



**Antique Caterpillar Machinery Owners Club
(ACMOC) – Chapter 19
Committee Meeting
Date: 7th February 2021
Location: Cornfoot's place - Bylands**

Attendees: G. Slocombe J.Loaring
P.Hughes D.Robins
B.Cornfoot S.Jackel
L.Rees B.Jackel
M.Hutchings

Copies: ACMOC office, Peoria
International Director
Chapter 18 secretary
Chapter 28 secretary
Chapter 29 secretary
Chapter 30 secretary

Guests: Mrs S.Cornfoot

Apologies: Mrs. K Jackel

Quorum: Yes

Item	Notes	Voting	Action
	Meeting commenced at 11.36 am. S.Jackel opened the meeting, and thanked everyone for attending.		
1	Present/Apologies The secretary called for apologies which were noted.		
2	Correspondence in - 7/1 NHMA update to confirm National Rally cancelled Correspondence out - 11/1 Email to Comfort Inn Aden Mudgee to cancel hotel room reservations for National Rally Motion: That correspondence in/out as detailed is accepted as true and accurate.	Moved: GS Seconded: DR Motion passed unopposed	

<p>3</p>	<p>Confirmation of minutes from the previous meeting.</p> <p>The President called on members present to review the minutes of the previous committee meeting dated 13th December 2020 of which there were copies available for the members present, and called for questions from the floor.</p> <p><i>Motion: That the minutes of the previous annual general meeting have been read and are true and accurate.</i></p>	<p>Moved: SJ Seconded: JL</p> <p>Motion passed unopposed</p>	
<p>4</p>	<p>Business arising from the previous minutes</p> <p>- Spousal Insurance</p> <p>No further update from Chapters & Members committee, but G.Slocombe has raised this with N.Clydsdale as high priority.</p> <p>-Wheels on Wanaka 2021 Trip</p> <p>G.Slocombe has confirmed with E.Shanks the Chapter 18 trip has been cancelled unfortunately due to international travel restrictions around Covid. This is a shame would have been a great event.</p> <p>-Tassie Trip</p> <p>No further update, will wait until Covid situation settles down then S.Jackel to contact D.Hagen to discuss.</p> <p>-Tail seat high tea</p> <p>No further update prior to the meeting, however E.Thiele is looking into potential arrangements for Echuca.</p> <p>- Junior member sponsorship</p> <p>G.Slocombe presented a draft document outlining the process and guidelines for such a program. Challenges are around Working With Children (WWC) checks and public liability insurance for a member to participate outside of sanctioned events. The junior sponsorship represents a great opportunity to advertise and promote the Club, however given the challenges of running such a program the merits of restricting the sponsorship to junior members that already have a family member involved with the Club were discussed. The general consensus was that juniors with an existing connection with the Club were already likely to be involved, it was the prospect of bringing new members into the Club by advertising the junior sponsorship that all agreed was the core objective.</p>		

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To avoid confusion, the committee were reminded that junior memberships are not currently a recognised membership category, and that until the BoD changed this, we, at a Chapter level are not allowed to offer this type of membership. The junior membership sponsorship program represents the Chapter funding a full membership on behalf of a junior (under 18) person.

G.Slocombe also spoke to documenting the 'values' of the Chapter such that they align with the responsibilities of the Chapter and any recipient of the sponsored membership.

It was agreed that regardless of any legal requirement, participants should hold a WWC or equivalent card.

The most significant issue is insurance for the individual when working with another member of the Club at say a private residence, as the NHMA policy only covers a sanctioned event. Suggestion was to seek legal advice on whether a liability disclaimer could be used to mitigate any risk to the Club and Chapter. B.Cornfoot agreed to provide example of such a statement from the Tractor Pull Association, S.Jackel agreed to seek external advice on the matter.

The committee were excited by the prospect to promote the Chapter and Club externally using the sponsored junior membership as key aspect.

- 933 list of repairs

S. Jackel is collating a list of parts and repairs needed.

- Computer software

G.Slocombe advised he had looked at basic software package available from the Accountants Assoc. and had shared this with D.Robins for review. The cost of this software was \$100 per year, vs. typical commercial programs that are \$100+ a month. (refer email attached)

It was also clear that the Chapter needs to have an ability to accept credit card payments going forward. G.Slocombe has looked at using Paypal to 'request money' that also has the ability to accept credit card payments online. The fee structure is in the order 2.6-3.6% fees + a \$0.30 flat fee per transaction. (see attached email). An EFTPos terminal from our bank Westpac is not viable at \$102 rent per month + % of transaction. Whilst we should consider upgrading our Paypal account to a business account, we should also consider purchasing a Square credit card reader. Chapter 29 have purchased one and are using it, just for face to face transactions (not over the phone). The fee structure to be able accept over the phone credit card payments requires an upgraded program at \$25 per month. Merits of this were discussed instead of borrowing William Adams terminal at rallies only, including the transactional fee structure of 1.7-2.2% that would be incurred.

Motion: That the Chapter purchase a Square credit card reader device for \$60.00 and set up an account subscription of \$25 per month to be able to accept online or over the phone credit card payments.

G.Slocombe to prepare a draft policy stating Chapter Values

B.Cornfoot to provide disclaimer wording from TPA.

S.Jackel to seek external advice on legal disclaimer.

S.Jackel to provide list of priority works for the 933.

G.Slocombe to continue to look at accounting software options and make a recommendation to the committee

G.Slocombe to purchase a Square card reader and software subscription

G.Slocombe to look at upgrading our Paypal account to business type.

Moved: MH
Seconded: BC

Motion passed unopposed

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Presidents Report

S.Jackel gave a verbal report. He have got onto a person trading as 'The Old Engine Workshop' who will be able to produce the required main crank bearings for the DW21 engine. Other bearings for big end are available online. Expected cost for the main bearings is \$600.

Motion: That the Chapter expend up to \$1000 to purchase bearings for the DW21 engine.

S.Jackel also advised that is working towards having a range of tractors, traxcavators and graders operational in time for the 2025 centenary celebrations. Steve advised N.Clydsdale is also wanting to have full range of tractor models from Thirty thru to current model.

Karen and Neil have also discussed the possibility of working with the Scienceworks museum to have a temporary display in 2025. M.Hutchings advised the LGSPA already has a relationship with the museum and maybe able assist with these arrangements.

A general discussion was had in regards to 2025 celebrations and LGSPA 100 Years of Cat rally.

B.Cornfoot suggested we write a letter to Brendan Kay as thank you for transporting the DW21.

Moved: DR
Seconded: SJ
Motion passed unopposed

S.Jackel to organise required bearings.

M.Hutchings to find contact point at Scienceworks.

G.Slocombe to write letter to B.Kay

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Finance report

The treasurer (GS) presented the finance report as at 6th February 2021.

Funds in cheque account	\$16,696.91
Funds in cash account	\$ 50.39
Inventory merchandise (approx.)	\$ 7,991.56
Inventory replica parts	\$ 927.54
Banking yet to clear	<u>\$ 170.00</u>
Total assets	\$24,958.92
Plus debtors	
Merchandise orders	<u>\$ 96.00</u>
Total assets	\$25,836.40
Less liabilities	
Memberships	\$ 0.00
Insurance (pre-paid)	\$ 36.00
Postage	\$ 36.90
Merchandise (ladies shirt credit)	<u>\$ 65.00</u>
Total liabilities	-\$ 137.90
Net financial position	\$25,698.50

Motion: That the finance report represents a true and accurate account of the Chapters financial position as at 6th February, 2021.

Moved: GS
Seconded: SJ

Motion passed unopposed

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Membership report

G.Slocombe advised that a full reconciliation had now been completed and errors in US membership database rectified. Therefore currently Chapter membership stands at 120, with an additional 16 that are overdue for the preceding quarter (Dec 2020 renewals) that need to be followed up.

The above includes one new member in Mark Gearon.

P.Hughes to follow up with outstanding membership dues.

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Merchandise

As at Feb 6, 2021 we had stock valued (at cost) of approximately \$7,991.56, this includes additional 2T models for which I already have buyer and top up products like binders, books, DVD's etc.

Due to the cancellation of the NHMA rally any larger investment including kids toys has been put on hold.

I also purchases some Block C patches from dealer in USA to add to list.

B.Jackel advised Karen may have found an alternative polo top provider.

Current stock as follows;

MENS POLO	9
WOMENS POLO	1
MENS SHIRT	5
CAT RALLY CAP	40
ACMOC RALLY CAP	37
KIDS BLUE CAP	0
KIDS PINK CAP	9
CAT CAP	17
MUG	1
BUMPER STICKER	168
STUBBIE HOLDER	21

8 cont.	TWENTY FIVE SILVER (LIMITED EDITION SCALE MODEL)	0		
	BOOK - BEER AND DIESEL FUEL	2		
	BOOK - SERIAL NUMBER REFERENCE MANUAL	5		
	TWENTY FIVE SCALE MODELS	1		
	CATERPILLAR METAL SIGNS	0		
	D4 2T SCALE MODEL	5		
	D4 2T SCALE MODEL ARMY (LIMITED EDITION)	1		
	25TH ANNIVERSARY PIN	18		
	BOOK - ANTIQUE DIESEL HANDBOOK	0		
	D4 7U SCALE MODEL	2		
	FAMILY TREE FLYER	4		
	PARKING SIGN	5		
	ACMOC BINDERS	6		
	CLOTH PATCHES	0		
	EVOLUTION SERIES 966A/966M MODEL SET	1		
	EVOLUTION SERIES 977D/963K MODEL SET	0		
	TWENTY TWO MODEL	2		
	TWENTY TWO TERRACER COMBO	0		
	No 4 TERRACER	2		
	2019 CALENDAR	1		
	EVOLUTION SERIES 12/12M MODEL SET	2		
	EVOLUTION SERIES D7C/D7E MODEL SET	3		
	ACMOC DECAL	14		
	THERMOMETERS	0		
	ACMOC PIN	5		
	BLOCK 'C' CAPS	14		
	2021 CALENDARS	2		
	HI WAY YELLOW PAINT CARD	1		
GREY PAINT CARD	2			
EVOLUTION 769/770 MODEL SET	4			
DVD – QUEST FOR THE BEST	1			
9	Replica Parts			
	<p>D.Robins still needs to follow up with the TOMM advertising costs.</p> <p>G.Slocombe advised that in part due to Neil pushing the Club to continue to explore replica parts options, we had received some inquiries from US members. We have sold a Twenty Two ignition cover and mailed to the US using Paypal money request for this transaction.</p> <p>The other issue is that because we cannot guarantee there is no asbestos in the gasket materials, we cannot ship these internationally currently. D.Robins is working on securing additional stock with different materials to prevent this restriction in the future.</p> <p>S.Jackel reported that there was an area of uncontrolled parts at Headhunters that may be of interest to the Chapter. Discussion was had about extent and what we could do to access these parts. It was agreed that an opportunity exists to sort and catalogue these.</p>			<p>D.Robins to get price for TOMM advertising.</p> <p>S.Jackel to discuss with Brett at Headhunters.</p>

10	<p>Challenger 65 Project No further update.</p>		
11	<p>Shed & Facilities - Flooring from Bunnings G.Slocombe advised STRUCTAflor 19 x 3600 x 800mm GP YELLOW tongue Structural Flooring is \$39 per sheet. 16 sheets required = \$624 L.Rees agreed to pay for the flooring.</p> <p>- Mezzanine S.Jackel advised fabrication nearing completion ready for sandblast and paint (Cat Grey). Richard Ewe is assisting with handrail compliance requirements.</p>		<p>M.Hutchings agreed to procure flooring closer to install date.</p>
12	<p>Technical Library - Steve, Karen and Darryl have been to Headhunters and pulled out over 300 books from the collection that they believes the Chapter should purchase at a cost of no more than \$2000. There are still boxes full of parts and manuals contents of which are unknown. Recommendation is that we make an offer on the whole lot. G.Slocombe agreed to meet with Brett at Headhunters and discuss strategy for Chapter to procure them. The agreed strategy is to keep a Master set at Jackel's, a second working set at LGSPA and look to sell any triplicate copies.</p>		<p>G.Slocombe to meet with Brett and discuss procurement of his collection on books.</p>
13	<p>Lake Goldsmith Rally 1ST -2ND May 2021 M.Hutchings advised at this stage May rally is a go – there will be some form of attendance recording (QR code or list name) to comply with Covid guidelines.</p>		
14	<p>NHMA rally 9th-11th April 2021, Mudgee Cancelled and awaiting potential revised date.</p>		
15	<p>General business - Heritage Farming Exp, 27-28 March, Tas Details have been posted on the Chapter landing page.</p> <p>- Chapter 30 President Rod stepped down Chris Reed advised of changes to their Chapter executive positions. Seeking formal confirmation.</p>		
	<p>Meeting closed at 1.30pm S.Jackel thanked everyone for their support and attendance and Brendan and Sue for their hospitality.</p>		
	<p>Next meeting: At Lake Goldsmith May rally.</p>		

Chapter 19 junior member sponsorship program

Updated 6th Feb 2021

BACKGROUND

ACMOC (Club) must continue to attract and retain members to maintain its financial viability and to ensure an active and vibrant Club that provides enjoyment and pleasure for its members, while meeting its core objectives such as *“to assist and educate its members, and the general public, to appreciate the historic role of Caterpillar machinery in shaping the world”*.

The Chapter recognises the importance of introducing new members to the Club as part of its responsibilities under the Club’s Chapter Policy - revision 31st Dec 2013.

Furthermore the Chapter has identified (refer minutes of Committee meeting dated 13th Dec 2020) the need to provide an opportunity for junior members (not currently recognised under the bylaws of the Club) to also be able to participate in Chapter activities and be exposed to events and rallies as they represent the future of the Club. In some cases the cost of a full membership may represent a financial barrier for a junior member to join the Club, especially where they do not have the benefit of association with a current adult or guardian who is a financial member.

OBJECTIVES

- a) To identify and **attract** junior members from the broader community within Victoria & Tasmania,
- b) To **identify** and financially **sponsor** junior member/s that may not otherwise have the opportunity to join the Club,
- c) **Promote the core values** and mission of the Club through marketing of memberships and the junior sponsorship program,
- d) Provide **mentoring**, knowledge sharing and transfer from experienced members,
- e) **Assist in the restoration or repair** of a Chapter or member tractor,
- f) To **retain** junior members through adolescence and into full adult membership.

1. Attract

Marketing and advertising the junior member sponsorship program, also represents an opportunity to expose the broader community to the existence of ACMOC. Marketing should not be limited to traditional target audience and channels i.e. TOMM/ACMOC membership base, but consideration should be given to advertising through channels such as the Weekly Times/Earthmoving industry publications/local newspaper etc. Whilst the junior sponsorship may represent the ‘call to action’ of the marketing campaign, it is also the overall promotion of the Club and all forms of membership that should be achieved.

2. Identify

Prospective junior members wishing to nominate for the sponsored position/s shall be required to access the Chapter 19 landing page and download an application form, thus encouraging them to access our webpage. Application forms shall be simple and easy to complete and be emailed to the Chapter secretary for consideration of the selection sub-committee.

The application form shall consist of;

- Name/address/contact details,
- Age,
- Any current known association with a member of ACMOC,
- Ownership or access to a tractor,
- Current repair or restoration project they wish to complete,
- Statement about the reason for nominating and why they would be suitable,
- Acknowledgement of obligations to make themselves available and actively participate in the program and uphold values of the Club,
- Guardian or parent permission/details.

The selection sub-committee shall consist of;

- The Chapter president,
- The Chapter secretary,
- At least one other committee member and
- Any person who is providing the principal donated funds towards the program, should they wish to.

The selection sub-committee shall review the applications received by the nominated close date and provide a recommendation to the Chapter committee either at the next committee meeting or via a special notification in a timely fashion, as to the name/s of applicants most suitable to be granted one of the available sponsored positions.

Selection shall consider each of the applicants based on their written application, and/or a verbal interview with the applicant if this is deemed necessary, consistent with their ability to meet the program objectives outlined herein. In some cases it may require a short list of applicants to be interviewed before a final recommendation can be made. Consideration should be given on the applicant's ability to travel and attend various sites that may be required to fulfil the objectives i.e. Lake Goldsmith shed, or another place/workshop where mentoring can be provided.

Once an applicant is approved by the Chapter committee, the Chapter President shall be required to contact the successful applicant in person, if necessary speak with the individual's parent or guardian and reinforce the objectives and responsibilities of the individual and the Chapter under the program.

Upon acceptance of the nomination, formal written communication shall be provided to the applicant of their sponsorship and provide contact details for a mentor as nominated by the committee to represent the Club.

Unsuccessful applicants shall be contacted in person or by email and advised in a timely manner.

3. Sponsor

The Chapter shall not be bound to offer one or more junior sponsorships in any given financial year. They shall be offered on the basis that;

- The Chapter has members willing to act as mentors and deliver on the Chapters responsibilities,
- Number of existing sponsored juniors active,
- Projects for the junior member to participate in,
- Financial ability or willingness of Chapter to fund the membership.

Any member or association or donor that wishes to fund a junior membership shall contact the Chapter secretary and should the Chapter committee accept this donation and agree to accept another applicant into the program, it must be in accordance with these guidelines to ensure transparency and fairness and to protect the junior member and the Chapter and the Club's interests.

Any member can cover the cost of a gift membership for another person (junior or otherwise), but this does not constitute an official sponsored junior membership through the Chapter.

At a minimum the sponsorship shall cover the full international membership cost (mailed magazine) for a period determined by the committee, including any Chapter membership fee and NHMA insurance. The committee or sponsorship donor can also from time to time offer other incentives deemed appropriate such as tooling or merchandise vouchers.

4. Responsibilities – Chapter

The Chapter is responsible to;

- Manage the process in a fair and honest manner,
- Cover all costs associated with delivering the stated sponsored membership, which may vary for each sponsored position,
- Ensure the junior member remains a financial member of the Club for the duration of the sponsorship period,
- Provide a specific member contact point within the Chapter to act as the mentor for the junior member and a principal contact point for the junior members parent or guardian,
- Provide regular updates and communication to the junior member and include them in Chapter activities where appropriate,
- Ensure opportunities exist to provide a fulfilling and rewarding experience for the junior member,
- Ensure the junior member only ever attends events/activities/workshops with a parent or guardian or with their parent/guardian approval,
- Where an parent or guardian is not present the principal supervising member must hold a current Working With Children permit as required by local authorities,
- Ensure members working with or near junior members conduct themselves in an appropriate and respectful manner, upholding the values if the Club.
- Provide a safe environment for the junior member during activities,

- Provide a contact point for the junior member or their parent/guardian to raise any concerns or complaints.

5. Responsibilities – Junior Member

In recognition of their sponsored membership the junior member shall be responsible to,

- Attend and engage with the Chapter throughout the duration of the sponsorship period,
- Take direction from their mentor or other members as it relates to safety,
- Never operate machines or tooling unless authorised to do so,
- Treat others with respect and uphold values of the Club,
- Not borrow or take the Chapter's property without permission,
- Represent the Club in a positive way.

6. Age

For the purposes of sponsored junior membership, the minimum acceptable age must be no less than 10 years of age due to insurance requirements.

7. Insurance

The Chapter shall be responsible to ensure the junior member is insured through NHMA throughout the sponsorship period.

Notes to self

- **Limit to existing members to nominate?**
- **What are Club values?**
- **Willies to cover some advertising?**
- **WWC /WWVP need confirmation of requirement Vic & Tas**
- **PL insurance when working on private property or at shed outside if sanctioned event?**
- **Some form of legal disclaimer required by parent/guardian?**
-

Glen Slocombe

From: Glen Slocombe
Sent: Tuesday, 26 January 2021 10:26 AM
To: Daryl Robins
Cc: jackelkaren@gmail.com
Subject: RE: Chapter accounting software

Hi mate, not sure if you are with Paypal but doing some homework on this as payment receiving/invoicing process as well. Today we just use it for purchases, but looking to expand this to accept payments, including credit card payments as we potentially sell goods not just locally but overseas as well. We would need to upgrade (delete and set up a new) account to business type. We obviously incur fees when we make a payment today and this is reflected in our cost of goods purchased, so is fully recovered. What would change is paying merchant fees for goods sold through Paypal, eroding our already small profit. Standard transactions we would pay 2.6% + \$0.30 flat fee per transaction for domestic sales and 3.6% + US\$0.30 for sales to say the US. Fee changes depending on currency received.

For example if we sold a Fifteen head gasket to member here in Australia price is \$190. Our cost is \$140.20 so we make \$49.80 or 26.2% profit. Using Paypal it would be \$190 less fees ($190 \times 3.6\% = 6.84 + 0.39$) = \$182.77- \$140.20 = \$42.57 or 22.4% profit. Doesn't sound like a lot but last year we sold \$3,945.30 of replica parts to generate \$345.71 or 9% profit, so to give up in the order of 2.6 -3.6%+ in fees means forfeiting around a third of our profit, which is clearly not sustainable.

Of course the above would be similar if we had a credit card reader, they all charge fees as well. We can upgrade Paypal to accept credit card payments even over the phone, fees are lower for domestic 1.75% + fixed fee and the same 3.6% + fixed fee for overseas but then you also need to pay a \$25 a month (\$300 pa) fee as well regardless if you receive any payments. I checked out Square which is what other small businesses use, and fees are 1.7-1.9% for in person transactions (e.g. swipe at rally) through to 2.2% for online payments. There are no other monthly or subscription fees, but you obviously purchase the hardware.

Using our bank Westpac or other proper EFTPos terminal is just not worth it, I looked into this previously best deal is still \$125 per month + % of transaction – we just don't do enough business volume or have the margins for this.

We need to discuss that if we plan to transact overseas we probably need something more Globally accepted like Paypal, but perhaps for local if we feel we need to be able to accept credit card, Square might be better option – do we need both going forward, after all customers expect easy of doing business?

Some food for thought anyway. Cheers Glen

<https://www.paypal.com/au/webapps/mpp/home>

<https://squareup.com/au/en>

Glen Slocombe | Product Manager

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From: Glen Slocombe
Sent: Sunday, 24 January 2021 5:00 PM
To: Daryl Robins <daryl.c.robins@gmail.com>
Cc: jackelkaren@gmail.com
Subject: Chapter accounting software

Hi Daryl, not sure if you have had a look at accounting software options for the Chapter?

I found this one <https://www.freeaccountingsoftware.com.au/> and have watched a number of the tutorial videos online. Given we do not need to do BAS or manage employee's our requirements are focused on inventory and sales management, and expense and revenue reporting. This package seems to do a pretty good job. We can create and use our own invoice templates and it will manage inventory based on variable input costs on a first in first out basis, which means more accurate accounting as the cost of our purchases varies each time we purchase in US\$ due to exchange rate. Today I just average the input costs to manage.

The most basic system is genuinely free and is saved and stored on your own PC, but I suggest the BASS-OFF cloud based version which gives you more capabilities and is backed up in the Cloud. This costs only \$100 p.a.

There appears to be free support, they are Australian based and there are plenty of online self-help guides.

What do you think?

Cheers Glen

Glen Slocombe | Product Manager

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