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Australian Government
Australian Sports Commission

Board of Directors Report – April 2013 Final

Report from the Board of Directors meeting, held at the MA offices, 147 Montague Street, South Melbourne on Wednesday 17th April 2013.

PRESENT: Stephen Foody President
Ray Jonkers Vice President
Bob Kershaw Director
Lyal Allen Director
Lynn Long Director
David White CEO
Stuart Strickland Director
Ian Jordon President - MANT

Partial attendance: Jamie Nind MFA – MA
Stephen Kirtley Davidson Accountants & Business Consultants

In Attendance: Tina Alderman Administrator

Apologies: Christine Tickner

item No.	Issue	Raised By	Recommended / Proposed Action	Decision	Action Taken	Lead	Action Date
BR2319	Welcome/Apologies	SF	The President welcomed those present and opened the meeting.	Received.	-	-	-
BR2320	Confirmation of minutes	SF	The minutes of the 17th April Board meeting were received.	Received.	-	-	-
BR2321	Business Arising Junior Coaching 3.8 (MNSW revised proposal)	BA	Revised Junior Coaching 3.8 proposal provided.	<p>The Board expressed concerns over the entire Junior Coaching program and has resolved to endorse the revised proposed rule change for a 12 month period only whilst a Coaching Committee be formed with a terms of reference to review and address all concerns. Board to form Committee at Decembers Board meeting.</p> <p>Board has resolved Coaching Committee comprise of Stephen Foody, Bob Kershaw, Lindsay Granger and Daniel Gatt. CEO to request L Granger and D Gatt to form part of the Committee. Discussion took place on having a professional coach and a club coach on the Committee. Board recommends CEO make contact with Lee Hogan to request his involvement in the Coaching Committee. CEO to contact states to enquire what is currently being done in each state.</p>	<p>L Granger has declined and nominated Kim Rowcliffe as a committee member.</p> <p>Board resolved CEO to ask Stephen Gall and Laurence Miller to attend meetings and compile minutes.</p> <p>CEO advised S Gall, K Rowcliffe and D Gatt have agreed to participate. L Miller to coordinate.</p> <p>CEO to organise meeting within the next 4 weeks with Coaching Committee.</p>	NDO & CEO	May 2013
BR2322	Business Arising: Position descriptions	BA	<ol style="list-style-type: none"> 1) Once job descriptions completed by MFA and CEO, staff are to sign off on their agreements 2) CEO to report job descriptions to the Board. 3) Job descriptions will be uploaded on the MA website. 	Board has approved that areas of job responsibility only will be uploaded to the web site due to privacy issues. An internal spread sheet of roles and responsibilities to be developed and sent to SCB's.	<p>CEO met with S Strickland and S Foody on 1st October.</p> <p>PD and flow chart to be posted on the website. CEO to organise with CO by the end of March 2013.</p> <p>CEO to arrange uploads to website this week.</p>	CEO	19 th April 2013
BR2323	Business Arising: Succession Plan	BA	Board undertakes work on producing a position	Board to review in conjunction with EX6011. S Strickland sent draft to	Board have created a position specification	Board	August 2013

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			specification that details the necessary skills required for a replacement CEO when our existing CEO retires. Board has deferred this item to August 2012.	Board members. S Strickland and CEO to review plan. Board resolved to defer the finalisation of document until the second half of the year. B Kershaw to send additional examples of succession plan documents to S Strickland for information. Board resolved not to circulate document at this stage but inform Presidents that a succession plan is well under way. CEO to forward succession plan to Lynn Long.	which will be finalised by May 2013. Position will be externally advertised in July / August seeking applicants. Board are considering the use of a recruitment company.		
BR2324	Business Arising: Item for discussion: Logo Concepts	BA	Board has recommended option D be redesigned to have wings on both sides of MA logo. S Foody to organise draft design.	S Foody presented logos. CEO to refer back to the FIM.	CEO will discuss with FIM at the February 2013 FIM meeting. No progression has been made. The FIM have declined the concept.	CEO	-
BR2325	Business Arising: Items for information: Discuss the possibility of a National Training coordinator	BA	Board requested states to supply cost and services provided for training in each state.	Costs were provided at November's Board meeting. Board resolved once new NOC is appointed; it will fall under their duration.	-	NOC	May 2013
BR2326	Business Arising CEO Report – Budget	BA	Budget The draft budget you have as part of the agenda now shows a modest profit of approximately \$36,000.	-	-	-	-
BR2327	Business Arising CEO Report – Matters from Board / Strategic Planning Meeting	BA	Matters from Board / Strategic Planning Meeting The matter raised in the CEO's report at both meetings which resulted in no action or result are listed below: 1) Cheapest available	Item 1 -Board has resolved to reject this proposal. Item 2 - Board has resolved CEO & MFA to conduct an analysis on 2 options of cost sharing. Item 3 – Board has resolved SCB's to contribute to costing. CEO and MFA to	Board resolved MFA to draft a proposal for cost sharing for the Councillors and Presidents attending the Strategic Forum meetings as follows: MA to pay for cost of	MFA	May 2013

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			<p>airfares for everybody regardless of the airline.</p> <p>2) SCB's pay cost of attending meetings (airfares, accommodation).</p> <p>3) SCB's contribute to printing costs where applicable (logbooks, one event licences etc...)</p> <p>4) Board meetings – 8 face to face (2 teleconferences in months where there are no meetings.</p>	<p>compile a report.</p> <p>Item 4 – Board has rejected this proposal.</p>	<p>meeting room and catering.</p> <p>MA to meet Board costs</p> <p>All accommodation, meal and flight costs to be split between the 7 states / territories.</p> <p>Board approved report being sent to SCB Managers.</p>		
BR2328	Business Arising: Industry Meeting – Cameron Cuthill	BA	<p>Licence decline</p> <p>Technical Meeting. A meeting should be organised for April 2013.</p> <p>Noise control CEO to send noise control information to C Cuthill.</p>	<p>MA to refine what is required from FCAI.</p> <p>MA to organise Technical meeting for April 2013.</p> <p>CEO to send noise control information to C Cuthill</p> <p>Board resolved S Strickland draft letter requesting past and current history on sales of MX by cubic capacity, along with sales of minibikes to push the importance of Minikhana.</p>	<p>Sound control information has been sent to C Cuthill</p> <p>CEO advised he has drafted an email with suggested date, which will be sent on Wednesday 20th February 2013.</p> <p>S Strickland completed draft for CEO's action to FCAI. CEO advised meeting date to be advised waiting for industry response.</p>	CEO	2013
BR2329	Business Arising: Item for Decision: Future of the Riders Division	BA		<p>The Board understands the concerns raised in relation to the viability of the Riders Division. However there is a possibility of a role in relation to advocacy and the rights of all motorcyclists. A review of operations is to take place and will be finalised by 30th April 2013.</p> <p>CEO to send out a memorandum regarding the resignation of Rob Smith and informing all concerned that this</p>	<p>Meeting addressed by Rob Smith re advocacy role.</p> <p>Board has concerns regarding the National advocacy role for motorcycling. Board awaiting proposal from B Matters. CEO to forward a response to B Matters regarding the Forum meeting held on the 13th</p>	B Matters & CEO	May 2013

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				position will not be replaced.	March 2013.		
BR2330	Business Arising: Item for Discussion: SMCC response letter	BA	Letter provided	<p>CEO to respond to SMCC advising them the Board has carefully considered their letter and finds their response unsatisfactory. CEO to organise meeting with President of SMCC in January 2013.</p> <p>Board has resolved to meet with SMCC on the 13th March at 7.30pm. Board has approved 2nd letter to be sent to President of SMCC.</p>	<p>SMCC decided not to attend the meeting. The meeting proceeded without them. A letter will be forwarded to SMCC reiterating MA's requirements and reminding them of their responsibilities to MA in relation to media and public comments and behaviour.</p> <p>Conflicts continue between the clubs. Mediation with the Council and residents is scheduled for the 19th April 2013.</p>	-	19 th April 2013
BR2331	Business Arising: NOC Terms of Reference	BA	Written Terms of reference Provided	<p>Board resolved to add the following to the Terms Of Reference</p> <ul style="list-style-type: none"> In the future consideration be given that all Officials are to sign and date the code of conduct page and to incorporate this page into the application process. Board resolved to add the NOC appointments will comprise of a revolving system e.g: 1, 2 and 3 year appointments. Board resolved CEO to consult with SCB' s on the recommendation to change the structure of Officials from levels 1,2,3, & 4 to Club, State and National Officials. <p>Board has resolved to add an extra point as point number 1 To read as follows: The NOC would support and work with the management of MA through their</p>	<p>This has not progressed. PA received NSW Officials seminar material and gave it to Board members on USB.</p> <p>NSW material to be sent to the new NOC once established.</p> <p>Date for NOC applications to be extended to the 3rd May 2013.</p>	CEO	May 2013

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				roles and responsibilities. Board has resolved CEO to reword Terms of Reference as agreed by the Board and email to the Board for approval. PA to request NSW Official seminars document from Daniel Gatt.			
BR2332	Business Arising: Complaint of Official	BA	Complaint received from Leigh Adams. CEO confirmed he acknowledged receipt of complaint.	Board resolved CEO to write to Clerk of Course and Referee to ask for their comments. Feedback to be received and tabled at the February Board meeting. CEO to respond to Brendan Gledhill and Jock McCloud directing them to rule 19.11.9.2.	CEO wrote to both parties and is waiting on response from B Gledhill. No response provided by either party matter considered closed	CEO	March 2013
BR2333	Business Arising: CEO Report General Competition Rules	BA	By the end of the year MA should aim to have the rules re written, and be on the website in book format where chapters on pages can be located individually and printed separately.	Board supports the concept of electronic MoMs. CEO to source costing and progress.	CEO advised re write is estimated to cost \$10,000. To convert into a PDF booklet costs a further \$20,000. Total estimated cost is \$30,000. CEO to address/ progress this item at the next SCB Meeting. CEO advised generally SCB's are happy to proceed. Item progressing.	CEO	2013
BR2334	Business Arising: CEO Report Evan Byles	BA	-	Board resolved MA refund the fee paid by Evan Byles of \$1000.00 and the appeal time for the hearing is to be extended to the 31 st March 2013.	Money has been refunded. OM to organise hearing. Hearing has taken place matter considered closed.	-	-
BR2335	Business Arising: Winton Fatality CEO report	BA	Winton Fatality Worksafe have provided a report to the Coroner including the report of an "expert witness" from Monash University. It would appear MA will have no option but to be represented at the Coronial Inquiry. Coroner's	CEO advised Norton Rose have a copy of the Worksafe report and are progressing. CEO to put proposal in writing to MAIL by month end.	-	CEO	30 th April 2013

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			report is supplied as part of the CEO addendum along with letter of engagement from Norton Rose Lawyers. CEO will refer potential costs to MAIL. Board resolved CEO to engage Norton Rose to draft response to Coroner.				
BR2336	Business Arising: Steward and clerk of course appointments for club events	BA	Board resolved previously that 65 would be the maximum number of riders permitted.	Board resolved CEO to draft new rule and process for SCB's to implement decision. Review of process to take place at the end of the year.	Discussed at SCB meeting on the 16th April. Item progressing.	-	December 2013
BR2337	Business Arising: SCB contribution to MA printing costs	BA	-	Board supports recommendation in principle and has asked for item to be tabled at the April National State Managers meeting for comment.	CEO presented item to the SCB meeting on the 16th April. MFA and CEO to continue working on costs to be shared.	MFA	May 2013
BR2338	Business Arising: Presentation by Riders Division	BA	Verbal and written presentation	B Sorenson to send electronic proposal on advocacy to Board members.	Advocacy proposal was sent to Board members. Board waiting on response from B Matters on their proposal.	Board	May 2013
BR2339	Business Arising: CEO Report		Legal Fees – Winton Fatality – Coroner's Inquiry The prospect of MAIL paying the legal fees in association with this enquiry was raised informally. A request is to be put in writing.	-	No update	-	-
BR2340	Auditors Presentation	Davidson Accountants	Motorcycling consolidated accounts presented by Davidson Accountants & Business Australia accounts by Davidson & Business	The Board in approving the accounts for year ended 31 st December 2012 resolved: The directors of the company declare that: The financial statements and notes are in accordance with the corporations Act 2001	-	PA	April 2013

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				<p>a) Comply with accounting standards described in note 1 to the financial statements and the Corporation Regulations; and</p> <p>b) Give a true and fair view of the company's financial position as at 31st December 2012 and of its performance for the year ended on that date to the date in accordance with the accounting policies described in note 1 to the financial position.</p> <p>In the Directors opinion there are reasonable grounds to believe that the company will be able to pay its debts as and when they become due and payable.</p> <p>Board resolved email be sent to AGM attendees requesting any questions regarding the financial statement be sent to the PA at MA via email a week prior to the AGM.</p>			
BR2341	Financial Reports – Report Finance and Administration Manager	MFA	<p>The following reports were submitted to the Board for review:</p> <ul style="list-style-type: none"> • Profit & Loss with Budget Analysis to March 2013. • Balance Sheet as at March 2013. • Accounts Payable/ Receivables as at March 2013. • Cash flow report. • Budget 2013 draft 	<p>Board resolved MFA to draft a proposal for cost sharing for the Councillors and Presidents attending the Strategic Forum meetings as follows:</p> <p>MA to pay for cost of meeting room and catering.</p> <p>MA to meet Board costs</p> <p>All accommodation, meal and flight costs to be split between the 7 states / territories.</p> <p>Board approved report being sent to SCB Managers.</p>	-	MFA	May 2013

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			<p>presented.</p> <ul style="list-style-type: none"> • SCB 2013 year to date profit and lost with budget analysis and 2012 actuals. 	Board has approved the 2013 budget.			
BR2342	CEO Report	CEO	<p>Winning Edge Whilst the results of this programme were supposed to be released by the end of March, as yet, it is not finalised. CEO had a telephone conversation with Janice Lo, our ASC consultant, and a decision is supposed to be made sometime during April. The commission are still finalising the categories in which the various sports will be placed. As shown in the attached email the categories are: Foundation Prospective Emerging National On a criteria basis it would be reasonable to assume MA should be placed in the Foundation category. The process will be the finalisation of the categories, approval by the ASC Board and the approval by the Minister. Taking that process into account a final decision during April may be optimistic.</p> <p>VCAT Hearing Barrabool The three day hearing concluded before all evidence was delivered and all witnesses called. However, MA should be</p>	<p>Information only</p> <p>Information only</p>		-	-

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			<p> somewhat optimistic regarding what did happen during the three day hearing. Acoustic engineers for both the Surf Coast Shire and MA were in general agreement. The most affected dwelling (Andersons) is only about 300 metres from the start line and it is unquestioned they do suffer. The acoustic engineers agreed earth mounding to the rear and side of the start line could reduce the noise impact in the range of 5 – 10DBA. This is significant. In the right circumstances the mounding could be constructed with little cost if there is major surplus soil available in the area (i.e. subdivision works etc.). At the conclusion of the hearing the Deputy Chairman of VCAT ordered mediation between the three parties (MA, Surf Coast Shire and Residents group) by a VCAT appointed mediator. This is to occur on the 19th April. There is cause for reasonable optimism the mediation could result in an outcome. However it will be pointless unless each party can attend the mediation with authority to settle. The CEO has requested our lawyers to notify the other parties of this desire. </p> <p> Licence Figures At the time of writing this report the licence figures for the month of March have not been provided. The due date is </p>	<p style="text-align: center;">Information only</p>		-	-

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			<p>11th/12th April. However CEO knows Motorcycling Victoria had a bad March with the exception of the Come and Try day.</p> <p>Come and Try Day Generally this day was a great success however some of the outcomes are dependent upon the effort put in. Whilst figures are being finalised preliminary results are as follows:</p> <p>SCB</p> <table border="0" data-bbox="696 651 1032 1050"> <tr> <td></td> <td>Mini licence</td> <td>Recreational</td> <td></td> </tr> <tr> <td>licence</td> <td></td> <td>Total</td> <td></td> </tr> <tr> <td>Queensland</td> <td>78</td> <td>133</td> <td>55</td> </tr> <tr> <td>South Australia</td> <td>12</td> <td>39</td> <td>27</td> </tr> <tr> <td>Victoria</td> <td>326</td> <td>578</td> <td>252</td> </tr> <tr> <td>Western Australia</td> <td>7</td> <td>99</td> <td>22</td> </tr> <tr> <td>Total</td> <td>423</td> <td>779</td> <td>356</td> </tr> </table> <p>SCB</p> <table border="0" data-bbox="696 1114 1032 1501"> <tr> <td></td> <td>Competition</td> <td>Junior</td> <td>Senior</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Queensland</td> <td>15</td> <td>55</td> <td>38</td> </tr> <tr> <td>South Australia</td> <td>14</td> <td>22</td> <td>8</td> </tr> <tr> <td>Victoria</td> <td>51</td> <td>43</td> <td>94</td> </tr> <tr> <td>Western Australia</td> <td>21</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>80</td> <td>192</td> <td>89</td> </tr> </table>		Mini licence	Recreational		licence		Total		Queensland	78	133	55	South Australia	12	39	27	Victoria	326	578	252	Western Australia	7	99	22	Total	423	779	356		Competition	Junior	Senior	Total				Queensland	15	55	38	South Australia	14	22	8	Victoria	51	43	94	Western Australia	21			Total	80	192	89	Information only		-	-
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			<p>As you are aware the mini/recreational licences were issued at no cost. The competition licences were issued for the cost of the insurance components (approximately \$120.00). The effect of this initiative will be known in 12 months' time when the renewals are due it has delivered us nearly 1000 new licence holders to date. This initiative needs to be repeated on an annual basis.</p> <p>Motorcycling Tasmania CEO attended a meeting with the executive of Motorcycling Tasmania. CEO has offered to develop a questionnaire for them, to be completed via Survey Monkey in relation to non-renewal of licences. In viewing their performance in relation to licence numbers MA need to consider the perilous state of the Tasmanian economy. CEO believes he needs to attend another meeting with them that is significantly dedicated to addressing the licence decline rather than it being added on the end of their normal meeting. On a bright note the entries for the first round of their Motocross Championship were encouraging (approximately 100)</p> <p>Gender identity The issue of transgendered persons (male to female) has</p>	<p>Information only</p> <p>Gender Identity item to be addressed at the Strategic Forum in May</p>		<p>CEO</p> <p>Strategic Forum</p>	<p>-</p> <p>May 2013</p>

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			<p>again arisen. A previously male person, who has undergone a medical procedure, wishes to participate in motocross events. There is reasonable concern other competitors could be disadvantaged particularly in the area of strength.</p> <p>MA only makes very limited mention of transgender in our Member Protection Policy. MA need to develop a specific policy detailing how MA deal with this matter.</p> <p>Claire has consulted with the ASC and there is limited material available, however we have accessed a policy used by Triathlon and a copy is attached for your consideration.</p> <p>IEG / Yarrive Konsky The first round of the Superbikes was successfully conducted as part of the V8 Supercar programme at Symons Plains Tasmania. CEO attended several meetings with Yarrive and has commenced negotiations.</p> <p>Honda Broadford Bonanza The event was a significant success with 528 riders up approximately 70 from last year, around 970 bikes registered for track activities with a total of 1100 bikes at the venue including 105 Velocettes. CEO endeavoured to meet with Honda to have a debrief and discuss their future in the event</p>	<p>Information only</p> <p>Board has approved the purchase of the 1965 CZ 250 Twinport MX for \$10,000. Board has resolved MA need to start the process to register a museum to collect motorcycles of historic value.</p>		<p>-</p> <p>CEO</p>	<p>-</p> <p>June 2013</p>

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			<p>but that will not happen until the 2nd May. The Committee debrief will be held on the 18th April. Regardless of Honda involvement plans are underway for next year's event subject to sponsorship and coming to a sensible agreement with MV. Eric Goebers (five times Motocross World Champion) has indicated a willingness to be part of the event and at this stage a theme being considered is the Castrol 6 Hour years. CEO spoke about the prospect of purchasing the CZ</p> <p>Motocross Championship The first round of the Motocross Championship will take place at Raymond Terrace on the 14th April. Both Claire and the CEO attended primarily to conduct drug testing under MA's Safety Policy and noise testing.</p> <p>CEO's Response to B Matters</p>	Information only		CEO	April 2013
BR2343	Report – Risk & Compliance Manager	RCM	Written report provided.	Received.	-	-	-
BR2344	Strategic Forum discussion	CEO	Strategic Plan provided.	Updated Strategic Plan to be sent to SCB Managers OM and Board. Leads on Strategic Plan to provide monthly reports on progress of their	-	PA	May 2013

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				item to Personal Assistant for the monthly Board meetings.			
BR2345	Item for Decision: Moto Trials commission appointment	OM	The following three applications have been received for the one vacant position on the Moto Trials Commission Robert Tindall Keith Jobson Steve Scragg	The Board approved Steve Scragg for a three year appointment to the Moto Trials Commission. CEO to contact Steve Scragg to reiterate his obligations to MA and to alleviate any potential conflict of interest.	Completed	CEO	April 2013
BR2346	Report – Operations Manager Report	OM	Written report provided.	Received.	Information only	-	-
BR2347	Licence Statistics	OM	Written report provided.	Received.	Information only	-	-
BR2348	Website Statistics	OM	Written report provided.	Received.	Information only	-	-
BR2349	MA Insurance Limited	CEO	The following reports were submitted to the Board for review: • Cash Statement Mail for March 2013	Received.	Information only	-	-
BR2350	Board correspondence		No update	-	-	-	-
BR2351	General Business	SF	S Strickland requested the Blue Zoo scoping document sent to tenderers be sent to the Board. Supermoto - Sub committee S Strickland asked about the SCB's Annual meeting reports S Foody requested Pigeon box be set up in CEO's office for Board members L Long asked about applications for the Women's Commission	CEO to send to the Board To be addressed at Mays Board meeting. PA to send email requesting SCB's Annual meeting reports be sent prior to the AGM. PA to purchase pigeon box, copy of Strategic Plan and MA constitution be placed in each member's box. PA to follow up with OM. CEO to refer to MTO	- - - -	PA PA PA PA	April 2013 May 2013 May 2013 April 2013 April 2013

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	Meeting closed	SF	President declared the meeting closed at 4.30pm	-	-	-	-

Next Board meeting will be on Monday 13th May 2013

Distribution:

Board of Directors

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