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## Board of Directors Report – March 2013 Final

Report of the Board of Directors meeting held at the MA offices, 147 Montague Street, South Melbourne on Thursday 14<sup>th</sup> March 2013.

**PRESENT:** Stephen Foody            President  
Ray Jonkers            Vice President  
Bob Kershaw            Director  
Lyal Allen            Director  
Lynn Long            Director  
David White            CEO

**Partial attendance:** Jamie Nind            MFA  
Rob Smith            RDM

**In Attendance:** Tina Alderman            Administrator

**Apologies:** Stuart Strickland            Director  
Paul Foster            President MWA

item No.	Issue	Raised By	Recommended / Proposed Action	Decision	Action Taken	Lead	Action Date
BR2274	Welcome/Apologies	SF	The President welcomed those present and opened the meeting.	Received	-	-	-

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BR2275	Confirmation of minutes	SF	The minutes of the 14th March Board meeting were received.	Received	-	-	-
BR2276	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>	NDO	March 2013
BR2277	Business Arising: Position descriptions	BA	<ol style="list-style-type: none"> <li>1) Once job descriptions completed by MFA and CEO, staff are to sign off on their agreements</li> <li>2) CEO to report job descriptions to the Board.</li> <li>3) Job descriptions will be uploaded on the MA website.</li> </ol>	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.	CEO met with S Strickland and S Foody on 1 <sup>st</sup> October. PD and flow chart to be posted on the website. CEO to organise with CO by the end of March 2013.	CEO	March 2013
BR2278	Business Arising: Succession Plan	BA	Board undertakes work on producing a position specification that details the necessary skills required for a replacement CEO when our existing CEO retires. Board has deferred this item to August 2012.	<p>Board to review in conjunction with EX6011. S Strickland sent draft to Board members. S Strickland and CEO to review plan.</p> <p>Board resolved to defer the finalisation of document until the second half of the year. B Kershaw to send additional examples of succession plan</p>	-	Board	August 2013

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				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			
BR2279	Business Arising: Helmet standards	BA	Helmet standards review	Board resolved CEO to investigate further the issues of helmet standards along with the possibilities of a MA sticker system.	This should be considered as a long term proposal.	CEO	-
BR2280	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.	CEO	April 2013
BR2281	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 Novembers Board meeting Board resolved once new NOC is appointed; it will fall under their durastriction.	-	NOC	-
BR2282	Business Arising: Item for information: Women s MX Championship 2012	BA	Written report provided	Board resolved CEO to contact Lynn Long. CEO has responded to Lynn Long. CEO to contact L Granger re Queensland's Women's Series.	Series has been awarded to Port Macquarie Matter considered closed.	-	-
BR2283	Business Arising CEO Report – Budget	BA	<b>Budget</b> The draft budget you have as part of the agenda now shows a modest profit of approximately \$36,000.	-	-	-	-
BR2284	Business Arising CEO Report – Matters from Board / Strategic Planning Meeting	BA	<b>Matters from Board / Strategic Planning Meeting</b> The matter raised in the CEO's report at both meetings which resulted in no action or result are listed below:	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	-	CEO & MFA	March 2013

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			<p>1) Cheapest available 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>contribute to costing. CEO and MFA to compile a report.</p> <p>Item 4 – Board has rejected this proposal.</p>			
BR2285	<b>Business Arising: Industry Meeting – Cameron Cuthill</b>	BA	<p><b>Licence decline</b></p> <p><b>Technical Meeting.</b> A meeting should be organised for April 2013.</p> <p><b>Noise control</b> 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 20<sup>th</sup> February 2013.</p>	CEO	March 2013
BR2286	<b>Business Arising: Item for Decision: Future of the Riders Division</b>	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 30<sup>th</sup> April 2013.</p> <p>CEO to send out a memorandum regarding the resignation of Rob Smith</p>	<p>Meeting addressed by Rob Smith re advocacy role</p>	RDM & CEO	30 <sup>th</sup> April 2013

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				and informing all concerned that this position will not be replaced.			
BR2287	<b>Business Arising: Item for Discussion: SMCC response letter</b>	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 13<sup>th</sup> March at 7.30pm. Board has approved 2<sup>nd</sup> letter to be sent to President of SMCC.</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.	CEO	March 2013
BR2288	<b>Business Arising: NOC Terms of Reference</b>	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"> <li>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.</li> <li>Board resolved to add the NOC appointments will comprise of a revolving system e.g; 1, 2 and 3 year appointments.</li> <li>Board resolved CEO to consult with SCB' s on the recommendation to change the structure of Officials from levels 1,2,3, &amp; 4 to Club, State and National Officials.</li> </ul> <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 roles and responsibilities.</p>	This has not progressed. PA received NSW Officials seminar material and gave it to Board members on USB.	CEO	March 2013

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				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.			
BR2289	<b>Business Arising: Complaint of Official</b>	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.	CEO	March 2013
BR2290	<b>Business Arising: CEO Report General Competition Rules</b>	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 & SCB meeting	April 2013
BR2291	<b>Business Arising: CEO Report Evan Byles</b>	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 <sup>st</sup> March 2013.	Money has been refunded. OM to organise hearing	OM	31 <sup>st</sup> March 2013
BR2292	<b>Business Arising: Winton Fatality CEO report</b>	BA	<b>Winton Fatality</b> 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 report is supplied as part of the CEO addendum along with letter of engagement from Norton Rose Lawyers. CEO will refer potential	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	March 2013

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			costs to MAIL. Board resolved CEO to engage Norton Rose to draft response to Coroner.				
BR2293	<b>Business Arising:</b> 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.	-	-	December 2013
BR2294	<b>Business Arising:</b> 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.	-	SCB Meeting	April 2013
BR2295	<b>Presentation by</b> Riders Division	RDM	Verbal and written presentation	B Sorenson to send electronic proposal to Board members	-	RD	March 2013
BR2296	<b>CEO Report</b>	CEO	<p><b>Medical Standards</b> A further draft of the medical standards has been circulated to SCB's for comment. An aspect of the medical document was a stipulation that alternative medical service must be registered with MA. This is a most reasonable concept as MA must know the level of service that a provider can legally provide and MA must have some undertaking from such a service regarding their ability to deliver. There will be resistance to any form of registration but it is something MA should stick with particularly taking into account the ramification of the Workplace Health and Safety Act.</p> <p><b>Electronic MoMS</b> Whilst there has been no progress in relation to furthering this proposal, it will be on the agenda for the April National Managers Meeting. The concept needs to get across the line with that body before any further progress can</p>	Information only		-	-
				Information only		-	-

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			<p>be made. The CEO will be putting a paper together for that meeting.</p> <p><b>Drug Testing</b>  Alternative drug testing processes under our Safety Policy are being investigated and tried. MA has been dealing with a system called "Suretest Cuplab" urine based testing system. Representatives attended the last National Managers meeting with mixed reception. It was tried at the support races and Arenacross at the World Superbikes. Approximately 25 riders/ officials were tested. All results negative. NSW will not adopt it as their Board believes the testing method is "invasive". WA via Rick Gill is opposed to the system preferring an apparently less reliable saliva test.  With cooperation from the promoter there will be extensive testing at the Australian Motocross Championships during the course of this year. This testing will commence at the first round in mid-April.</p> <p><b>Risks- State Managers meeting April</b>  This meeting will take place over two days with one day being devoted to a seminar on risk. This will involve sessions on the following:</p> <ul style="list-style-type: none"> <li>• Workplace Health and Safety Act and the ramifications of such</li> <li>• Venue Inspections /</li> </ul>	<p>Information only</p> <p>Information only</p>		-	-



item No.	Issue	Raised By	Recommended / Proposed Action	Decision	Action Taken	Lead	Action Date
			<p>licencing</p> <ul style="list-style-type: none"> <li>• Officials training</li> <li>• Insurance ramifications</li> <li>• Associations Liability</li> </ul> <p>Insurance</p> <p><b>Jeremy Gray</b> CEO spoke to Jeremy on Wednesday. He now appears to be well on the way to recovery having undergone some corrective eye surgery last Monday which was a direct result of his heart surgery. CEO expects to meet with him within the next couple of weeks.</p> <p><b>MAIL</b> The Annual meeting of MAIL was held on the 26th February 2013. The organisation had a very successful year with an underwriting profit of \$722,553 resulting in a net profit of \$1,040,487. There are now shareholder funds of \$6,054,177. This accumulation of funds (taking into account initial funding of \$350,000), over a ten year period is outstanding. Without the captive there would be nothing to show for the premiums if they had been paid to conventional underwriters. The combined policies have an average loss ratio of 63.99%. This is calculated as a ratio of the total claims incurred to the net premium excluding broking and claims management fees. This loss rate compares with industry standards. We have the benefit of lower management costs compared to those of a conventional insurance company.</p>	<p>Information only</p> <p>Information only</p>		-	-

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			It is anticipated a number of potentially significant liability claims may finalise this year which could significantly affect profit dependent upon outcomes.				
BR2297	Report – Risk & Compliance Manager	RCM	Written report provided.	Drafting policy manual to be forwarded to SCB's on completion.	-	RCM	-
BR2298	Financial Reports – Report Finance and Administration Manager	MFA	The following reports were submitted to the Board for review: <ul style="list-style-type: none"> <li>• Profit &amp; Loss with Budget Analysis to February 2013.</li> <li>• Balance Sheet as at February 2013.</li> <li>• Accounts Payable/ Receivables as at February 2013.</li> <li>• Cash flow report.</li> <li>• Budget draft presented.</li> </ul>	MFA to reflect RD outcome in budget. MFA to provide monthly P & L's at month end to all SCB's. MFA to enquire when ATO payment is due. CEO to contact MQ & MSA regarding loan repayments. CEO to send re draft of budget by end of March, Budget to be finalised at the April Board meeting.	-	MFA & CEO	March & April 2013
BR2299	Strategic Forum discussion	CEO	Strategic Plan was discussed.	Updates were made to attached Strategic Plan.	-	-	-
BR2300	Item for Decision: MNSW asks MA to reconsider its stance on the 2012 funding and forward the development grants for 2012	MNSW	MA to reconsider its stance on the 2012 funding and forward the development grants for 2012	Board understands the States position but is unable to reconsider the funding. S Foody to inform D Gatt via email.	-	S Foody	March 2013
BR2301	Item for Decision: MSA ask MA to reconsider the decision to reduce the maximum width to 1300mm	MSA	MA to reconsider the decision to reduce the maximum width to 1300mm	Board understands the concerns of MSA. CEO to draft response to MSA advising them they cannot introduce a by law that contradicts the GCR's. CEO to advise MSA on the way to move forward.	-	CEO	March 2013
BR2302	Item for Decision: Ambulance requirements for MRRDA	MRRD A	Ambulance requirements for MRRDA Championship rounds	Board approved exemption for listed events.	-	-	-

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	Championship rounds						
BR2303	Item for Decision: Michael Sita Protest	MS	Written protest submitted	Board resolved CEO to respond to M Sita as to why the protest cannot be accepted.	-	CEO	March 2013
BR2304	Item for Decision: Rule 12.16.0.3.a	Michael Burns	Propose the following : 128cc to 150cc 2-stroke & 200cc to 250cc 4-stroke 13 to U15 yrs. 15 yrs. 100cc to 125cc 150cc 2-stroke 13 to U15 yrs., 15 yrs.	Board has resolved to refer this to the Motocross and Junior Development commissions.	-	Commissions	March 2013
BR2305	Item for Decision: MSA request.	CM	MSA requests MA consider the change of capacity for MotoTrials Junior 13 – 15 years class be deferred until 1 <sup>st</sup> January 2014	Board has resolved to refer this to the Moto Trials Commission.	-	Moto Trials Commission	March 2013
BR2306	Item for Information: SCB feedback on proposed new rule for dual role Steward/ Clerk of Course	SCB	Written feedback provided.	Board supports dual role Steward Clerk of Course to have minimum level 2 steward's licence. Board approved new rule. CEO to re draft guidelines and distribute.	-	CEO	March 2013
BR2307	Report – Operations Manager Report	OM	Written report provided.	Received	Information only	-	-
BR2308	Licence Statistics	OM	Written report provided.	Received	Information only	-	-
BR2309	Website Statistics	OM	Written report provided.	Received	Information only	-	-
BR2310	MA Insurance Limited	CEO	The following reports were submitted to the Board for review: <ul style="list-style-type: none"> <li>Cash Statement Mail for February 2013</li> </ul>	Received	Information only	-	-
BR2311	Board correspondence	PA	SCB's 15 <sup>th</sup> February minutes provided.	Received	Information only	-	-

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BR2312	General Business	SF	PA to organise Box file for Board member items to be kept at MA office.  President declared meeting adjourned at 4.30pm a teleconference to be arranged for next week to finalise IEG decision.	-	-	PA	-
BR2313	Meeting reconvened via teleconference on the 20 <sup>th</sup> March 2013 at 6.30pm	SF	The President welcomed attendees and declared the meeting open.	-	-	-	-
BR2314	VCAT update	CEO	CEO advised he had been in VCAT hearing for the past three days, where progression was slow. The Deputy President of the hearing has instructed all parties to return to mediation on the 19 <sup>th</sup> April 2013. A day in July has also been reserved to finalise the meeting. RCM to prepare a report on the proceedings and forward to the Board.	-	-	RCM	March 2013
BR2315	Item for Decision: IEG requirements	CEO	CEO advised he met with Y Konsky on Tuesday 19 <sup>th</sup> and has scheduled meeting on Friday morning to confirm outcome of the teleconference.	Board has resolved CEO to convey to Y Konsky that MA will work with IEG to ensure the success of the superbike class, unfortunately MA cannot provide any financial assistance nor can they make any rule changes for 2013. CEO is to refer to the Commission a review of the premier superbike class rules for 2014 and beyond.	-	CEO	March 2013
BR2316	Item for Decision: NOC	SF	S Foody has looked over the Officials material supplied by MNSW and was impressed with the contents. S Foody asked where do we go from here.	Board resolved for CEO to call for nominations from suitable applicants for the National Officials Committee. Applicants are to be endorsed by their relevant State Controlling Body.	-	CEO	March 2013

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				Appointments will be for 1, 2, and 3 year periods with nominations closing on the 12 <sup>th</sup> April 2013. CEO to write to Presidents and SCB's asking them to put their most suitably qualified official forward for nomination.			
BR2317	Item for Decision: Jesse Dobson application to bypass MX Development series	SF	Written application provided. K Williams has declined application	Board supports K Williams position; The Board recognises there is a duty of care, to make the transition from Juniors to Seniors a safe transition. CEO to also seek K Williams rational and consult with the commission	-	CEO	March 2013
BR2318	General Business: Point score request from MV.	CEO CEO	Point score request from MV to change point scoring system for the Victorian MX Championship.  Teleconference	This item has been resolved with 2 commissioners declining the proposal  CEO to organise teleconference for next week.	-	- CEO	- March 2013
	Meeting closed at 7.10pm						

Next Board meeting will be on the 17<sup>th</sup> April 2013

Distribution:

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