



147 Montague Street  
P.O. Box 134  
South Melbourne  
Victoria 3205

Phone (+61-3) 9684 0500  
Fax (+61-3) 9684 0555  
Internet: [www.ma.org.au](http://www.ma.org.au)  
Email: [mail@ma.org.au](mailto:mail@ma.org.au)

ABN 83 057 830 083

Supported by



## Board of Directors Report- FINAL

Report from the Board of Directors meeting, held at the Best Western Airport Motel and Convention Centre, 33 Ardlie Street Attwood on Monday 13<sup>th</sup> May 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:** Tina Alderman            Administrator

**Apologies:**            None

item No.	Issue	Raised By	Recommended / Proposed Action	Decision	Action Taken	Lead	Action Date
BR2352	Welcome/Apologies	SF	The President welcomed those present and declared the meeting open.	Received.	-	-	-
BR2353	Confirmation of minutes	SF	The minutes of the 17th April 2013 Board meeting were received.	Received.	-	-	-

item No.	Issue	Raised By	Recommended / Proposed Action	Decision	Action Taken	Lead	Action Date
BR2354	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 S. Foody, B. Kershaw, L. Granger and D. 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>17/04/13 CEO to organise meeting within the next 4 weeks with Coaching Committee.</p> <p><b>13/05/13 NDO's held meeting - item progressing, meeting should take place by mid-June.</b></p>	NDO & CEO	June 2013
BR2355	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.	<p>CEO met with S. Strickland and S. Foody on 1<sup>st</sup> October. PD and Organisational Chart to reflect the changes that the Board have made with staffing to be posted on the website.</p> <p>CEO to arrange uploads to website this week.</p> <p><b>13/5/13 Position descriptions and restructured Organisational Chart tabled and approved PD's to be up loaded to website by 20 May 2013.</b></p>	CEO	20 <sup>th</sup> May 2013
BR2356	Business Arising:	BA	Board undertakes work on	Board to review in conjunction with	17/04/13 Board have created	Board	August

item No.	Issue	Raised By	Recommended / Proposed Action	Decision	Action Taken	Lead	Action Date
	Succession Plan		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.	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.	a position specification 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.		2013
BR2357	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	June 2013
BR2358	Business Arising CEO Report - Matters from Board / Strategic Planning Meeting	BA	<p><b>Matters from Board / Strategic Planning Meeting</b></p> <p>The matter raised in the CEO's report at both meetings which resulted in no action or result are listed below:</p> <ol style="list-style-type: none"> <li>1) Cheapest available airfares for everybody regardless of the airline.</li> <li>2) SCB's pay cost of attending meetings (airfares, accommodation).</li> <li>3) SCB's contribute to printing costs where applicable (logbooks, one event licences etc...)</li> <li>4) Board meetings – 8 face to face (2 teleconferences in months where there are no meetings).</li> </ol>	<p>Item 1 -Board has resolved to reject this proposal.</p> <p>Item 2 - Board has resolved CEO &amp; MFA to conduct an analysis on 2 options of cost sharing.</p> <p>Item 3 – Board has resolved SCB's to contribute to costing. CEO and MFA to compile a report.</p> <p>Item 4 – Board has rejected this proposal.</p> <p>17/04/13 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 meeting room and catering.</p>	13/05/13 Letters been sent No feedback received from SCB's apart from Tasmania expressing concerns. Matter considered closed.	MFA	May 2013

item No.	Issue	Raised By	Recommended / Proposed Action	Decision	Action Taken	Lead	Action Date
				MA to meet Board costs All accommodation, meal and flight costs to be split between the 7 states / territories. Board approved report being sent to SCB Managers.			
BR2359	<b>Business Arising: Industry Meeting – Cameron Cuthill</b>	BA	<b>Licence decline</b>  <b>Technical Meeting.</b> A meeting should be organised for April 2013.  <b>Noise control</b> CEO to send noise control information to C. Cuthill.	MA to refine what is required from FCAI.  MA to organise Technical meeting for April 2013.  CEO to send noise control information to C. Cuthill  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.	Sound control information has been sent to C. Cuthill.  CEO advised he has drafted an email with suggested date, which will be sent on 20 February 2013.  17/04/13 S Strickland completed draft for CEO's action to FCAI. CEO advised meeting date to be advised waiting for industry response.  <b>13/05/13 CEO to send draft.</b>	CEO	2013
BR2360	<b>Business Arising: Item for Decision: Future of the Riders Division</b>	BA	-	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 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.	Meeting addressed by Rob Smith re advocacy role.  17/04/13 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 13 March 2013.  <b>13/05/13 No response received from B. Matters on SCB proposal.</b>	B. Matters & CEO	May 2013
BR2361	<b>Business Arising:</b>	BA	Letter provided	CEO to respond to SMCC advising	SMCC decided not to attend	-	July 2013

item No.	Issue	Raised By	Recommended / Proposed Action	Decision	Action Taken	Lead	Action Date
	Item for Discussion: SMCC response letter			<p>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 13 March at 7.30pm. Board has approved 2<sup>nd</sup> letter to be sent to President of SMCC.</p>	<p>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>17/04/13 Conflicts continue between the clubs. Mediation with the Council and residents is scheduled for 19 April 2013.</p> <p><b>13/05/13 Waiting for VCAT hearing scheduled for July.</b></p>		
BR2362	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"> <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>	<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>17/04/13 Date for NOC applications to be extended to 3 May 2013.</p> <p><b>13/05/13 Two more applications received.</b></p>	CEO	May 2013

item No.	Issue	Raised By	Recommended / Proposed Action	Decision	Action Taken	Lead	Action Date
				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.			
BR2363	<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 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. <b>17/04/13 CEO to put proposal in writing to MAIL by month end.</b>	<b>13/05/13 Proposal has been sent will be tabled at the MAIL Board meeting in June 2013.</b>	CEO	June 2013
BR2364	<b>Business Arising: Steward and clerk of course appointments for club events</b>	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.	<b>17/04/13 Discussed at SCB meeting on the 16<sup>th</sup> April. Item progressing.</b>  <b>13/05/13 CEO to send out memo along with Rule Change bulletin to all states notifying them of decision along with any changes in GCR.</b>	-	May 2013
BR2365	<b>Business Arising: SCB contribution to MA printing costs</b>	BA	-	Board supports recommendation in principle and has asked for item to be tabled at the April National State Managers meeting for comment.	17/04/13 CEO presented item to the SCB meeting on the 16 <sup>th</sup> April. MFA and CEO to continue working on costs to be shared.  <b>13/05/13 item progressing.</b>	MFA	June 2013
BR2366	<b>Business Arising:</b>	BA	Verbal and written presentation	B Sorenson to send electronic proposal	14/03/2013 Advocacy	Board	May 2013

item No.	Issue	Raised By	Recommended / Proposed Action	Decision	Action Taken	Lead	Action Date
	Presentation by Riders Division			on advocacy to Board members.	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		
BR2367	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.	-	June Mail Board meeting	CEO	June 2013

BR2368	CEO Report	CEO	<p><b>Officials Training/Performance of Officials</b>  During the past few weeks the CEO has attended two rounds of the Australian Motocross Championships.  One could only conclude, tracks are inspected for licencing purposes with little regard paid to the requirements of MA's Venue Guidelines.</p> <p><b>Australian Sports Commission – Winning Edge – Governance Principles.</b>  Attached in the agenda was a copy of the previously forwarded letter from the Australian Sports Commission regarding future funding. Whilst there appears to be some window of opportunity to regain the potential lost funding of \$52,600, to be realistic MA should be going forward on the basis that MA will not regain the amount.  We need to decide how we deal with the ASC decision. In relation to preparing a case to retain that lost funding. Lander &amp; Rogers will do a basic audit of where we are in relation to the governance principles developed by the ASC (at no cost).</p> <p><b>Barrabool</b>  CEO has requested a meeting with the CEO of the Surf Coast Shire and is attempting, through Sport and Recreation Victoria, a meeting with the planning Minister.</p> <p><b>Girls Only Track Days</b>  This occurred at Broadford on Saturday 4 May 2013. MA was represented as per the attached report.in the agenda. MA used the occasion as a potential recruitment</p>	-	-	-	-
--------	------------	-----	--	---	---	---	---



		<p>tool for the Women's Commission.</p> <p><b>Licence Figures</b>  These will not be available until later in the week.</p> <p><b>Medical Code / Concussion</b>  MA is slowly progressing with a medical code. As part of this code there needs to be a policy on concussion, which is becoming a major issue in contact sports.</p> <p><b>Drug Testing – Safety Policy</b>  Drug testing under MA's safety policy has taken place at three rounds of the Australian Motocross Championship. To date there have been a total of approximately 50 tests. There have been no positive tests to date. The regime has served the purpose for what it was intended – To get participants to think about their lifestyle and potentially change their social habits.</p> <p>Testing has not only involved riders but also officials, team members, press representatives and promoters staff. Whilst the cost of each test is very modest (\$10) it puts additional strain on Racesafe and requires the presence of a staff member.</p> <p><b>Commission Meetings</b>  To date the following Commissions have met, most of their minutes are about to be distributed for comment:</p> <ul style="list-style-type: none"> <li>Enduro</li> <li>Quad</li> <li>Classic Motocross &amp; Classic Dirt Track</li> <li>Speedway</li> <li>Historic Road Race</li> <li>Mototrials</li> <li>Junior</li> <li>Motocross</li> </ul>				
--	--	---	--	--	--	--

			Road Race  Dirt Track is having their teleconference on 7 May with one participant dialling in from the UK.				
BR2369	Report – Risk & Compliance Manager	RCM	Written report provided.	Received.	-	-	-
BR2370	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 April 2013.</li> <li>• Balance Sheet as at April 2013.</li> <li>• Accounts Payable/ Receivables as at April 2013.</li> <li>• Cash flow report.</li> </ul>	Received. 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	May 2013
BR2371	Strategic Forum discussion	CEO	Strategic Plan provided.	Not discussed	-	-	-
BR2372	Item for Decision: Come and Try Day licences under practice permits	A Weiss	Recommendation: That the Board approves for C&T 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. <ul style="list-style-type: none"> <li>• Triplicates from the C&amp;T licence will be sent to the SCB, who will also register names on a spreadsheet to record who has used this.</li> <li>• 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.</li> </ul>	Board resolved MV to provide an operation plan to conduct a trial and supply conversion rate data Operation Plan to be provided by June Trial to commence in July and report data back to the Board by December's Board meeting.	-	CEO and MV	May and June to December 2013
BR2373	Item for Decision: RCM Strategic policy	RCM		Board has endorsed changes requested by RCM.	-	RCM	-

BR2374	<b>Item for Decision:</b> Request for MA Board to instruct their insurer's solicitor to withdraw action against Airfence Safety Systems	Andy Coffee	Request for MA Board to instruct their insurer's solicitor to withdraw action against Airfence Safety Systems	Board approved to withdraw action against Airfence Safety Systems.	-	CEO	20 <sup>th</sup> May 2013
BR2375	<b>Item for Decision:</b> Applications for NOC	CEO	6 applications were received	Board has resolved to request an interview with Jeff Sutton. S. Foody and R. Jonkers to conduct interview via teleconference.	NOC members to be finalised as soon as possible.	S. Foody	17 May 2013
BR2376	<b>Item for Decision:</b> Whether club membership should be required to purchase or renew licence	Strategic Forum	<ul style="list-style-type: none"> <li>Remove the requirement for club membership being compulsory to obtain/retain a competition licence.</li> <li>Clubs running club / interclub competitions will survive.</li> <li>Membership is already a common requirement for clubs</li> </ul> <p>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>	<p>Board resolved club membership is not required to obtain / retain a competition licence effective 1<sup>st</sup> January 2014.</p> <p>CEO to organise to be put into the MoMS for 2014.</p>	-	CEO	September 2013
BR2377	<b>Item for Information:</b> Davidsons report to the Board	Davidsons	Davidson Accountants & Business Consultants written report on the audit.	Received. Board resolved recommendations to be adopted.	Information only	-	-
BR2378	<b>Report –</b> Operations Manager Report	OM	Written report provided.	Received.	Information only	-	-
BR2379	Licence Statistics	OM	Written report provided.	Received.	Information only	-	-
BR2380	Website Statistics	OM	Written report provided.	Received.	Information only	-	-

BR2381	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 April 2013</li> </ul>	Received.	Information only	-	-
BR2382	Board correspondence	President	April SCB minutes provided.	Provide Norton Rose presentation to Board members.  Item A1473 Send L. Grangers material to the Board.	Presentation sent	PA	13 <sup>th</sup> May 2013
BR2383	General Business	President	R. Jonkers asked when the next meeting is with Proclaim.	Meeting is scheduled for the end of May.	-	CEO	May 2013
	Meeting closed	SF	President declared the meeting closed at 2.10pm	-	-	-	-

Next Board meeting will be on Wednesday 12<sup>th</sup> June 2013

Distribution:

Board of Directors  
SCB's  
Councillors  
MA Staff  
Commissioners

File: A01.17 13  
Doc: 24011099