

East Pilbara BMX Club



Committee Meeting 3 | January 2026

Monthly committee meeting.

When 20-01-2026 at 18:30

Location: Newman Hotel, 1401 Newman Dr, Newman WA 6753, Australia

Chairperson Alec Bell

Minute taker Kimberley Kinsella

Present Kristy Coleman (Registrar), Kimberley Kinsella (Secretary), Daniel Marshall , Ben Moore (Vice President), Jordan Smith

Apologies Alec Bell , Rebecca Hunt , Jamie Ross , Breanna Shuttleworth , Stevielee Smith , Alira Tanner (Treasurer), Mathew Tanner

Minutes

1. Follow-up on action items from previous meeting.

See below sub-tasks.

2. Previous meeting minutes (December) moved and accepted.

Noted majority of items were deferred to January.

Moved - Ben Moore

Accepted - Daniel Marshall

Decision

Approved.

2.1. New rego laptop

New laptop required due to ethernet connection requirement.

Decision

Approved.

Tasks

- Purchase new laptop with ethernet connection.
Assignee: President (Alec bell)

2.2. Adaptor for gate cable

Not applicable.

Decision

No further discussion.

2.3. Season racing calendar approval

Approve - Round 1 (scoring) 21/03/2026.

Approve - Non scoring rounds 07/03/2026 and 14/03/2026 (Come Try / Fun night).

Approve - Move 25/04/2026 to 24/02/2026 (scoring) to provide additional round.

Decision

Approved.

Tasks

- Circulate final copy of season racing calendar based on approvals.
Assignee: Registrar (Kristy Coleman)

2.4. Committee track access / new gate lock

Request for unique / secure codes for individuals to access to track to ensure security of track.

Decision

Deferred.

Tasks

- Provision access for required committee members
Assignee: Alira Tanner
- Determine is we can allocate individual code for access
Assignee: Treasurer (Alira Tanner)

2.5. Canteen / track / first aid roster (carry over)

Create roster for volunteering taking into consideration requirements of each position.
Propose this is complete once racing calendar has been issued and families are registered.

Decision

Deferred.

Tasks

- Create roster for canteen / track / first aid.
Assignee: Kimberley Kinsella
- Determine requirements for each position (ie food handlers, 1st aid)
Assignee: Kimberley Kinsella

2.6. Sponsorship email address - Epbmxclub_sponsorship@hotmail.com

Decision

Complete and closed.

2.7. Track maintenance handover

Handover from 2025 committee to 2026 committee.
T&M not present.

Decision

Deferred.

Tasks

- Confirmation of track maintenance handover complete.
Assignee: Mathew Tanner

2.8. BMX committee shirts

New design and purchase of BMX Committee Shirts.
S&F not present.

Decision

Deferred.

Tasks

- Confirmation of status.
Assignee: Steph Foster

2.9. BMX riders club shirts

New design and purchase of riders club shirts.

S&F not present.

Decision

Deferred

Tasks

- Confirmation of status.
Assignee: Steph Foster

3. President / Vice President update.

Any updates from President / Vice that need to be addressed.

Nothing for noting outside of agenda.

Decision

No updates.

4. Treasurer update.

See sub-tasks and anything else that needs discussion.

Treasurer not present.

Decision

Deferred.

4.1. Financials update

Current financial status of club for operation of 2026 season.

Treasurer not present.

Decision

Deferred.

4.2. Correspondence incoming and outgoing

Noted response to ROMS and Volunteering WA Required - Kim K to complete.

Treasurer not present.

Decision

Deferred.

Tasks

- Respond to WA Volunteering regarding pre-season track cleanup
Assignee: Secretary (Kimberley Kinsella)
- Forward ROMS email to sponsorship email
Assignee: Secretary (Kimberley Kinsella)

5. Track & Maintenance Update - Matt Tanner / Brad Foster

See sub-tasks and anything requiring discussion.

T&M not present.

Decision

Deferred.

5.1. Fencing update - Shire to install colourbond fencing between track & van park w gate

Email received regarding works need confirmation of timings and anything required from club.

T&M not present

Decision

Deferred.

Tasks

- Confirm timings and any requirements from club for installation
Assignee: Mathew Tanner

5.2. Lighting upgrade

Scope / SOW / Quotes for lighting upgrade.

T&M not present.

Decision

Deferred.

Tasks

- Confirmation of status.
Assignee: Mathew Tanner

5.3. Shade sail installation

Email received regarding approval to proceed.

T&M not present.

Decision

Deferred.

Tasks

- ✓ Confirmation of requirements inc funding for installation
Assignee: Mathew Tanner

6. Sponsorship / Grant application updates - Steph Foster

Clear guidelines for what we are asking for and what the sponsors receive for their sponsorship.

Priority for sponsorship is club donations in time, materials or \$ contribution.

Secondary priority is Northwest sponsorship noting this will be covered by NW if required.

S&F not present.

Decision

Deferred.

Tasks

- ✓ Contact Galvins regarding sponsorship noting they didn't receive 2025 recognition plaque.
Confirm if they would also like signage at the track.
Assignee: Steph Foster
- ✓ Confirm clear guidelines for sponsorship
Assignee: Steph Foster
- ✓ Confirm who are current sponsors are and if they are onboard for 2025
Assignee: Steph Foster
- ✓ Follow-up signage with Cleanaway, Mark Keogh, Newman Hotel, Galvins, BMX Bits assuming all are sponsoring 2026
Assignee: Steph Foster
- ✓ BHP Community Grant Application
Assignee: Steph Foster
- ✓ ROMS Sponsorship follow-up (\$ and/or equipment / labour)
Assignee: Steph Foster
- ✓ EMJC Sponsorship follow-up (equipment / labour)
Assignee: Steph Foster
- ✓ Advertise for additional grants / sponsorship position
Assignee: Alira Tanner

6.1. Resignation of Kahu from position (acceptance by committee)

Grants and sponsorship to remain as 2 separate positions.

Decision

Approved.

6.2. Aus Day BBQ

3x volunteers required to run BBQ for Aus Day at Newman Aquatic Centre.

Food handlers permit has been complete and approved by SOEP.

PO received and with Treasurer for payment of \$500 to club.

Set up time is 9.30am - volunteers Steph, Brad, Ben M, Kim K (setup assistance)

Decision

Approved.

Tasks

- Send details re: what is required for the day.
Assignee: Secretary (Kimberley Kinsella)

6.3. ROMS sponsorship

Follow-up with ROMS re: what we want to receive from them.

Moved to Grants / Sponsorship.

Decision

Complete and closed.

6.4. Grants - Club bikes, facilities upgrades, coaching & training

Moved to Grants / Sponsorship.

Decision

Remove from agenda.

7. Social Media Update.

Management of social media content.

Tasks

- Advertise for social media position
Assignee: Treasurer (Alira Tanner)

7.1. Resignation of Kahu from position (acceptance by committee) and filling of position

Decision

Resignation Accepted.

8. Northwest / Come Try Day Update.

Alec will follow up with Dan for details on what is required.

Kristy has done poster just need last details and to be approved by Alec and Dan.

3 x track clean up seasons to run pre-season / pre NWSS - work with Track & Maintenance and Sponsorship considering Volunteering WA and ROMS.

Decision

Deferred.

Tasks

- Canteen roster dinner.
Assignee: Kimberley Kinsella
- Organise track clean up pre-season
Assignee: Daniel Marshall
- Organise track clean up pre NWSS
Assignee: Daniel Marshall
- Organise track clean up pre-season
Assignee: Daniel Marshall

8.1. Finalise Come Try details and approve poster

Approve C&T details and poster.

Decision

Approved.

Tasks

- Distribute via social media / email
Assignee: Registrar (Kristy Coleman)

8.2. NW details and organisation

Previously canteen takes funds and Lions van to cook burgers and chips.

~260 riders, Friday night dinner, Saturday breakfast and Saturday lunch.

What can we do? Look into caterers / food trucks.

Other clubs to fill out the volunteer roster in the 1st instance and Newman fills in the gaps.

Decision

Deferred.

Tasks

- Organise food cooking facilities / catering
- Organise cool room
Assignee: Daniel Marshall
- Organise volunteers to assist
- Organise ambulance with St Johns for duration of weekend (replaces 2x 1st aid requirement)
Assignee: Daniel Marshall
- Send volunteer roster to other clubs
Assignee: Kimberley Kinsella

9. Registration and Training Updates

Pricing - Standard Round \$10 / Rider and on night registration \$15 / rider, Bike Hire \$10 / Rider

Pricing - Come Try & Fun Night 10am - 1pm, Mini Sprockets \$5 / Rider, 6 Sprockets Up \$10 / Rider, Bike Hire \$10 / Rider

Pricing - Training, \$5 / Rider and Family Package \$70 annually upfront fees

Pricing - Private track usage remains as is

Change online registration shutdown to be 5.30pm include note re: late registration

Executive committee to note key rules before gate drops (ie crossing finishing line, behaviour) and facebook.

Decision

Approved

Tasks

- Email to be sent to all members regarding training fees include the training calendar for the year
Assignee: Kimberley Kinsella
Due date: 20-02-2026
- Clear signage on registration hut regarding late fees
Assignee: Registrar (Kristy Coleman)
- QR code for registration
Assignee: Registrar (Kristy Coleman)

10. Track Cleanup.

Outstanding items to be removed from track, cleaned etc.

President not present.

Decision

Deferred

11. General Business.

N/A

Decision

Nothing noted.

12. Meeting closure.

N/A

Decision

Complete and closed.

*End of minutes.
Summary of matters arising are tabled on the following page.*

Minutes of Committee Meeting 3 | January 2026 on 20-01-2026

Summary of Matters Arising

Decisions

Item	Decision
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2.	Approved.
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2.1	Approved.
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2.2	No further discussion.
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2.3	Approved.
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2.4	Deferred.
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2.5	Deferred.
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2.6	Complete and closed.
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2.7	Deferred.
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2.8	Deferred.
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2.9	Deferred
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3.	No updates.
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4.	Deferred.
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4.1	Deferred.
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4.2	Deferred.
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5.	Deferred.
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Item Decision
5.1 Deferred.

5.2 Deferred.

5.3 Deferred.

6. Deferred.

6.1 Approved.

6.2 Approved.

6.3 Complete and closed.

6.4 Remove from agenda.

7.1 Resignation Accepted.

8. Deferred.

8.1 Approved.

8.2 Deferred.

9. Approved

10. Deferred

11. Nothing noted.

12. Complete and closed.

Tasks

Item	Task	Assigned to	Due date
2.1	Purchase new laptop with ethernet connection.	President (Alec bell)	

Item	Task	Assigned to	Due date
2.3	Circulate final copy of season racing calendar based on approvals.	Registrar (Kristy Coleman)	
2.4	Provision access for required committee members	Alira Tanner	
2.4	Determine is we can allocate individual code for access	Treasurer (Alira Tanner)	
2.5	Create roster for canteen / track / first aid.	Kimberley Kinsella	
2.5	Determine requirements for each position (ie food handlers, 1st aid)	Kimberley Kinsella	
2.7	Confirmation of track maintenance handover complete.	Mathew Tanner	
2.8	Confirmation of status.	Steph Foster	
2.9	Confirmation of status.	Steph Foster	
4.2	Respond to WA Volunteering regarding pre-season track cleanup	Secretary (Kimberley Kinsella)	
4.2	Forward ROMS email to sponsorship email	Secretary (Kimberley Kinsella)	
5.1	Confirm timings and any requirements from club for installation	Mathew Tanner	
5.2	Confirmation of status.	Mathew Tanner	
5.3	Confirmation of requirements inc funding for installation	Mathew Tanner	
6.	Contact Galvins regarding sponsorship noting they didn't receive 2025 recognition plaque. Confirm if they would also like signage at the track.	Steph Foster	
6.	Confirm clear guidelines for sponsorship	Steph Foster	
6.	Confirm who are current sponsors are and if they are onboard for 2025	Steph Foster	
6.	Follow-up signage with Cleanaway, Mark Keogh, Newman Hotel, Galvins, BMX Bits assuming all are sponsoring 2026	Steph Foster	
6.	BHP Community Grant Application	Steph Foster	
6.	ROMS Sponsorship follow-up (\$ and/or equipment / labour)	Steph Foster	
6.	EMJC Sponsorship follow-up (equipment / labour)	Steph Foster	
6.	Advertise for additional grants / sponsorship position	Alira Tanner	
6.2	Send details re: what is required for the day.	Secretary (Kimberley Kinsella)	
7.	Advertise for social media position	Treasurer (Alira Tanner)	
8.	Canteen roster dinner.	Kimberley Kinsella	
8.	Organise track clean up pre-season	Daniel Marshall	
8.	Organise track clean up pre NWSS	Daniel Marshall	

Item	Task	Assigned to	Due date
8.	Organise track clean up pre-season	Daniel Marshall	
8.1	Distribute via social media / email	Registrar (Kristy Coleman)	
8.2	Organise food cooking facilities / catering		
8.2	Organise cool room	Daniel Marshall	
8.2	Organise volunteers to assist		
8.2	Organise ambulance with St Johns for duration of weekend (replaces 2x 1st aid requirement)	Daniel Marshall	
8.2	Send volunteer roster to other clubs	Kimberley Kinsella	
9.	Email to be sent to all members regarding training fees include the training calendar for the year	Kimberley Kinsella	20-02-2026
9.	Clear signage on registration hut regarding late fees	Registrar (Kristy Coleman)	
9.	QR code for registration	Registrar (Kristy Coleman)	