



## ANNUAL GENERAL MEETING MINUTES

**Date:** 15 December 2025  
**Location:** Kincumber NSW 2251  
**Chairperson:** Gary Hackett  
**Secretary:** Adele Pearson  
**Attendees:** Gary Hackett, Karen Hackett, Alan Corven, Will O'Neil, Adele Pearson

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### 1. Welcome and Opening

The Chairperson, Gary Hackett, opened the meeting at 8.12 am and welcomed attendees.

### 2. Attendance & Apologies

#### Attendance:

- Attendance was recorded as the persons listed above.
- A quorum was confirmed as present.

#### Apologies:

- No apologies were noted.

### 3. Conflict of Interest (perceived)

The Committee noted and discussed Director Alan Corven's disclosed interest in the Central Coast Bicycle User Group (CCBUG). The Board determined that this represented a perceived conflict of interest.

Following a closed session, the Board resolved that the conflict is managed appropriately as the partner organisation provides significant value to Riding Together Limited through the provision of pilots and rides.

### 4. Chairperson's Report

The Chairperson, Gary Hackett, presented the following performance highlights:

- Successfully achieved registered charity status and Deductible Gift Recipient (DGR) endorsement.
- Received \$41,417 in donations.
- Advanced back-office systems, including a Total Quality Management System (TQMS) aligned with ISO and ACNC standards.
- Advanced back-office administration and governance systems.
- Officially launched at Spring Cycle 2025.



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- Delivered a high-profile Sydney CBD cycling tour in partnership with Vision Australia.
- Launched the Riding Together website.
- Engaged delivery partners and champions of inclusive cycling.

### 5. Treasurer's Report

- **Financials:** The Treasurer presented the short-form financial report for FY24/25.
- **Related Party Transactions:** No related-party transactions were reported.
- **Motion:** The Treasurer's report and financial report were accepted.

### 6. Governance Review

#### Total Quality Management System (TQMS):

- Development of the TQMS is ongoing to ensure operational excellence and alignment with international ISO quality and OH&S standards.
- The TQMS is scheduled for completion by March 2026.

#### ACNC Standards:

- A review of compliance with ACNC Governance Standards is underway with completion expected in February 2026.

### 7. Safety & Risk Report

#### Incidents:

- No reportable incidents or notifiable injuries were recorded during the year.

#### Insurance:

- Insurance coverage is current and valid until 31 March 2026.

### 8. Plans for the Year Ahead

The Committee discussed strategic priorities for the upcoming year:

#### Training Resources:

- Training materials will be created in a digital format to streamline volunteer training and induction.

#### Ride Program:

- The ride program will focus on consistency of rides, training and promotional events.

#### Expansion Model:



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- The Committee discussed sustainable growth strategies designed to support affiliates operating under the Riding Together brand.

### **Promotional Activities:**

- The Committee agreed to increase brand awareness through participating in major cycling events and increasing ride frequency in new locations.

## **9. General Business**

- The first ACNC Annual Information Statement (AIS) will be lodged by 31 December 2026.
- The Committee confirmed the organisation continues to operate in accordance with its charitable purpose.
- No further questions or business were raised by members.

## **10. Meeting Close**

The Chairperson thanked the members and declared the meeting closed at 9.06 am.