

# ***Australasian Motor Museums Association Incorporated***

## ***Executive Committee Meeting - Minutes - 20th April 2013 - 10am***

at the Fox Classic Car Collection, Cnr Batman Drive & Collins Sts, Docklands, Melbourne, 3008.

**Committee:** Peter Gault (Chair), Kelvin Ferris (Vice Chair & WA Delegate), Peter Quennell (Sec), Ron West (Treas), David Peck (Vic Delegate), Phil Costello (Tas Delegate), Reg Wilkins (NSW Delegate)

**Guests:** Peta Wheadon (Manager - Fox Classic Car Collection), Bob & Bev Ridley (Ridleys Classic Car Collection - WA), Ron Meridith (West Coast Motor Museum - WA), Daryl Meek (Individual Member - Vic)

1. Meeting Opened:10am

2. Apologies: Ian Bone (Qld Delegate), Geoff Waters (Vic - Coleraine). George Christie (NSW - Tocumwal), Matt Lombard (SA - Delegate),

3. Proxies: None

4. Chairman's Report: Verbal report on activity since last meeting, written report in Newsletter.

5. Receipt of the minutes of the 29th Nov 2012. (9am & 2pm)

*Motion: That the notes of meeting, 9am, 29th Oct 2012, be received.*

*Moved: Kelvin Ferris Seconded: Ron West Carried*

*Motion: That the Minutes of meeting, 2pm, 29th Oct 2012, be received.*

*Moved: David Peck Seconded: Ron West Carried*

6. Business arising from the Minutes

a) AMMA member promotional brochure is now available for distribution.

*Motion: That AMMA should allocate each state delegate 150 brochures per publicly accessible Member facility and delegates will distribute to members at their discretion to best facilitate public visitation. This may include distribution to a non member outlet where delegates feel this will be most likely to increase visitation to member facilities.*

*Moved: Reg Wilkins Seconded: Kelvin Ferris Carried*

b) Constitutional Review - After discussion and minor amendment of the draft document tabled.

*Motion: That the committee of the Australasian Motor Museums Association Inc shall post on the AMMA web site, and recommend the members adopt the amended constitution as a special item of business at the 2013 Annual General Meeting.*

*Moved: David Peck Seconded: Ron West Carried*

7. Correspondence

In:

a) New Membership Applications for ratification

Campes Motor Museum - Hamilton, Vic

Neil Joiner Collection - Trafalgar, Vic

Museum of Timeless Memories - Sale, Vic

Koorda Motor Museum & Military Collection - Koorda, WA

Como Gardens - The Basin, Vic

b) Mr Brett Schofield - Quote to host electronic elections (via email)

c) Riverland Internet - Invoice for Domain renewal (via email)

d) Mr Robert Tolarno - Director Classic Driving Tours, Runaway Bay, QLD. Sponsorship proposals (via email)

e) Jennifer Harman - Deni Ute Muster DVD offer

f) Marianne Norman - Director, National Motor Museum. Agreement to Host 2013 AGM

g) Thats Graphic - Tender, National Brochure (via email)

h) Timothys - Tender, National Brochure (via email)

i) Ross Lee - Aldinga Beach, SA. Correction of detail on web site (via email)

j) Damien Hodgkin - offer to sell James Flood collector Cards (via email)

Out:

a) Committee - Minutes

b) Mr Mark White - CEO Museum of Fire, NSW. Letter of appreciation to immediate past Chairman

c) All Members - National Newsletter (Vol 1, issue 1, Nov 2012)

d) Marianne Norman - Director, National Motor Museum, request to host 2013 AGM

e) Timothys - Tender request, National Brochure (via email)

f) Thats Graphic - Tender request, National Brochure (via email)

g) Chair & CEO - National Road Transport Hall of Fame - Alice Springs, NT. Letter requesting board nominate & notify of AMMA delegate.

h) Thats Graphic - Notification of successful Tender, National Brochure (via email)

i) Committee - Meeting Agenda

j) That's Graphic - Brochure proof confirmation, 10,000 copies

*Motion: That all listed member applications be accepted and the correspondence be received.*

*Moved: David Peck Seconded: Kelvin Ferris Carried*

## 8. Financial Report - Comprehensive Report Tabled

Opening Balance at 1st July 2012 **\$10,756.63**

### Income:

Membership Fee's	\$1,500.00	
Interest	\$ 108.42	
	<b>\$1,608.42</b>	<b>\$12,365.05</b>

### Expenses:

Internet Maintenance	\$ 165.00	
Meeting Venue	\$ 100.00	
	<b>\$ 265.00</b>	<b>\$12,100.05</b>

### Outstanding Expenses:

Website - Domain Name (2yrs)	\$ 60.00	
Brochures - Design & print (10,000)	\$2,850.00	
	<b>\$2,910.00</b>	<b>\$ 9,190.05</b>

Balance available at 20th Apr 2013

**Motion:** That the Finance Report be received, and that

1. Ron West be reimbursed \$2,910 for personal outlay made to facilitate timely payment of Brochure & Domain name invoices. and
  2. Matthew Lombard be reimbursed (on the Treasurers receipt of an invoice) for production of an AMMA Banner. and
  3. That the Treasurer in consultation with the Chairman, should invest any funds surplus to foreseeable needs in a suitable term deposit.
- Moved: Reg Wilkins Seconded: Phil Costello Carried

## Publications Report - Tabled

Website continues to receive strong traffic averaging 25,081 successful requests & 860 page hits per month, 7% up on last years average and 45% are Australian hits. A quote tabled from "Thats Graphic" for \$1,360 to update the site making it mobile friendly, replacing the Gallery page, introducing a content management system, a members area, forum and Google analytics was tabled.

**Motion:** That the web site update quote be accepted and the chairman facilitate implementation of the proposed changes.

Moved: Kelvin Ferris Seconded: Ron West Carried

## 9. Delegates Reports - verbal, written reports in newsletter.

- NSW/ACT - Reg Wilkins
- NT - Liz Martin (National Road Transport Hall of Fame)
- NZ - Matthew Lombard
- QLD - Ian Bone
- SA - Matthew Lombard
- Tas - Phillip Costello
- Vic - David Peck
- WA - Kelvin Ferris

## 10. New business

- a) **Sponsorship & Advertising:** To consider options for entering sponsorship agreements & set guidelines and values.

**Motion:** That the AMMA will;

1. Not accept any paid advertising but will facilitate promotion of, and links to, any Corporate Sponsor member within our Newsletter and/or on our Web Site. and
2. The AMMA can at the committee's discretion publish or forward to members any offer received which is considered to be of potential benefit to our members.

Moved: Phil Costello Seconded: Peter Quennell Carried

- b) **Membership of Museums Australia:** The committee considered becoming a member of Museums Australia.

**Motion:** That Chairman shall on behalf of the AMMA apply to join Museums Australia as an institutional member.

Moved: David Peck Seconded: Reg Wilkins Carried

- c) **Member Proposed Business Items:**

- a) Insurance/Public Liability requirements
- b) Volunteer Staffing
- c) Local Council Co-Operation with marketing, rates etc.

Committee felt these topics which are regularly raised by members could be raised as articles within our Newsletter in the first instance and possibly evolve as reference papers within the members area of our web site.

- d) **Any other business**

History of the AMMA was raised as something which we should endeavour to document while we still have foundation members involved. Kelvin Ferris undertook to discuss the matter with Matt Lombard and provide some advice on a way forward.

### Member Survey

It was proposed we should again do a basic 1 page survey of our members to gain current knowledge of visitation trends and possibly try to gain some idea of what significant items of Australian Motoring Heritage are held. This would help us advocate on their behalf.

**Motion:** That a single page survey be developed and distributed with the member newsletter following this meeting.

Moved: David Peck Seconded: Reg Wilkins Carried

## 11. Meeting Closed: 12:35pm

## 12. Action List

Action items	Person Responsible	Deadline	Status
<ul style="list-style-type: none"> <li>Minutes of 9am meeting</li> <li>Minutes of AGM</li> <li>Minutes of 2pm meeting</li> </ul>	Matt Lombard Matt Lombard Peter Quennell	30/11/2012 30/11/2012 5/11/2012	Completed Completed Completed
<ul style="list-style-type: none"> <li>Send info on trial Electronic Voting to all exec</li> </ul>	Peter Gault	1/12/2012	Completed
<ul style="list-style-type: none"> <li>State Delegate Reports</li> <li>Draft first Nat'l Newsletter</li> </ul>	State Delegates Peter Gault	11/11/2012 13/11/2012	Completed Completed
<ul style="list-style-type: none"> <li>Create draft Promotional Brochure</li> </ul>	Peter Gault	28/02/2013	Completed
<ul style="list-style-type: none"> <li>Letter of Thanks</li> </ul>	Peter Gault	13/11/2012	Completed
<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	Completed
<ul style="list-style-type: none"> <li>Get funds &amp; bookwork transferred</li> </ul>	Peter Gault	20/11/2012	Completed
<ul style="list-style-type: none"> <li>Cert of Incorporation</li> </ul>	Peter Quennell	13/11/2012	Completed
<ul style="list-style-type: none"> <li>Constitutional Review committee to be convened</li> </ul>	Peter Gault	1/1/2013	Completed
<ul style="list-style-type: none"> <li>Website – make any urgent changes</li> </ul>	Peter Gault	13/11/2012	Completed
<ul style="list-style-type: none"> <li>Ratify minutes of 9am meeting 29th Oct 2012</li> </ul>	Peter Gault	20/04/2012	Completed
<ul style="list-style-type: none"> <li>Draft Minutes to Committee</li> </ul>	Peter Quennell	5/05/2013	pending
<ul style="list-style-type: none"> <li>Draft &amp; dispatch Newsletter &amp; Survey</li> </ul>	Peter Gault	5/05/2013	pending
<ul style="list-style-type: none"> <li>Reimburse Ron West &amp; Matt Lombard</li> </ul>	Ron West	5/05/2013	pending
<ul style="list-style-type: none"> <li>Draft Revised Constitution to be posted on web site</li> </ul>	Peter Gault	10/05/2013	pending
<ul style="list-style-type: none"> <li>Transfer &amp; Term deposit surplus funds</li> </ul>	Ron West	10/05/2013	pending
<ul style="list-style-type: none"> <li>Invoice member subscriptions</li> </ul>	Ron West	1/06/2013	pending
<ul style="list-style-type: none"> <li>Update web site as per quote</li> </ul>	Peter Gault	30/06/2013	pending
<ul style="list-style-type: none"> <li>Explore opportunity to promote AMMA in Motoring Magazines</li> </ul>	Peter Gault	30/06/2013	pending
<ul style="list-style-type: none"> <li>Apply for Institutional membership of Museums Aust</li> </ul>	Peter Gault	30/06/2013	pending
<ul style="list-style-type: none"> <li>Propose a draft 'History of AMMA' for committee</li> </ul>	Kelvin Ferris Matt Lombard	31/07/2013	pending
<ul style="list-style-type: none"> <li>Post Notice of Meeting/ Agenda/ Proxy &amp; Special Business Notice to members</li> </ul>	Peter Quennell	31/08/2013	pending
<ul style="list-style-type: none"> <li>AGM Birdwood, 30th Sept 2013</li> </ul>	All Members/Proxies will be required	30/09/2013	pending

### Meeting Timetable

Executive meeting	9am, Mon 30 <sup>th</sup> Sept 2013	National Motor Museum, Birdwood, SA
2013 Annual General Meeting	11am, Mon 30 <sup>th</sup> Sept 2013	National Motor Museum, Birdwood, SA
Executive meeting	2pm, Mon 30 <sup>th</sup> Sept 2013	National Motor Museum, Birdwood, SA
2014 Executive meeting		