



**THE MOTORCYCLE RIDERS' ASSOCIATION
OF AUSTRALIA INCORPORATED (VICTORIA BRANCH)**

PO BOX 64 COLLINS ST., MELBOURNE 3000.

OFFICE SUPERVISOR'S REPORT - 28TH OCTOBER 1987

Progress at the new MRA Office at 208 High Street, Northcote, has continued since my last report to MRA State Committee. The working bee to paint and repair the premises is to be organised by a Metro member, John 'Rabbit' Warren, with the State Secretary, for one weekend in the near future. Rabbit has already been into the office and cleaned up the back yard, mowed the grass, and repaired the fence. Russell Lovell and a couple of South Gippsland members have also spent a lot of time helping to clear all the rubbish from out the back.

The lock on the office front door seems to need replacing as the lock is getting very difficult to operate. Quotes for replacing the lock and fitting a door handle were obtained, but at over \$200.00 this is too costly, and so a new deadlock will be purchased and fitted as soon as possible.

Further interviews for the position of Research Assistant were conducted on 6th October, and the CEP Steering Committee has appointed Erin Horner to the position. While Erin has no background knowledge of motorcycling, she has extensive research skills and should be an asset to the Association.

Erin commenced employment on Monday 12th October. Her first task was to write up her job description in consultation with the State Secretary. She spent the first couple of weeks familiarising herself with the office operations, the MRA and its functions, and generally settling in.

The State Secretary has directed her to attend to a number of jobs - among these being: to contact Blythe Osbourne and re-establish the Road Safety Group; to read, summarise and comment on a number of road safety research papers received at the office; and to sort out the MRA filing system.

The office files are a literal nightmare and Erin has had some difficulty in sorting these out, so the State Secretary has put aside some time to assist her on this.

Erin has also attended a Road Safety Seminar, along with the State Secretary, on Alcohol and Road Crashes, and is in the process of writing up the proceedings. An article for "Open Rode" will also be forthcoming.

A portion of the CEP Grant allocation allows for the training of employees. Erin has investigated what is available in word processing/computer courses, and will be applying for a course at R.M.I.T., which costs \$20.00 plus materials. In the interim she is able to use the facilities at Northcote Library to learn on.

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Julian Butler attended a bus driver's training course at the Shepparton complex from October 12th to 15th at a cost of \$300 plus \$160 for accomodation, meals, and petrol (this was paid for out of the appropriate Grant allocation). He successfully completed the course and passed his bus driver's license test.

Julian has continued to service the MRA membership shops, and most are now selling Toy Run Raffle tickets as well. A couple of shops are still to be provided with raffle ticket books, but Julian will have attended to this by the end of this week.

I have kept Julian extremely busy collecting stock, artwork, paper, etc., and delivering various items. He has also taken me to various meetings e.g. Operation Countdown, AMCN, etc., and has been assisting me with the organisation of the Toy Run and all that it entails.

He has also done some van maintenance, and after discussion with the CEP Steering Committee, has been authorised to use his motorcycle where-ever possible in lieu of the van, as considerable time and money (petrol) can be saved.

The State Treasurer has arranged for Julian to be issued with a charge card for a petrol account, which should be helpful in determining our monthly budget, and will allow for ready monitoring of petrol costs. Log books for both the van and Julian's bike are being kept also.

The shop assistant has been kept very busy and has been performing extremely well in a frequently hectic environment. She does almost all of the office typing, as well as assisting the Secretary with some of her correspondence.

She attends to customers coming into the office, providing information, selling stock, signing up members, etc. She also handles most phone enquiries, passing them on where necessary to the appropriate person.

She is responsible for balancing the petty cash tin and the cash register on a daily basis, which the State Secretary checks weekly. Sue is also responsible for ensuring that there are adequate stationery supplies and photo-copier supplies, and ordering same.

Sue assists the State Secretary with memberships - Sue's task being to enclose various items of information with the membership card (prepared by the Secretary) in the envelopes that the Secretary provides. She also assists with doing the renewal cards, "Open Rode" mailing to new members, and any other tasks that the Secretary requires assistance with.

A shop diary is also being kept so that Committee members and staff will know in advance what meetings are on, when staff will be absent, and so on. This was instigated at the Secretary's request.

Office procedures are now well established, and the benefits of having an office operating well are beginning to show. Once the filing system is put in order, the office should be very

efficient. I have attached records of the shop's takings for Committee's information, to demonstrate that the shop is beginning to pay its way.

I myself have been kept very busy with the organisation of the Toy Run, the Driver Awareness Run, artwork for posters and memberships, etc., the 3rd Party campaign, to name but a few.

I have also visited the following clubs to promote the MRA, its activities, and the raffle; Veteran & Vintage Club; Classic Club; Sandringham M.C.C.; Hartwell M.C.C; and the BMW Club.

The 3rd Party Demonstration held last Saturday, while disappointing in terms of the numbers that turned out, was well worth the effort. We took \$143.31 in donations to the Fighting Fund (\$20 costs deducted for petrol, etc.), \$165 in memberships, and sold \$202.60 worth of stock. 2 books of raffle tickets were also sold.

Next weekend I will have a P.R. stand at the Aust. Grand Prix at Winton. Hartwell M.C.C. are giving us the stand at no cost. We should do very well out of sales there, as a large crowd can be expected to attend.

I would like to thank Max Merritt and his team of helpers for their efforts last Saturday in manning the P.R. stand. An excellent job was done by them.

Arrangements for the Driver Awareness Run and the Toy Run are proceeding well. Badges should be ready to be picked up by Friday, along with our order of cloth patches. The Treasurer has also ordered stocks of T-shirts and singlets which will be available in time for the forthcoming events.

Wayne Gardner has confirmed his attendance at this year's Toy Run, and I am now seeking further sponsorship from several companies on this basis. I have had a positive response from most companies that I have approached (with the exception perhaps of Honda) as they fall over backwards to have their name associated with Gardner.

Gardner will also be attending a civic reception at Melbourne Town Hall the day prior to the Toy Run, which will give us a further bonus in advertising the Toy Run.

The sales of raffle tickets are proceeding well, and it is hoped that the tickets will sell out or near enough. Please contact me at the MRA office if you wish to assist in the sale of tickets - we still need more ticket-sellers, in order to ensure the raffle's success.

D. Codognotto

Office Supervisor



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SHOP INCOME - 7/10/87 to 28/10/87**

Sale of stock; \$74.50

Sale of memberships and renewals; \$395.00

Total cash register takings : \$469.50

N.B. Income from sale of raffle tickets is not included, as separate books are kept for this purpose. Raffle money is banked by myself into special purpose account, for legality, as well as ensuring costs are met and money not diverted elsewhere.

INCOME FROM MRA MEMBERSHIP SHOPS - 7/10/87 to 28/10/87**

4 new members = \$60.00

3 renewals = \$45.00

Total income from shops = \$105.00

**Income shown for period 7/10/87 to 28/10/87, as current office records show. This system of detailed recording commenced on 7/10/87 at the request of State Secretary. Records of income previous to this were being kept, but in a less organised manner. These records are now in the possession of the Secretary.

A monthly income statement for the shop will be presented to the next State Committee meeting.

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