NSW delegate), Mark White (NSW), Ian Bone (Qld delegate), Kel Davis (NT delegate),

A proxy was received from Reg Wilkins to Kelvin Ferris.

A proxy was received from Matt Lombard to Peter Quennell during his absence.

**Chair's Welcome**

Chair welcomed committee members and guests to the meeting.

**Minutes of previous Executive Committee meeting**

Minutes of the previous Executive Committee meeting held on 29/10/12 at 9am were unavailable at this time.

**Correspondence – Application for individual membership - Daryl Meek**

**Financial Report** – as per AGM - Balance: \$10,742.77

**Publications** – as per AGM - Website: Page Hits up 27%, to 9657, 48% Australian

**Delegates Reports** – as per AGM

**New Business:**

a/ **Trial Electronic Voting** – It was discussed & agreed that as the committee has limited ability to meet more frequently it should trial the use of electronic voting for urgent committee business.

Motion:

1. That the committee immediately proceed with a 12 month trial of online voting for any item of business deemed to be urgent by both the President and Vice President of the Association. and
2. That a background paper shall be distributed to all committee members prior to any such poll.
3. The President shall instigate and conduct the poll.
4. That at the next committee meeting following any online poll the President shall table, the background paper distributed, the list of members polled, the poll question, the full result of the poll including, voter turnout and the results for each potential response available to voters.

*Moved Kelvin Ferris / Seconded Peter Quennell - Carried*

b/ **AMMA National Newsletter** – It was discussed and agreed that the committee should Endeavour to produce a Member Newsletter within 30 days of each meeting of the committee.

Motion:

That for the 2012/13 year each Committee member will endeavour to contribute a report of between 50 & 150 words relevant to their position within the AMMA for a member newsletter within 14 days of each committee meeting, and the President shall act as editor, publisher and distributor.

*Moved David Peck / Seconded Ron West- Carried*

c/ **AMMA member promotional brochure** - It was discussed and agreed that the committee should endeavour to produce a draft DL size Promotional Brochure by February 2013.

It was suggested that we may need to print 10,000 to 15,000 brochures.

Motion:

That the President in consultation with State Delegates will create a draft National Promotional Brochure featuring all current members who wish to be included and seek costing for committee consideration before printing and distribution through member establishments.

*Moved Ron West / Seconded Kelvin Ferris - Carried*

d/ **Discretionary spending** - It was discussed and agreed that committee members regularly incurred personal or institutional costs in carrying out their duties, and while AMMA cannot afford to reimburse significant travel or accommodation costs sundry expenses should be claimable. These costs should be tabled and ratified at the next committee meeting.

Motion:

That members of the committee of the AMMA can claim legitimate costs incurred in carrying out their delegated role by sending tax receipts with the claimed expenditure highlighted and a detailed explanation of the reason for any such expenditure to the treasurer.

*Moved David Peck / Seconded Kelvin Ferris - Carried*

Delegate Matthew Lombard returned to the meeting.

e/ **Letter of thanks** – It was resolved the Chairman should send a letter of thanks to Mark White and the Museum of Fire.

**Unanimously carried**

f/ **Financial records and bank account** – It was discussed and agreed that the Treasurer should set up an account which is convenient for him to administer and that any future account should require joint signatories.

Motion:

That the Treasurer open a Bendigo Bank account in the Name of the Australasian Motor Museums Association and that the existing Commonwealth Bank account be closed once the existing balance is transferred to the new account.

That any new account shall require any two joint signatories for any debit transaction.

That the approved signatories shall be the Chairman, Vice Chairman, Treasurer & Secretary of this Association.

*Moved Kelvin Ferris / Seconded David Peck - Carried*

- Secretary to send copy of Certificate of Incorporation to Treasurer

g/ **Constitutional Review** – A sub-committee of Peter Gault, David Peck, and Ian Bone is to be formed to bring to the executive committee within 3 months any recommended changes to our constitution and rules.

*Moved David Peck / Seconded Kelvin Ferris - Carried*

h/ **Website Review** – Following a review of both websites the committee resolved;

Motion: to keep the existing website and make any urgent changes required to keep it up to date, ~~relevant and~~ ~~relevant and~~ current.

*Moved Kelvin Ferris / Seconded Peter Quennell - Carried*

j/ **Sponsorship** – The concept of seeking some sponsorship (for either meeting costs or publication of brochures) was discussed. Whilst it was resolved to leave for the present, all member's ideas on the subject could be forwarded to Peter Gault.

k/ **Insurance** – a discussion on the desirability of insurance cover for Board decisions and actions was held. It was resolved to leave for the present.

l/ **New member** – An application for membership has been received from Daryl Meek, along with the required application and membership fees. It was unanimously agreed to accept the application and welcome our new member.

m/ **Donation** – A recommendation that we donate \$100 to the Fire Services Museum in appreciation of their hospitality was put to the meeting. This was unanimously approved and was paid by the treasurer.

o/ **State Delegates duties** – A Job Description for State Delegates was presented by the WA members. It was discussed and the agreed wording is included at the end of these minutes.

Meeting ended at 4:05pm

**Next Executive committee meeting Sat. 20<sup>th</sup> April 2013**

**At Como Gardens, The Basin, Vic**

(~~followed~~Followed on Sunday by the 21<sup>st</sup> Classics at Flemington racecourse)

Action items	Person Responsible	Deadline	Status
<ul style="list-style-type: none"> <li>Minutes of 9am meeting</li> </ul>	Matt Lombard	30/11/2012	Ongoing
<ul style="list-style-type: none"> <li>Minutes of AGM</li> </ul>	Matt Lombard	30/11/2012	Ongoing
<ul style="list-style-type: none"> <li>Minutes of 2pm meeting</li> </ul>	Peter Quennell	5/11/2012	Ongoing
<ul style="list-style-type: none"> <li>Send info on trial Electronic Voting to all exec</li> </ul>	Peter Gault	1/12/2012	Ongoing
<ul style="list-style-type: none"> <li>State Delegate Reports</li> </ul>	State Delegates	11/11/2012	Ongoing
<ul style="list-style-type: none"> <li>Draft first Nat'l Newsletter</li> </ul>	Peter Gault	13/11/2012	Ongoing
<ul style="list-style-type: none"> <li>Create draft Promotional Brochure</li> </ul>	Peter Gault	28/02/2013	Ongoing
<ul style="list-style-type: none"> <li>Letter of Thanks</li> </ul>	Peter Gault	13/11/2012	Ongoing
<ul style="list-style-type: none"> <li>Open new Bank Account</li> <li>Get all signatories confirmed</li> </ul>	Ron West Ron West Peter Gault Kelvin Ferris Peter Quennell	13/11/2012	Ongoing
<ul style="list-style-type: none"> <li>Get funds &amp; bookwork transferred</li> </ul>	Peter Gault	20/11/2012	Ongoing
<ul style="list-style-type: none"> <li>Cert of Incorporation</li> </ul>	Peter Quennell	13/11/2012	Ongoing
<ul style="list-style-type: none"> <li>Constitutional Review committee to be convened</li> </ul>	Peter Gault	1/1/2013	Ongoing
<ul style="list-style-type: none"> <li>Website – make any urgent changes</li> </ul>	Peter Gault	13/11/2012	Ongoing
<ul style="list-style-type: none"> <li>Ratify minutes of 9am meeting 29th Oct 2012</li> </ul>	Peter Gault	20/04/2012	Ongoing

**Timetable**

Executive meeting	Sat 20 <sup>th</sup> April 2013	Como Gardens, The Basin, Vic
2013 AGM	Sun 29 <sup>th</sup> Sept 2013	National Motor Museum Birdwood, SA

## AMMA STATE REP DUTIES

To;

- A To recruit potential new members from within his/her state or area agreed to
- B To keep state members informed via newsletter/email/telephone etc. on events & matters of interest in the Motoring Museum World
- C Convene meetings within their state/area when considered necessary & prior to the national meetings to discuss previous minutes & business arising as agenda items to present at next AMMA meeting
- D Attend & represent his/her state/area at AMMA committee & AGM meetings where possible
- E Muster assistance for & from state members with problems/issues that exist within the represented state e.g. Government regulators, local & state license matters
- F Promote special events that may help each other
- H Host/arrange the AMMA AGM or COMMITTEE meeting when rostered with the assistance of the meeting coordinator.
- G Confirm organisation details for pamphlets/web listings