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## Board of Directors Report – Final

Report of the Board of Directors meeting, held at Motorcycling Australia offices, 147 Montague Street, South Melbourne on Tuesday 20<sup>th</sup> August 2013.

### PRESENT:

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

**Partial attendance:** K Williams WEM  
J Nind MFA

**In Attendance:** Tina Alderman Personal Assistant

**Apologies:** Stephen Foody President

item No.	Issue	Raised By	Recommended / Proposed Action	Decision	Action Taken	Lead	Action Date
BR2466	<b>Welcome / Apologies</b>	RJ	The Vice President welcomed those present and declared the meeting open.	Received.	-	-	-
BR2467	<b>Confirmation of minutes</b>	RJ	The minutes of the 17 <sup>th</sup> July 2013 Board meeting were received.	Received.	-	-	-

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BR2468	<b>Business Arising Junior Coaching 3.8 (MNSW revised proposal)</b>	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.  17/07/13 Minutes to be circulated to the Board.  <b>20/08/13 Minutes to be circulated to the Board.</b>	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	On going
BR2469	<b>Business Arising: Position descriptions</b>	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.  17/07/13 Board requires confirmation that all staff has signed new job position descriptions.	12/06/13 Position descriptions and restructured Organisational Chart tabled uploaded on the website in May. Finalised. <b>20/08/13 CEO advised not all position descriptions have been signed and will start the process on Monday 26<sup>th</sup> August 2013.</b>	CEO	September 2013
BR2470	<b>Business Arising: Succession Plan</b>	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 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.  <b>20/08/13 Board are progressing item.</b>	Board	September 2013

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				17/07/13 S Strickland and B Kershaw to pursue recruitment agencies.			
BR2471	<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>17/07/13 Board resolved CEO to invite Rhys Griffiths to September Board meeting.</p> <p>Board resolved S Strickland &amp; B Sorensen to conduct survey of 50 people on licence declines.</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> <p><b>20/08/13 invite has been sent and accepted. S Strickland to send correspondence to PA. Agenda to be organised by S Strickland and CEO.</b></p>	CEO & S Strickland & DRC	September 2013
BR2472	<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 April 2013.</p> <p>CEO to send out a memorandum regarding the resignation of R. Smith and informing all concerned that this</p>	<p>Meeting addressed by Rob Smith re advocacy role.</p> <p>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</p>	CEO & DRC	31 <sup>st</sup> August 2013

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				<p>position will not be replaced.</p> <p>17/07/13 DRC to prepare proposal for the Board on how all SCB Managers can take over and manage existing and new members for Riders Assist. S Strickland to brief B Sorensen.</p> <p><b>20/08/13 Board has resolved to forward MNSW the full Riders division membership database subject to MNSW through their Riders Alliance undertaking to provide roadside assistance coverage to those members for the unexpired term of their membership. Written acceptance required. CEO to write to MNSW to confirm acceptance of transfer conditions.</b></p>	<p>March 2013.</p> <p>13/05/13 No response received from B. Matters on SCB proposal.</p> <p>17/07/13 no update from B Matters.</p> <p><b>20/08/13 no alternative proposal received.</b></p>		
BR2473	<b>Business Arising: Item for Decision: Come and Try Day licences under practice permits</b>	BA & A Weiss	<p>Recommendation: That the Board approves for C&amp;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&amp;T licenses under practice permits should be for FIRST TIME riders only.</p> <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>	12/06/2013 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.	<b>17/07/13 no update 20/08/13 no update</b>	CEO and MV	December 2013
BR2474	<b>Business Arising:</b>	BA &	6 applications were received. S.	12/06/2013 Board has resolved to	<b>20/08/13 Meeting took</b>	PA	September

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	<b>Item for Decision: Applications for NOC</b>	CEO	Foody met with Jeff Sutton.	<p>appoint Jeff Sutton as the Chairperson of the National Officials Committee. CEO to confirm appointment with details of responsibilities. 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. NDO to obtain archive material on officials training in particular when Ray LeNevez was on the committee. NDO to review MNSW training material and provide report to the Board.</p> <p>17/07/13 NDO to follow up expressions of interest.</p>	<b>place on the 16<sup>th</sup> August PA to send minutes from meeting to the Board.</b>		2013
BR2475	<b>Business Arising: Item for Decision: MA Rule Change Request (Scoring)</b>	BA & 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.	<b>20/08/13 to be discussed with commission on the 21<sup>st</sup> August.</b>	CEO	21 <sup>st</sup> August 2013
BR2476	<b>Business Arising: Financial Reports Report Finance and Administration Manager</b>	BA	-	<p>Board resolved MFA to provide 2 reports next month 1 as it is currently, the other as an automatic report where no manipulation is required. Any large anomalies are to be recorded.</p> <p>Board resolved to look at bench marking salaries for MA staff. Bob Kershaw, S Strickland, and R Jonkers to lead.</p> <p>Board queried whether the database budget is sufficient? What if any database budget has been completed in terms of the future?</p>	<p><b>20/08/13 MFA explained how each report was extracted. MFA to send out specified financial report to SCB's within 7 days of Board meeting.</b></p> <p><b>20/08/13 Benchmarking will be undertaken with similar sporting organisations.</b></p> <p><b>20/08/13 to be addressed at September Board meeting where proposals will be presented by the committee.</b></p>	Board & MFA	September 2013

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BR2477	<b>Business Arising: Database update</b>	BA	-	Board request interim report from R Gill. PA to request	<b>20/08/13 Report provided in items for information.</b>	-	-
BR2478	<b>Business Arising: Strategic Plan</b>	Board	Discussion took place on strategies 1 to 10.	Board to look at merging some initiatives/ strategies on the plan.  PA to rearrange strategic plan with each strategy to have its own plan on a page with running comments.  Board committed to looking at clothing merchandise i.e. Motocross des Nations and ISDE.	<b>20/08/13 PA sent draft of Strategic Plan. PA to continue to work on Strategic Plan.</b>	PA	September 2013
BR2479	<b>Business Arising: Item for Decision: Junior MX venues</b>	BA	Commission recommends 1. 2014 AJMX – Appin based on conformation of a list of requirements. 2. 2015 AJMX – Bunbury 3. 2016 AJMX – calls for nominations in 2014.	Board supports recommendation subject to written rationale from Junior and MX commissions. Rationale to be received by 24 <sup>th</sup> July.	<b>20/08/13 Update from MX Commission the following clubs were awarded as follows.</b> <b>2014 MacArthur District ( subject to meeting various requirements) Mark Luksich meeting with P Dow on the 27<sup>th</sup> August to develop list of conditions.</b>  <b>2015 – Bunbury MCC</b>  It was noted due to the economic climate the 2014 Championship was to be held in the Eastern States. Bunbury WA will be awarded the championship for 2015.	CEO & M Luksich	September 2013
BR2480	<b>Business Arising: Item for Decision Quad Exemption – Australasian Safari</b>	BA	A request for exemption to the ruling on Quad capacity has been requested by Justin Hunt. He wishes to run Quads up to 1000cc	Board resolved CEO to request commission to review their position and liaise with industry on this issue. Commission needs to take into account	<b>20/08/13 No update</b>	CEO	September 2013

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			<p>as he has had interest from several competitors who wish to compete on a machine up to this capacity.</p> <p>Advice has been sought from both Commissions (Enduro and Quad) who have provided their recommendation in the document attached.</p>	the Federal Government is currently conducting an investigation into Quad bike safety. S Strickland to draft response and send to CEO			
BR2481	<b>Business Arising: Item for Information Governance Audit</b>	BA	CEO advised ASC winning edge process had requirements that all sporting organisations had to achieve. MA's constitution was forwarded to Landers & Rogers for auditing which was then forwarded to B Kershaw to look at.	B Kershaw and CEO to provide a report at the August Board Meeting.	<b>20/08/13 No update</b>	CEO & B Kershaw	September 2013
BR2482	<b>CEO Report</b>	CEO	<p>The following items were documented:</p> <ul style="list-style-type: none"> <li>• Oceania vacant President Position.</li> <li>• McAdam Park</li> <li>• ASBK</li> <li>• Database</li> <li>• Licence figures</li> <li>• Broadford Bonanza</li> <li>• Social Media</li> <li>• QLD clubs</li> <li>• Meeting with Presidents group</li> <li>• Mediation</li> </ul>	Board resolved the vacant Oceania President position be progressed as per the CEO's recommendation.	-	CEO	September 2013
BR2483	<b>K Williams (WEM) update</b>		K Williams verbal update on Motocross.	Information only	-	-	-
BR2484	<b>Report – Risk &amp; Compliance Manager</b>	RCM	RCM on annual leave no report provided.	-	-	-	-

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BR2485	<b>Financial Reports Report Finance and Administration Manager</b>	MFA	The following reports were submitted to the Board for review: <ul style="list-style-type: none"> <li>• YTD Profit &amp; Loss with Budget Analysis to July 2013, with Annual Budget &amp; Last Year Actuals</li> <li>• Income and Expenditure Graphs to 31 July with Annual Budget</li> <li>• Balance Sheet as at 31 July</li> <li>• Bank Reconciliation at 31 July</li> <li>• Accounts Payable/ Receivables as at July 2013.</li> </ul>	Received	-	-	-
BR2486	<b>Strategic Plan</b>	Board	Membership Committee report provided by S Strickland.	Information only	-	-	-
BR2487	<b>Item for Decision: ASBK</b>	CEO	Proposals were discussed.	Board has resolved IEG be awarded the ASBK series for 2014 subject to agreeing with performance conditions as imposed by MA in the contract.	-	CEO	September 2013
BR2488	<b>Item for Decision: December Board meeting change of date</b>	MFA	To change Decembers Board meeting date from Wednesday 18th to Thursday 19th in order for the MA Christmas party to be held on Friday 20th December.	Board has approved date change.	-	-	-
BR2489	<b>Item for Decision: Proposal for an amendment to the MoMS</b>	C Price	ADD to GCR's 2.5.11 Fuel Testing Officer. 2.5.11.1 Fuel Testing Officers are licenced after completion of an approved Fuel Testing Seminar or the principles and the instruments to be used. 2.5.11.2 Fuel Testing may be carried out at any competition meeting other than FIM World Championship or Trophy event. 2.5.11.3 A Fuel Testing Officer is a Judge of Fact.	Board has resolved to forward proposed rule change to all commissions for comment. Comments to be received by 21 <sup>st</sup> September 2013. To be considered at Octobers Board meeting. Board requires further information from Christopher Price on the opportunity to conduct a second test. Board is considering this item in the interest of fair competition and the apparent non availability of a competitively priced laboratory to undertake fuel testing.	-	CEO	October 2013
BR2490	<b>Item for Decision: MRDDA proposal</b>	P Edward s	Written proposal presented.	Board resolved CEO to inform MRDDA unfortunately their proposal was not successful at this time.	-	CEO	31 <sup>st</sup> August 2013



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BR2491	<b>Item for Discussion: B Matters email</b>	B Matters	Not wanting to miss represent can you please clarify the 12 month contract the MA board intends to sign to engage David White is to  A/ Remain as CEO of MA for 12 months  B/ Remain as a director of MAIL for 12 months  C/ Remain as CEO of MA and Director of MAIL for 12 months  D/ The 12 month contract is for?	This item was finalised and tabled at the Presidents meeting on the 14 <sup>th</sup> August 2013.	-	Closed	-
BR2492	<b>Item for Information: Data Base update</b>	R Gill	Written report provided by R Gill.	Received.	Information only	-	-
BR2493	<b>Item for Information: Winning edge 2012 – 2022 AIS Performance Management Framework</b>	DRC	Written report provided by B Sorensen.	Received.	Information only	-	-
BR2494	<b>Item for Information: MWA Brief</b>	R Gill	Written report provided by R Gill.	Received. PA to remind all SCB's to provide monthly briefs for Board meetings.	Information only	PA	August 2013
BR2495	<b>Item for Information: 2014 critical dates for 2014</b>	PA	Critical dates list for 2014 provided.	Received.	Information only	-	-
BR2496	<b>Item for Information: MV response to compulsory club membership</b>	MV	MV Board letter presented in relation to the Boards decision to remove the requirement for club membership being compulsory to obtain / retain a competition licence provided.	Board resolved CEO respond to MV acknowledging receipt of correspondence. As previously resolved CEO will assist with documentation to forward to clubs on the matter of club membership.	-	CEO	11 <sup>th</sup> September 2013
BR2497	<b>Item for Information:</b>	AIS	Australian Sports Commission Mandatory Sports Governance	Received .Board resolved to add this item into item 2 of the Strategic Plan.	Information only	PA	31 <sup>st</sup> August 2013

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	<b>AIS Sports governance principles</b>		Principles - Motorcycling	Document to be discussed at the Strategic Forum in November 2013.			
BR2498	<b>Report – Development and Rule Coordinator</b>	DRC	Written report provided.	Received.	Information only	-	-
BR2499	<b>Report – Sports and Events Coordinator</b>	SEC	Written report provided.	Received.	Information only	-	-
BR2500	<b>Licence Statistics</b>	DRC	Written report provided.	Received.	Information only	-	-
BR2501	<b>Website Statistics</b>	DRC	Written report provided.	Received.	Information only	-	-
BR2502	<b>MA Insurance Limited</b>	CEO	The following reports were submitted to the Board for review: <ul style="list-style-type: none"> <li>• Cash Statement Mail for July 2013</li> </ul>	Received.	Information only	-	-
BR2503	<b>General Business</b>		McAdam Park. Landers & Rogers summary of VCAT decision provided.  SMCC letters provided.	Received.	Information only	-	-
	<b>Meeting closed at 5.30pm</b>						

Next Board meeting will be on the 11<sup>th</sup> September 2013.

Distribution:

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