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Australian Sports Commission

Board of Directors Report – Final

Report of the Board of Directors meeting, held at Motorcycling Australia offices, 147 Montague Street, South Melbourne on Wednesday 11th September 2013.

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

Partial attendance:
Rhys Griffiths FCAI
Rick Gill Manager MWA
Matthew Kearsley SEC MA
Bronwyn Sorenson DRC MA
Claire Lawrence RCM - MA

In Attendance: Tina Alderman Personal Assistant

Apologies:

item No.	Issue	Raised By	Recommended / Proposed Action	Decision	Action Taken	Lead	Action Date
BR2504	Welcome / Apologies	SF	The President welcomed those present and declared the meeting open.	Received.	-	-	-
BR2505	Confirmation of minutes	SF	The minutes of the 20 th August 2013 Board meeting were received.	Received.	-	-	-

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BR2506	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. 17/07/13 Minutes to be circulated to the Board. 20/08/13 Minutes to be circulated to the Board.	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. 11/09/13 Junior Coaching Committee Minutes were circulated to the Board by PA on the 23rd August.	NDO	On going
BR2507	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. 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. 20/08/13 CEO advised not all position descriptions have been signed and will start the process on Monday 26 th August 2013. 11/09/13 CEO advised most staff have signed PD's. To be completed by MFA by the 30th September 2013.	CEO	30 th September 2013
BR2508	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	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	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	On going

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			August 2012.	<p>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.</p> <p>17/07/13 S Strickland and B Kershaw to pursue recruitment agencies.</p> <p>11/09/13 Specialist Sports recruitment company chosen. Contractual rates currently being negotiated.</p>	<p>Board are considering the use of a recruitment company.</p> <p>20/08/13 Board are progressing item.</p> <p>11/09/13 Job specification completed. Position will be advertised through SS recruitment agency in November/ December. Interviews to be conducted in January / February 2014.</p>		
BR2509	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>17/07/13 Board resolved CEO to invite Rhys Griffiths to September Board meeting.</p> <p>Board resolved S Strickland & 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>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.</p>	Closed	-

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					11/09/13 Meeting to take place today.		
BR2510	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 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.</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>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.</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 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>20/08/13 no alternative proposal received.</p> <p>11/09/13 D Gatt currently on leave. CEO will send letter on transfer conditions on his return.</p>	CEO & DRC	October 2013
BR2511	Business Arising: Item for Decision: Come and Try Day licences under practice permits	BA & A Weiss	<p>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</p>	<p>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</p>	<p>17/07/13 no update 20/08/13 no update 11/09/13 P Bray advised he couldn't find any correspondence on this item and asked the dates</p>	CEO and MV	December 2013

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			<p>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. 	Board meeting.	<p>to be changed as follows</p> <ol style="list-style-type: none"> 1. Trial – September 2. Operational Plan – October 3. Report Data – December. <p>Board approved request.</p>		
BR2512	Business Arising: Item for Decision: Applications for NOC	BA & 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. 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>	<p>20/08/13 Meeting took place on the 16th August PA to send minutes from meeting to the Board.</p> <p>11/09/13 NOC minutes sent to Board on the 3rd September 2013.</p>	closed	-
BR2513	Business Arising: Item for Decision: MA Rule Change Request (Scoring)	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.	<p>20/08/13 to be discussed with commission on the 21st August.</p> <p>11/09/13 item considered closed</p>	closed	-

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BR2514	Business Arising: Financial Reports Report Finance and Administration Manager	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>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.</p> <p>20/08/13 Benchmarking will be undertaken with similar sporting organisations.</p> <p>20/08/13 to be addressed at September Board meeting where proposals will be presented by the committee.</p> <p>11/09/13 MFA provided the following information MFA has included in the draft 2014 budget income and expenditure for the Database as follows : Expense: \$300k over 5 years = \$60,000 per annum Income (from SCBs 80%) \$240k over 5 years = \$48,000 per annum</p>	Board & MFA	closed
BR2515	Business Arising: Strategic Plan	Board	Discussion took place on strategies 1 to 10.	<p>Board to look at merging some initiatives/ strategies on the plan.</p> <p>PA to rearrange strategic plan with each strategy to have its own plan on a page with running comments.</p> <p>Board committed to looking at clothing merchandise i.e. Motocross des Nations and ISDE.</p>	<p>20/08/13 PA sent draft of Strategic Plan. PA to continue to work on Strategic Plan.</p> <p>11/09/13 Updated strategic plan sent to Board members on 23rd August.</p>	closed	-

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BR2516	Business Arising: Item for Decision Quad Exemption – Australasian Safari	BA	<p>A request for exemption to the ruling on Quad capacity has been requested by Justin Hunt. He wishes to run Quads up to 1000cc 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>	<p>Board resolved CEO to request commission to review their position and liaise with industry on this issue. Commission needs to take into account the Federal Government is currently conducting an investigation into Quad bike safety. S Strickland to draft response and send to CEO.</p> <p>11/09/13 CEO to introduce D Knight to Ryhs Griffiths (FCAI)</p>	<p>20/08/13 No update</p> <p>11/09/13 CEO briefly contacted Quad Commission. CEO will make further contact.</p>	CEO	October 2013
BR2517	Business Arising: Item for Information Governance Audit	BA	<p>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.</p>	<p>B Kershaw and CEO to provide a report at the August Board Meeting.</p>	<p>20/08/13 No update</p> <p>11/09/13 item considered closed.</p>	closed	-
BR2518	Business Arising: Item for Decision: Proposal for an amendment to the MoMS	C Price	<p>ADD to GCR's</p> <p>2.5.11 Fuel Testing Officer.</p> <p>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.</p> <p>2.5.11.2 Fuel Testing may be carried out at any competition meeting other than FIM World Championship or Trophy event.</p> <p>2.5.11.3 A Fuel Testing Officer is a Judge of Fact.</p>	<p>Board has resolved to forward proposed rule change to all commissions for comment. Comments to be received by 21st 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.</p>	-	CEO	October 2013
BR2519	Business Arising: Club membership petition	BA	<p>Discussion took place on the petition received in regards to the Boards decision on club membership not being compulsory to obtain a licence.</p>	<p>Board resolved CEO send out a press release explaining the initial decision was made only to facilitate the development of on line licencing. The decision will now be deferred for 12 months pending further consultation on facilitating the on line licencing process with the new data base company. MA</p>	-	CEO	October 2013

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				fully supports clubs and acknowledges riders must be a member of the club to ride in a closed to club event. 11/09/13 Board resolved CEO send a letter to the clubs stating at this present time MA will not be pursuing the item of club membership not being compulsory to obtain a licence.			
BR2520	Database Presentation	R Gill	R Gill presented the final two proposals from CRM and SMA. The Database Committee recommendation is to appoint Sports Marketing Australia to develop a database, membership management and event management solution for Motorcycling Australia and State Controlling Bodies. In approving the appointment the Board would approve the development in 2 stages. 1. A scoping stage, and upon acceptance of scope by the committee, 2. Development of the accepted scope.	11/09/13 Board resolved R Gill to obtain advice from references supplied by both SMA and CRM. Board resolved to seek an independent report each from the MFA, DRC and SEC. Board resolved to request a report from Blue Zoo on CRM and SMA. Board resolved consideration needs to be given to employ an IT person on a cost sharing basis.	-	MFA	October 2013
BR2521	FCAI		Rhys Griffiths attended the meeting to discuss the following items 1. MA competition license increases and declines. Any co-relationship with retail sales to be explored via mutual cooperation. 2. Better understanding between FCAI and MA regarding recreational motorcycle facilities and the pressures being experienced by venues from urban expansion. How politically active are manufactures? Are there opportunities for a united approach between sport, distributors	11/09/13 Board resolved DRC to investigate the information presented on sales of motorcycles and the coalition between MA licences on a quarterly, and region basis. Board resolved MA need to take the initiative to write to manufacturers to gain information on any new classes that may be introduced. Board resolved to meet with the FCAI on a needs basis and requested Rhys Griffiths attend the November Board meeting. CEO to send graph showing the	-	DRC & CEO	November 2013

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			<p>and retailers for retention of land for motorcycle recreational use? What relationship does the FCAI have with the retailers' National association?</p> <p>3. Do manufacturers/ distributors want a structured relationship with MA to cover technical rules and regulations? If so how should it be undertaken?</p> <p>4. Is it the intention of FCAI to meet regularly with MA to discuss motorcycle competition activities? If so how often and what specific areas should be included in the discussions?</p> <p>Rhys Griffiths presented figures collected from manufacturers on the sales of motorcycles and presented feedback received on the performance of MA.</p>	<p>comparison between MA licences and the sales of motorcycles to Rhys Griffiths.</p> <p>DRC to maintain the relationship between FCAI and MA.</p>			
BR2522	CEO Report	CEO	<p>The following items were documented:</p> <ul style="list-style-type: none"> • Barrabool – VCAT decision • Insurance renewals • Workcover • MoMs • Club Membership • 50cc Automatic class • Tyres as track markers • Survey " Have your say about MA' • Licence numbers • Survey fuel Period 5 • MV Board meeting 	<p>11/09/13 Board resolved the request to delete rule 12.16.0.3 d), on 50cc automatic class be forwarded to Junior, MX and Dirt Track Commission for comment.</p>	-	CEO & Commissions	October 2013

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BR2523	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 August 2013, with Annual Budget & Last Year Actuals • Income and Expenditure Graphs to 31 August with Annual Budget • Balance Sheet as at 31 August • Bank Reconciliation at 31 August • Accounts Payable/ Receivables as at August 2013. 	11/09/13 CEO to seek information from MFA on BBE SR and 24/7 road services.	-	CEO	October 2013
BR2524	Report – Risk & Compliance Manager	RCM	RCM provided written and verbal report on Barrabool.	-	-	-	-
BR2525	Item for Discussion: Advice from Landers & Rogers	CEO	Advice received from Landers & Rogers outlining summary of VCAT's decision. A directors hearing will be taking place on the 18 th October. CEO requested representation at the hearing.	11/09/13 Board resolved MA's immediate position is to hold onto the Barabool property in the short term, with the view that an exit strategy be put in place for the medium to long term future subject to the Surf Coast Shire and Government assisting MA in finding an alternative venue for motorcycling activity in the region. MA will abide by the VCAT determination and work with council. MA to request an extension to abide by VCAT's decision. MA to request a planning permit for the existing toilet block. MA to be represented at the Directors hearing on the 18 th October at minimal costs. RCM to write to MV requesting them not to issue any further permits to SMCC as they are in breach of their contract with MA by not paying their	-	CEO & RCM & PA	30 th September 2013

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				rent. RCM to request permit numbers for activities and events from MV. RCM to arrange meeting with Surf Coast Shire to arrange the above recommendations. An agreement to be made with the SCS on noise and usage rights. PA to arrange meeting with SMCC members and the MA Board for the 16 th October at MA offices 5.00pm to 7.00pm. SMCC to provide the agenda by 30 th September 2013.			
BR2526	Strategic Plan discussion	All	Discussion took place on Track Markers, De Nations clothing and realigning some initiatives on the strategic plan.	11/09/13 Re: Item 8 Board resolved S Foody to contact Sian re: MX De Nations clothing. CEO to investigate manufacturers of track markers. B Kershaw and DRC to discuss realigning some initiatives of strategic plan.	-	S Foody & CEO & B Kershaw & DRC	October 2013
BR2527	Item for Decision: Applications received for Supermoto Committee	DRC	Applications received Jovian Haidle Mark Pausler Tom Gardiner	11/09/13 Board approved Jovian Haidle be appointed as Chairman for a 3 year term, Mark Pausler for a 2 year term and Tom Gardiner for a 1 year term. Appointment periods only to commence from 1 st January 2014. PA to advise applicants	-	PA	30 th September
BR2528	Item for Decision: NOC Member application	Jeff Sutton and NDO	Applications received from Judy Doulman and Rachael Hern.	11/09/13 Board approved Judy Doulman be appointed to the NOC. The NOC is now complete with Geoff Sutton being previously appointed as Chairman for a 3 year period along with Peter Smith and Judy Doulman being appointed for 2 year terms. Appointment periods only to commence from the 1 st January 2014. NDO to notify successful and unsuccessful applicants.	-	NDO	30 th September 2013

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BR2529	Item for Decision: Active and approved Stewards for 2014 National Championships	NDO	The NOC are asking which stewards on the attached Level 4 active list need further development before being considered for the steward position for National Championships in 2014.	Not discussed to be addressed at Octobers Board meeting	-	PA	October 2013
BR2530	Item for Decision: Racesafe funding	CEO	For many years Racesafe has been substantially funded by Suzuki with other income received from promoters of events and a levy on participants. Suzuki significantly reduced its funding to Racesafe this year and cannot guarantee ongoing funding for 2014. Decision required: Do we assist Racesafe for the remainder of this year. Does the CEO continue to work towards a funding model for Racesafe to continue for 2014 and beyond?	11/09/13 Board resolved CEO to approach MAIL and race teams re: funding model	-	CEO	October 2013
BR2531	Report – Development and Rule Coordinator	DRC	Written report provided.	Received.	Information only	-	-
BR2532	Report – Sports and Events Coordinator	SEC	Written report provided.	Received.	Information only	-	-
BR2533	Licence Statistics	DRC	Written report provided.	Received.	Information only	-	-
BR2534	Website Statistics	DRC	Written report provided.	Received.	Information only	-	-
BR2535	MA Insurance Limited	CEO	The following reports were submitted to the Board for review: <ul style="list-style-type: none"> Cash Statement Mail for August 2013 	Received.	Information only	-	-
BR2536	General Business		CEO suggested having 2 skype teleconferences during the month to address items not addressed at Board meetings.	Board approved	Information only	-	-

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			President requested Octobers Board meeting to commence at 8.00am.	Board approved			
	Meeting closed at 4.30pm						

Next Board meeting will be on the 17th October.

Distribution:

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File: A01.17.13
 Doc: 24011133

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