

# CLUB RECORD KEEPING

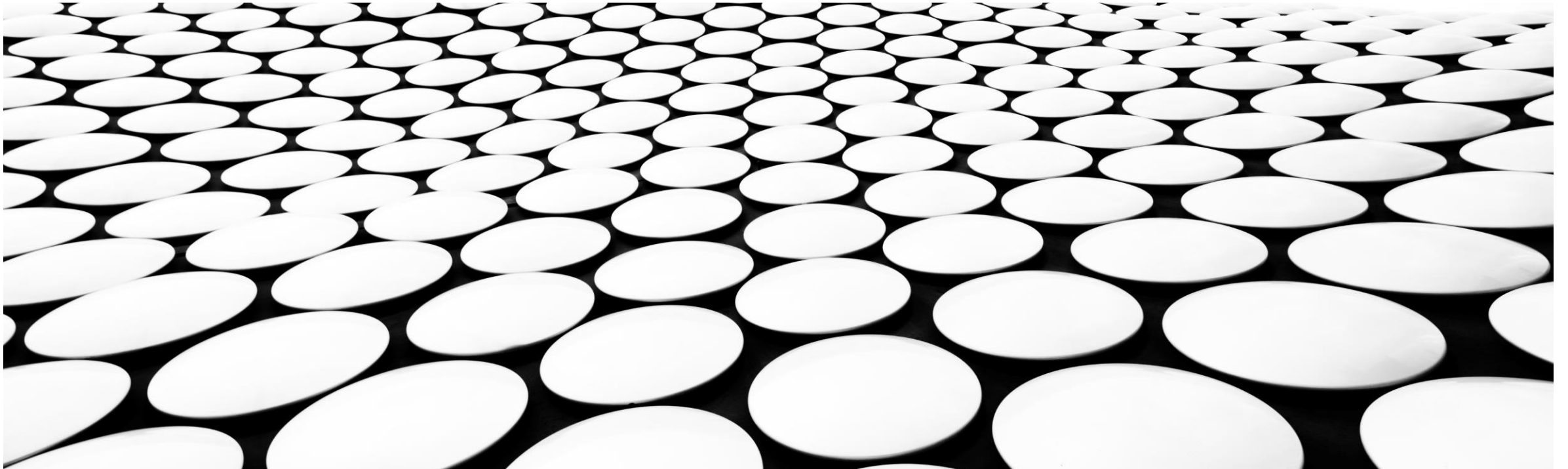
MAINTAINING RECORDS OF MEMBERS AND THEIR VEHICLES

MARK FENTON

AOMC TREASURER,  
CHRYSLER RESTORERS CLUB OF AUSTRALIA VICTORIA DELEGATE  
AUTHOR OF THE CAR CLUB REGISTER DATABASE



AOMC Management Seminar 2023



# CLUB MANAGEMENT RESPONSIBILITIES

Car Club Committees need to do the following in order to manage the club effectively

- Keep records about MEMBERS
- Keep records about VEHICLES
- COMMUNICATE reliably with members
- Perform bookkeeping and report on FINANCES
- ARCHIVE and save records securely

# RECORD KEEPING REQUIREMENTS

- Why keep records?
  - **Incorporated Associations:** It is a responsibility to know who their members are
  - **VicRoads:** It is a requirement for a Club who participates in the Club Permit Scheme
  - **Club Finances:** It is a financial necessity to manage membership renewals
    - and report to myCAV (if an incorporated association) and to the ATO
  - **Communications:** It is essential to be able to communicate reliably with members
  - **Club History:** It may be beneficial for historical purposes to record membership and/or vehicle history
- Record keeping systems must be simple
  - They are maintained by volunteers whose time is valuable
- Record keeping systems must be secure
  - Confidentiality of data may be required (eg by not sharing unlisted addresses)
  - Personal data must be secure from online identity theft

# MEMBER RECORD KEEPING



- For most Victorian clubs, the incorporated association model rules include the following requirements
  - *Register of members*
    1. *The Secretary must keep and maintain a register of members that includes—*
      1. *the member's name;*
      2. *the address for notice last given by the member;*
      3. *the date of becoming a member;*
      4. *if the member is an associate member, a note to that effect;*
      5. *any other information determined by the Committee; and*
    2. *for each former member, the date of ceasing to be a member.*
  - 2. *Any member may, at a reasonable time and free of charge, inspect the register of members.*
    1. *Note: Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.*

# VEHICLE RECORD KEEPING



- **VicRoads** authorise eligible Clubs to participate in the **Club Permit Scheme**, but it comes with record keeping responsibilities which include the following, according to the VicRoads Club Permit Agreement
  - ***Maintain a register of Club Permit holders and vehicles***
    - *Clubs are required to maintain a current register of Club Permit holders and vehicles.*
      - *VicRoads may request in writing a copy of the register and it must be supplied within 14 days.*
    - *The club's register should contain at a minimum for each vehicle:*
      - *the permit number*
      - *the year, make and model of the vehicle*
      - *the operators name and address*
      - *whether the operator is a current member*
      - *the date of the most recent inspection of the vehicle by the Club Safety Officer / Scrutineer*
  - ***Maintain a register of dated photographs*** for all vehicles for which an initial Club Permit is sought.
    - *Clubs are required to provide photographs to VicRoads within seven days of receipt of a written request from VicRoads.*

# RECORD KEEPING OPTIONS



- Paper Records
- Excel Spreadsheets
- Custom databases
- Commercial databases
  - *OurCarClub*
  - *Wild Apricot*
  - *Member Jungle*
  - *Club Express*
  - *Car Club Register* (via AOMC)

Supported by

- Accounting packages
  - *Xero*
  - *Quickbooks*
  - *MYOB*
- Communications
  - *Australia Post*
  - *Bulk Email*
    - *Brevo (formerly SendInBlue)*
    - *MailChimp*
    - *MailGun*

# RECORD KEEPING SYSTEMS

## Commercial databases

### OurCarClub

- \$1.00 pa per member (250 members)

### Wild Apricot

- \$3.60 pa per member (250 members)

### Member Jungle

- \$4.30 pa per member (250 members)

### Club Express

- \$4.56 pa per member (250 members)

### Car Club Register

- FREE



OurCarClub is a web-based data management application, built specifically for car clubs and their volunteer officials. Written and developed by people with many years of involvement in the historic car movement, it is a purpose-built solution for issues shared by all car clubs:

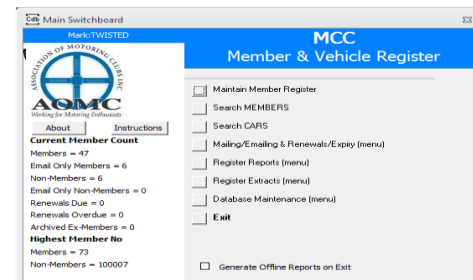
- Keeping membership, postal and email address lists current
- Ensuring your members receive timely communication



The most-used membership software, well, on Earth.



Managing your club should be easy. Member Jungle helps you take back control and reclaim countless hours, so you can get back to enjoying your club.



# CAR CLUB REGISTER (FREE Download via AOMC)

- **Maintain Club Member details**
  - Generates Renewal Notices ready for emailing or printing
  - Generates address labels, membership cards, mail merge lists
- **Maintain Vehicle and CPS details**
- **Extensive Car Club Specific Reports & Extracts**
  - Member & Vehicle Register Reports
  - Member specific reports
  - CPS specific Reports
- **Data Search Capability**
  - Archives & searches historical Members and Vehicles
- **Regular updates to functionality**
- **Data migration support option**
- **Can be shared across multiple PC's**
  - via file sharing systems such as Dropbox, Google Drive or OneDrive
  - Auto generated reports can also be shared (eg with CPS team)
  - File sharing enable auto backup of data
- **Auto sync contact details to Bulk Email Systems**
  - MailChimp and Brevo (formerly SendInBlue)
- **Send Emails without tripping SPAM filters**
  - using SMTP Relay via Brevo or MailGun
- **MS Access Database**
  - Can use MS Access Runtime available FREE from Microsoft
  - Not suitable for Apple or Android devices



Main Switchboard

Mark:HUFFNPUFF



# MCC Member & Vehicle Register

- Maintain Member Register
  - Search MEMBERS
  - Search VEHICLES
  - Search SKILLS/INTERESTS
  - Mailing/Emailing & Renewals/Expiry (menu)
  - Register Reports (menu)
  - Register Extracts (menu)
  - Database Maintenance (menu)
  - Exit
- MailChimp Integration is ON  
 Generate Offline Reports on Exit

About

**Current Member Count**  
 Members = 47 (77 Named)  
 Email Only Members = 6  
 Non-Members = 6  
 Email Only Non-Members = 0  
 Renewals Due = 47  
 Renewals Overdue = 47  
 Archived Ex-Members = 0

**Highest Member No**  
 Members = 73  
 Non-Members = 100007

Maintain Member Details

Search by SURNAME: BURY #2 DENISE

Search by MEMBER NO: 31

Search by EMAIL: [ ]

Member Type: Member

Date Started: 12-Feb-92

Expiry Date: 31-Oct-17

Renewal Date: [ ]

Payment Method: 1 [ ] No Print

Reference: [ ]

Member No. 51

Record Renewal

Send Receipt

Choose a record update action...

Unlisted Contacts / Alt Mailing Address

Year Make Model Body Style R 1234CH Colour GREY/MAROON

1939 PLYMOUTH P8 COUPE

PLYMOUTH P8 COUPE

Permit Holder [ ]

Garaged Address [ ]

Vehicle Journal [ ]

Last Updated 11/06/2023 9:06:13 PM Mark:HUFFNPUFF

1966 VALIANT BARRACUDA COUPE

VALIANT BARRACUDA COUPE

Permit Holder [ ]

Address [ ]

Updated 11/06/2023 9:06:13 PM Mark:H

Record: 14 of 5

Filter Search

## REGISTER SUMMARY

The following is an analysis of the current Member and Vehicle Registers

MEMBERS		Total:	47
		including Life Members:	4
Membership		Single:	17
		Family:	30
Year Joined		up to 1979:	11
		1980-1989:	11
		1990-1999:	11
		2000-2009:	11
		2010 on:	3
		Last Year (2016):	0
Location		Victoria:	46
		NSW:	2
		SA:	0
		Other:	0
Internet		Have email address:	40
		Receive magazine by email only:	5
		No. of Vehicles:	134
		Average Age:	1955/62.9 yrs
		No. of Club Permits:	31
Condition		Original:	43
		Restored:	53

## MEMBER REGISTER

No.	Name	Address	Telephone	Mobile	Email	NoPrint?	Renew
2	ALEXANDER, GEORGE & ANNE	7 ACHERON COURT, MCKLEHAM	VIC 3064 03 9788 7397	0424 646 802	email1@bigpond.com	<input checked="" type="checkbox"/>	31-Oct-17
50	APPLE, COLIN & ALEX	UL	UL UL UL	UL	email7@bigpond.com	<input type="checkbox"/>	31-Oct-17
13	BLAKLAND, MICK & ANNE (LifeMember)	PO BOX 791, GREENSBOROUGH	VIC 3088 03 9996 8890		email2@bigpond.com	<input type="checkbox"/>	31-Oct-17
51	BURY, MICK & DENISE	11 MAYGIBBS ST, WONTHAGGI	VIC 3995 03 9799 6907	0422 862 420	email8@bigpond.com	<input type="checkbox"/>	31-Oct-17
52	CUMQUAT, STEWART & ALEX	14 JOHNS ST, DENILIJUN	NSW 2710 03 9798 7276	0432 684 863	email9@bigpond.com	<input type="checkbox"/>	31-Oct-17
53	DAFFODIL, MIKE & DENISE	LOT 60 PARKLAND CRESCENT, CHEROKEE	VIC 3434 03 9789 7886		email10@gmail.com	<input type="checkbox"/>	31-Oct-17
27	DELAWARE, GLENN & ALEX	17 CHARLES STREET, FERNTREE GULLY	VIC 3156 03 9297 3387	0424 884 248	email4@bigpond.com	<input type="checkbox"/>	31-Oct-17
54	ELDERBURY, STUART & ANNE	94 DIAMOND CREEK ROAD, LALOR	VIC 3075 03 9838 3709		email11@gmail.com	<input type="checkbox"/>	31-Oct-17
29	ESLAKE, CHRIS & ALEX	CUSHLOUGH - RMB 1779, NEWBOROUGH EAST	VIC 3825 03 9968 8737	0424 448 232	email5@bigpond.com	<input type="checkbox"/>	31-Oct-17
55	FLOWERS, COO	LL	LL LL LL	LL	email12@bigpond.com	<input type="checkbox"/>	31-Oct-17
30	FUNGUY, KEVIN & ALEX (LifeMember)	11 WIMBORNE COURT, ELTHAM	VIC 3095 03 9779 9663	0404 842 340	email6@bigpond.com	<input type="checkbox"/>	31-Oct-17
31	GOODS, JOHN & DENISE (LifeMember)	19 GRAHAM ST, NEERIM SOUTH	VIC 3831 03 9677 2888			<input type="checkbox"/>	31-Oct-17
56	GOOSEBERRY, DENNIS	PO BOX 1707, NEWPORT	VIC 3015 07 6967 6987	0438 626 444	email1@footus.com	<input checked="" type="checkbox"/>	31-Oct-17
57	HAM, GRANVILLE & ALEX	46 DORSET RD, RIDDELLS CREEK	VIC 3431 03 9798 7796	0424 480 248	email2@footus.com	<input checked="" type="checkbox"/>	31-Oct-17
32	HARMAN, LEX	716 WOOD ST, LOWER TEMPLETOWE	VIC 2108 03 9882 9788			<input type="checkbox"/>	31-Oct-17
33	INDIGO, GERALD & ALEX	41 MOUNTAINS ROAD, BELGRAVE SOUTH	VIC 3160	0424 636 000		<input type="checkbox"/>	31-Oct-17
58	JACK, IAN	19 YINWAR STREET, DONGASTER	VIC 3108 03 9277 8837		email3@bigpond.com	<input type="checkbox"/>	31-Oct-17
34	JOHNSON, UNICE	71 MCKIMMES ROAD, CLUNES	VIC 3370 03 9869 9680			<input type="checkbox"/>	31-Oct-17
35	KENT, JOHN & SALLY	94 LAWRENCE CRESCENT, WANTIRNA SOUTH	VIC 3152 03 9799 8799	0402 430 442		<input type="checkbox"/>	31-Oct-17

## UNFINANCIAL MEMBERS WITH CLUB PERMIT VEHICLES

NB: This report includes UNLISTED addresses

As of 11/Jun/2023 the following unfinancial (ie expired) members of the My Car Club Inc have or have recently had Club Permit Vehicles

No.	Name/Permit Holder	Address/Garaged Address	Vehicles	Permit No	Type	Last Signed Customers Date	Permit Expiry Date
20	COOPER, GRAENE	16 WINWOOD DRIVE, GRIFFITH NSW 2580	1926 DODGE 4 ROADSTER	6-518	45	2/01/2013	2/01/2013
			1963 PLYMOUTH VALIANT TV200 SEDAN	CH5816		3/01/2013	3/01/2013



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# CPS PHOTO ARCHIVING

- New CPS Permits require clubs to hold photos of vehicles seeking a new permit, and make them available if requested
  - **VicRoad Club Permit Agreement:** *Maintain a register of dated photographs for all vehicles for which an initial Club Permit is sought.*
    - *Clubs are required to provide photographs to VicRoads within seven days of receipt of a written request from VicRoads.*
- This can be problematic for long term archiving, as well as time consuming and disk space hungry
  - If archiving photos received digitally then consider reducing the file size before archiving
    - Many tools are available (refer attached resource list for recommendations)
  - Consider archiving online into a file share such as Dropbox, Google Drive or OneDrive
    - Allows CPS management to be done by a team
    - Allows for permanent storage, independent of people and PCs
- Consider automation scripts to assist with archiving
  - The Car Club Register software pack available for download from the AOMC includes such an option (Windows PC's only)

# RECORD KEEPING SUPPORT SYSTEMS

Good Club Management may require the following additional systems

## ■ Accounting packages

- **Xero**
  - From \$348 pa (\$1.40 per member for 250 members)
- **Quickbooks**
  - From \$270 pa (\$1.08 per member for 250 members)
- **MYOB**
  - From \$360 pa (\$1.44 per member for 250 members)

## ■ Communications

- **Australia Post**
  - ~\$1.80 per printed & posted letter (\$450 pa for 250 members)
- **Bulk Email** (domain name required)
  - **Brevo (formerly SendInBlue)** (includes SMTP Relay)
    - Free (for 250 members?) or \$336 pa
  - **MailChimp** (no SMTP Relay)
    - Free (for 250 members?) or \$240 pa
  - **MailGun** (SMTP Relay only)
    - Free maybe
- **Online database features**
  - *OurCarClub, Wild Apricot, Member Jungle, Club Express*



# SOFTWARE RESOURCE LINKS

Resource	Type	URL
AOMC Car Club Register	Member & CPS Vehicle database	<a href="https://www.aomc.asn.au/club-membership-software">https://www.aomc.asn.au/club-membership-software</a>
OurCarClub	Member database	<a href="https://www.ourcarclub.com.au/">https://www.ourcarclub.com.au/</a>
Wild Apricot	Member database	<a href="https://www.wildapricot.com/">https://www.wildapricot.com/</a>
Member Jungle	Member database	<a href="https://memberjungle.com.au/">https://memberjungle.com.au/</a>
Club Express	Member database	<a href="https://www.clubexpress.com/">https://www.clubexpress.com/</a>
Xero	Accounting	<a href="https://www.xero.com/au/">https://www.xero.com/au/</a>
Quickbooks	Accounting	<a href="https://quickbooks.intuit.com/au/">https://quickbooks.intuit.com/au/</a>
MYOB	Accounting	<a href="https://www.myob.com/au">https://www.myob.com/au</a>
MailChimp	Bulk Email	<a href="https://mailchimp.com/">https://mailchimp.com/</a>
Brevo (SendInBlue)	Bulk Email & SMTP Relay	<a href="https://www.brevo.com/en/">https://www.brevo.com/en/</a>
MailGun	SMTP Relay	<a href="https://www.mailgun.com/">https://www.mailgun.com/</a>
Google Workspace	Email, file storage & sharing, forms	<a href="https://workspace.google.com/">https://workspace.google.com/</a>
Microsoft 365/OneDrive	Email, file storage & sharing	<a href="https://www.microsoft.com/en-au/microsoft-365">https://www.microsoft.com/en-au/microsoft-365</a>
Dropbox	File storage & sharing	<a href="https://www.dropbox.com/">https://www.dropbox.com/</a>
Microsoft Power Toys Image Resizer	Image Resizer (component of Microsoft Power Toys)	<a href="https://learn.microsoft.com/en-us/windows/powertoys/image-resizer">https://learn.microsoft.com/en-us/windows/powertoys/image-resizer</a> <a href="https://apps.microsoft.com/store/detail/microsoft-powertoys/XP89DCGQ3K6VLD">https://apps.microsoft.com/store/detail/microsoft-powertoys/XP89DCGQ3K6VLD</a>