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Board of Directors Report – Final

Report from the Board of Directors meeting, held at Motorcycling Australia offices, 147 Montague Street, South Melbourne on Wednesday, 12 June 2013.

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

In Attendance: Jamie Nind Finance & Administration Manager

Apologies: None

item No.	Issue	Raised By	Recommended / Proposed Action	Decision	Action Taken	Lead	Action Date
BR2384	Welcome / Apologies	SF	The President welcomed those present and declared the meeting open.	Received.	-	-	-
BR2385	Confirmation of minutes	SF	The minutes of the 13 May 2013 Board meeting were received.	Received.	-	-	-

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BR2386	Business Arising Junior Coaching 3.8 (MNSW revised proposal)	BA	Revised Junior Coaching 3.8 proposal provided.	Board resolved Coaching Committee be formed. It was recommended a professional coach and a club coach be on the Committee. CEO to 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.	S. Gall, K. Rowcliffe and D. Gatt have agreed to participate. NDO to coordinate. 12/06/13 Item progressing. National Coaching Committee meeting being held on 13-14 June.	NDO & CEO	July 2013
BR2387	Business Arising: Position descriptions	BA	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.	12/06/13 Position descriptions and restructured Organisational Chart tabled uploaded on the website in May. Finalised.	CEO	-
BR2388	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.	Board to review in conjunction with EX6011. S Strickland sent draft to 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 L. Long.	17/04/13 Board have created a position specification.	Board	August 2013
BR2389	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 jurisdiction.	13/05/13 Board to consider nominations today.	NOC	July 2013

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BR2390	Business Arising CEO Report – Matters from Board / Strategic Planning Meeting	BA	<p>Matters from Board / Strategic Planning Meeting The matter raised in the CEO's report to be actioned: 2) SCB's pay cost of attending meetings (airfares, accommodation). 3) SCB's contribute to printing costs where applicable (logbooks, one event licences etc...)</p>	<p>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 compile a report.</p> <p>As resolved by the Board an email to be sent to Council / SCBs on the cost sharing of AGM / Council meetings.</p> <ul style="list-style-type: none"> - MA to pay for cost of meeting room and catering. - MA to meet Board costs - All accommodation, meal and flight costs to be split between the 7 states / territories. 	<p>13/05/13 Letters sent. No feedback received from SCB's apart from Tasmania expressing concerns. Matter considered closed.</p> <p>Email sent on 22 April to Council / SCBs. Finalised.</p>	MFA	closed
BR2391	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 20 February 2013.</p> <p>17/04/13 S Strickland completed draft for CEO's action to FCAI. CEO advised meeting date to be advised waiting for industry response.</p> <p>13/05/13 CEO to send draft.</p>	CEO	July 2013
BR2392	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</p>	<p>Meeting addressed by Rob Smith re advocacy role.</p> <p>17/04/13 Board has concerns regarding the National advocacy role for</p>	B. Matters & CEO	closed

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				to take place and will be finalised by 30 April 2013. CEO to send out a memorandum regarding the resignation of R. Smith and informing all concerned that this position will not be replaced.	motorcycling. Board awaiting proposal from B. Matters. CEO to forward a response to B. Matters regarding the Forum meeting held on 13 March 2013. 13/05/13 No response received from B. Matters on SCB proposal.		
BR2393	Business Arising: Item for Discussion: SMCC response letter	BA	Letter provided	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. Board has resolved to meet with SMCC on 13 March at 7.30pm. Board has approved 2 nd letter to be sent to President of SMCC.	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. 17/04/13 Conflicts continue between the clubs. Mediation with the Council and residents is scheduled for 19 April 2013. 13/05/13 Waiting for VCAT hearing scheduled for July.	-	July 2013
BR2394	Business Arising: NOC Terms of Reference	BA	Written Terms of reference Provided	Board resolved to add the following to the Terms Of Reference <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. 	This has not progressed. PA received NSW Officials seminar material and gave it to Board members on USB. NSW material to be sent to the new NOC once established. 17/04/13 Date for NOC applications to be extended to 3 May 2013.	CEO	July 2013

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				<ul style="list-style-type: none"> 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 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 D. Gatt.</p>	13/05/13 Two more applications received.		
BR2395	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 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.	CEO advised Norton Rose have a copy of the Worksafe report and are progressing. 17/04/13 CEO to put proposal in writing to MAIL by month end.	13/05/13 Proposal has been sent will be tabled at the MAIL Board meeting in June 2013.	CEO	July 2013
BR2396	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.	17/04/13 Discussed at SCB meeting on the 16 th April. Item progressing. 13/05/13 CEO to send out memo along with Rule Change bulletin to all states notifying them of decision	-	July 2013

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					along with any changes in GCR.		
BR2397	Business Arising: SCB contribution to MA printing costs	BA	-	Board supports recommendation in principle. Item to be further discussed at National State Managers meeting. 12/06/13 MFA to provide an update on printing costs being specific to JCP log books / wallets.		MFA	July 2013
BR2398	Business Arising: Presentation by Riders Division	BA	Verbal and written presentation	B Sorenson to send electronic proposal on advocacy to Board members.	14/03/2013 Advocacy proposal was sent to Board members. Board waiting on response from B Matters on their proposal. 13/05/13 Waiting on response from B. Matters / Council	Board	July 2013
BR2399	CEO Report	CEO	The following items were documented: <ul style="list-style-type: none"> • National Official's Committee • Coaching Committee • Junior Coaching Program • Manual of Motorcycle Sport • Insurance Renewals • Liability Claims • Personal Accident Claims • Champion Ride Days • Medical Standards • Communications Plan • IEG / ASBK • Australian Grand Prix Corp • MNSW Letter • CAMS • Quad Wheel Track Dimensions • Strategic Plan • Airfence Safety Systems 	Received Information only	-	CEO	-
BR2400	Item for Decision: Come and Try Day	A Weiss	Recommendation: That the Board approves for C&T	12/06/2013 Board resolved MV to provide an operation plan to conduct	-	CEO and MV	December 2013

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	licences under practice permits		<p>licenses to be used for first time participants under any practice permit. - Each club would need to keep a register / log of participants so that there is no abusing the system – C&T licenses under practice permits should be for FIRST TIME riders only.</p> <ul style="list-style-type: none"> • Triplicates from the C&T licence will be sent to the SCB, who will also register names on a spreadsheet to record who has used this. • Anyone or club found to be flouting the fact that it is free for first timers only will no longer be allowed to be part of the scheme. 	<p>a trial and supply conversion rate data Operation Plan to be provided by June</p> <p>Trial to commence in July and report data back to the Board by December's Board meeting.</p>			
BR2401	Item for Decision: Supermoto sub committee	Jovian Haidle	Proposal received by Jovian Haidle to SCB's encouraging the set-up of Supermoto Sub-Committee's.	12/06/2013 Board resolved to call for expressions of interest to set up a National Committee. State Managers to encourage applicants to form committees within their SCB. To be addressed at the next State Managers Meeting.	-	CEO & SCB	August 2013
BR2402	Item for Decision: Applications for NOC	CEO	6 applications were received. S. Foody met with Jeff Sutton.	<p>12/06/2013 Board has resolved to appoint Jeff Sutton as the Chairperson of the National Officials Committee. CEO to confirm appointment with details of responsibilities.</p> <p>NDO to contact SCB Development Officers /Manager and advise them of the appointment of Jeff Sutton to the NOC. Following this Jeff Sutton to contact SCB Development Officers to discuss and develop a way forward with the involvement of the SCBs.</p> <p>NDO to obtain archive material on officials training in particular when</p>	-	CEO & NDO	July 2013

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				Ray LeNevez was on the committee. NDO to review MNSW training material and provide report to the Board.			
BR2403	Item for Decision: Whether club membership should be required to purchase or renew licence	Strategic Forum	<ul style="list-style-type: none"> Remove the requirement for club membership being compulsory to obtain/ retain a competition licence. Clubs running club / interclub competitions will survive. Membership is already a common requirement for clubs. Not requiring club membership for non-competitive days could ultimately enhance club membership by giving people a taste for the sport without the requirement of membership. 	<p>12/06/2013 Board resolved club membership is not required to obtain / retain a competition licence effective 1st January 2014.</p> <p>CEO to organise to be put into the MoMS for 2014.</p>	-	CEO	September 2013
BR2404	Item for Decision: MNSW Letter	CEO	Discussion took place on the response to MNSW letter received of 15 May	12/06/2013 Board drafted a response to the MNSW Board of Directors and MA Councillors.	Letter was sent to MNSW and Councillors on 12 June. Finalised	Board	closed
BR2405	Item for Decision: Sporting Motorcycle Club Letter	CEO	A letter was received from the Sporting Motorcycle Club regarding the issues of 2 clubs inability to co-exist at McAdam Park.	12/06/13 Board resolved that a letter be sent to SMCC stating that a meeting is to be held with 3 representatives of the Clubs and they will be required to make critical decisions at that meeting. It will be attended by 2 members of the MA Board, the remaining 4 Board members via teleconference. If the issues relating to McAdam Park are not resolved at that meeting the SMCC be suspended from using the facility.	Proposed that the meeting take place by 21 June. Letter sent to Andrew Fratantaro on 12 June requesting a meeting on 19 June.	CEO / RCM	July 2013
BR2406	Insurance Reports	CEO	Insurance Liability Claims summary	12/06/13 Board resolved that the	-	CEO	July 2013

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			and PA Claims summary provided	reports can be sent to Councillors / SCBs.			
BR2407	Australian Grand Prix Corporation	CEO	CEO provided update on the contract for the Moto GP Services	12/06/13 The Board agreed to the increase in permit fees. The CEO and President signed the agreement.	Information Only	CEO	Completed
BR2408	Item for Decision: Deregistration of MA Property Holdings	MFA	-	12/06/13 Board resolved to de register MA Property Holdings	-	MFA	Completed.
BR2409	Item for Decision: MA Rule Change Request (Scoring)	MV	MV proposed changes to the Point Scoring System for all disciplines.	12/06/13 Board resolved that the Rule Change request be forwarded to the MX Commissions for consideration.	-	SEC	July 2013
BR2410	Item for Decision: Rule Interpretation 12.16.0.3 (d)	MNSW	Rule 12.16.0.3 (d) as per the MoMS is restricted to Club events	12/06/13 Board resolved the rule relates to Club and inter-Club events. A new bulletin will be issued for clarification.	-	DRC	July 2013
BR2411	Items for Discussion: Board Agenda's	CEO	The Board agenda items to be distributed via email and a hard copy available at the meeting	12/06/13 The Board agreed on this format.	Finalised	PA	July 2013
BR2412	Item for Discussion: Cashflow Forecast	MFA	-	Not discussed to be addressed at Julys Board meeting	-	Board	July 2013
BR2413	Items for Information: ASC Funding Compliance	MFA	A letter was received from the E Sourcing Group to assist with funding compliance of the ASC Sport Grant	Received.	Information only	-	-
BR2414	Item for Information: Manual of Motorcycle Sport & Rewrite Quote	DRC	A quote for the 2014 Manual of Motorcycle Sport to become and E-brochure and the re-writing of the Manual were provided.	Received.	Information only	-	-
BR2415	Item for Information: CAMS Funding Press Release	CEO	Press Release issued by CAMS regarding the funding allocation for high performance activities.	Received.	Information only	-	-
BR2416	Item for Information: Medical Standards	RCM	A draft of the Medical Standards prepared by the RCM was provided.	Received. 12/06/13 The registration system should be through MA so there is	Information only	-	-

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				some control on common standards. A National Medical Committee comprising experts is essentially required.			
BR2417	Report – Risk & Compliance Manager	RCM	Written report provided.	Received.	Information only	-	-
BR2418	Financial Reports – Report Finance and Administration Manager	MFA	The following reports were submitted to the Board for review: <ul style="list-style-type: none"> • YTD Profit & Loss with Budget Analysis to May 2013, with Annual Budget & Last Year Actuals • Income and Expenditure Graphs to 31 May with Annual Budget • Balance Sheet as at 31 May • Bank Reconciliation at 31 May • Accounts Payable/ Receivables as at May 2013. 	Received. 12/06/13 Questions on Riders Division expenses at \$23.422 CEO to investigate why this is still showing up as RD ceased operations. CEO to investigate increase on expenses on Barrabool.	-	CEO & MFA	July 2013
BR2419	Report – Development and Rule Coordinator	DRC	Written report provided.	Received.	Information only	-	-
BR2420	Report – Sports and Events Coordinator	SEC	Written report provided.	Received.	Information only	-	-
BR2421	Licence Statistics	DRC	Written report provided.	Received.	Information only	-	-
BR2422	MA Insurance Limited	CEO	The following reports were submitted to the Board for review: <ul style="list-style-type: none"> • Cash Statement Mail for May 2013 	Received.	Information only	-	-
BR2423	Website Statistics	CO	Written report provided.	Received.	Information only	-	-
BR2424	General Business	CEO	Discussion took place on the presentation by Norton Rose on Workplace Harmonisation at the	12/06/13 Board resolved RCM to distribute presentation to SCB's	-	RCM	July 2013

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			National State Managers Meeting. Discussion took place on quad widths.	12/06/13 Board resolved current bikes participating at Gillman that are wider than 1400mm will be allowed to continue in competitions provided the VIN number for those bikes is provided to MA. No other approvals will be granted. These bikes can only be used with their current rider. CEO to communicate decision.		CEO	July 2013
	Meeting closed at 4.00pm	SF	President declared the teleconference closed at 4.00pm	-	-	-	-

Next Board meeting will be on Wednesday, 17 July 2013.

Distribution:

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