

January Board Meeting Summary

Date: Monday, 29 January 2024

Time: 6:30pm

Location: Microsoft Teams

Board of Directors and Staff Attendees

Chair	Directors	MNSW
Director Bowditch	Director Chelsea Cheney (Deputy Chair) Director Alison Wong Director Nathan Hussey	Daniel Rushworth CEO Wendy Haddad EA

No Item

1. Meeting Opening

1.1. Meeting Open by Director Bowditch at 6:39pm.

1.2. Apologies
Director Lieblich and Director Raffoul were noted as apologies.

1.3. Conflict of Interest Declarations

Madeleine Bowditch (Chair) - Member of Bankstown Wiley Park MCC	Chelsea Cheney (Deputy Chair) - Member of Cooma MCC - Member of Goulburn MCC - Far South Coast MCC - AMCROSS	Nathan Hussey Member of Manly Warringah MCC
Alison Wong Nil	Ian Lieblich Nil	Tanya Raffoul - Member of St George MCC
Daniel Rushworth (CEO) Nil		

1.4. Previous minutes confirmation

The minutes for the December 4, 2023, meeting were confirmed by the Board.

Moved – Director Hussey

Seconded – Director Cheney

1.5. Matters Arising/Action List

No.	Date Opened	Matter	Owner	Status
1	31 Jul 23	CEO to provide the Board with an update on the Horsley Park lease and Club Zone matter. No update. Still in progress.	CEO	In Progress
2	31 Jul 23	CEO/FRAP to develop and include high concerning top 10 risks within future Board packs. No update. Still in progress.	CEO/FRAP	In Progress
3	4 Dec 23	CEO to provide the Board with a copy of the loan template. The CEO has circulated this template to the Board following advice and update from Legal. The Directors are to provide any feedback prior to Monday 5 February 2024.	CEO	In Progress
4	4 Dec 23	Director Cheney to schedule Meeting with Director Hussey & CEO regarding Licensing and Recapitalisation. No update. Still in progress.	CC	In Progress
5	4 Dec 23	Director Lieblich to present the updates regarding the MNSW 23-25 Strategic Plan No update. Still in progress due to Director Lieblich being an apology.	IL	In Progress
6	4 Dec 23	Chairperson Bowditch to liaise with Brett Redman regarding the MNSW Constitution update. Chairperson Bowditch advised that she had spoken with Mr Redman for any additional feedback. This matter has now been closed/completed.	MB	Closed

2. Matters for Decision

2.1. MNSW Cooper Street Business Case

The CEO discussed the report provided to the Board and outlined the recommendation to lease 9 Cooper Street Smithfield, as it will yield a positive financial return for the business.

Recommendation

Acknowledging the information presented, it is recommended that the leasing of 9 Cooper Street Smithfield to be the most attractive option.

It was agreed that the CEO liaise with the agents for further details surrounding the option to lease.

It was agreed unanimously that the best option would be for the premises to be leased.

Action – CEO to liaise with the agents surrounding the lease of 9 Cooper Street Smithfield.

2.2. MNSW Term Deposit

The CEO noted that the MNSW Term Deposit of \$3.5m is due to mature on February 6, 2024. This is currently invested in Unity Bank. Following enquires made with St George and Comm Bank, Unity Bank had the best rate of 5.20%. St George offered 4.2% and Comm Bank offered 4.8%.

Recommendation

The CEO Recommendation is to approve and accept the rate of 5.2% from Unity Bank for 12 months.

It was unanimously agreed that the rate of 5.2% from Unity Bank be accepted, as this will provide the best financial outcome for MNSW.

2.3. MNSW Trials Administrator Appointment – Robert McGlinchy

The CEO advised that Robert McGlinchy had reached out and enquired on being appointed as the Administrator of Trials in the absence of a Sports Committee.

Recommendation

The CEO recommends that Robert McGlinchy be appointed as the Administrator for Trials in the absence of a Sports Committee.

It was unanimously agreed that Robert McGlinchy be appointed as the Administrator for Trials.

2.4. MNSW Officials Review Panel Charter

The CEO advised that the Officials Review Panel Charter has been updated and is now in-line with the National Officials Accreditation Scheme (NOAS). It was agreed that the Charter be further reviewed by the Board. A discussion took place surrounding the possibility of having the sports committee's nominate one representative from each discipline.

Action – Directors to review the Charter prior to Monday 5 February 2024.

Action – Sports Committees contacted requesting they nominate a representative from each discipline to sit on the panel.

2.5. MNSW Sports Committee Appointments

2.5.1. Speedway – Terry Starbuck

The CEO noted that Terry had a long history as a Clerk of Course and played a significant role in the 100 Years of Speedway celebrations at Maitland.

Recommendation

Approve and accept the nomination of Terry Starbuck to join the Speedway Sports Committee.

It was unanimously agreed that Terry Starbuck be appointed to the Speedway Committee.

2.5.2. Historic Road Race – Matt De Gaff

The CEO noted that Matt was a Level 4 Road Race Scrutineer, has been a licenced road race official for 7 years and has been involved in motorcycle sport for 35 years.

Recommendation

Approve and accept the nomination of Matt De Gaff to join the Historic Road Race Committee.

It was unanimously agreed that Matt De Gaff be appointed to the Historic Road Race Committee.

2.6. New Affiliation – Shoalhaven Enduro Riders

A discussion took place surrounding a possible conflict of interest with the Nowra and District Motorcycle Club, which is also applying for affiliation at the upcoming Delegates meeting in February.

It was agreed that the Nowra and District Motorcycle Club be consulted prior to the approval of the Shoalhaven Enduro Riders becoming affiliated.

Action – CEO to liaise with Nowra and District MCC surrounding Shoalhaven Enduro Riders becoming affiliated with MNSW.

3. Matters Arising for Decision

3.1. CEO Report

3.1.1. Staff Update

Jon Lefebvre has been appointed as the Operations Manager – Commercial and commenced with the organisation on January 22. The CEO extended his thanks to Chairperson Bowditch and Director Cheney for their assistance in the interview process.

3.1.2. Eastern Creek Speedway

The CEO discussed the NSW Government media release advising that Western Sydney International Dragway Ltd was appointed as Venue Manager. MNSW have now written to the Minister of Planning requesting further information. Chairperson Bowditch suggested that Director Raffoul may be able to assist. The CEO will provide further details as they arise.

Action – CEO to liaise with Director Raffoul regarding any possible assistance with Eastern Creek Speedway.

3.1.3. Nowra and District Motorcycle Club

The CEO advised that the Nowra and District Motorcycle Club are in the final stages of the process in forming their Board.

3.1.4. RPA Price Increase

The CEO confirmed that on January 17 a memo was released to the community advising updated guidelines and pricing. This will also be included on the agenda for the February delegates meeting.

3.1.5. MA/SCB Leaders and Officials Risk & Liability Seminar

The CEO advised that the seminar will be scheduled focusing on officials and key persons within the motorcycling community. Director Cheney queried whether a webinar could be made so that it could be viewed any time, rather than having specific live sessions. The CEO advised that this could be considered.

3.1.6. Risk Matrix Update – Top 10 Risks

Chairperson Bowditch requested this action item be reviewed under FRAP as soon as possible. Director Cheney advised that a FRAP meeting will be scheduled in the coming weeks to focus on the Risk Matrix.

3.1.7. State Titles

The CEO advised that there been some communication issues regarding hosts of state titles which require urgent attention. This will be addressed within the office. The CEO also advised the Board that he will circulate the State Title dates in the event that they be available to attend an event.

3.1.8. Prize Money

Chairperson Bowditch queried MNSW MX State Championships prize money allocations and the split was for male and female categories. The CEO acknowledged that this had been resolved and also raised concerns that we do need to be mindful of prizemoney allocations pending on category participants. It was agreed that when the supp regs are reviewed next that clauses are inserted to establish that payments are pro rata.

Action – CEO to ensure clauses to be included in the supp regs to establish payments be pro rata.

3.2. Motorcycling Australia Update

The CEO advised that he will be attending the AMT Meeting in-person in Melbourne on February 20.

3.2.1. RiderNet

The CEO advised that one event licenses were officially launched today and further details will be obtained surrounding suspensions.

3.2.2. Private Promoter Agreements

The CEO advised that these are now finalized.

4. Matters for Noting

4.1. Key Dates

Chairperson Bowditch noted the key dates –

- 2023 Annual Reports Due January 30 (Chair and Sub Committee Chairs)

The Board discussed the timeline for the reports and it was agreed that the reports be drafted prior to Monday 5 February 2024.

Action – Annual Reports drafted by Monday 5 February 2024.

5. Finance Report

5.1. Finance Review

The CEO noted that the finance report included in the Board pack was the draft December Report and not the MNSW EOFY report, as the end of year figures were not yet finalized. MNSW is also waiting for the 2023/2024 Office of Sport Organisational Support Grant to be processed and paid. The funding is lagging and was due to be paid late last year. This payment will still fall in the 2023 financial year. Once finalised this will have a significant uplift on EOFY.

6. Forthcoming Strategic Decisions

6.1. Chair's Update

6.1.1. Board Planning Session/Board Effectiveness Evaluation

The Chair advised that she attended the NSW Office of Sport Workshop on Board Effectiveness in 2023. The workshop was beneficial in being able to identify areas for improvement and would also be good governance for the MNSW Board to undertake a Board Planning Session. A discussion took place surrounding the possibility of holding the session after the AGM in May.

6.2. MNSW 23-25 Strategic Plan

6.2.1. Strategic Scorecard & Feedback

Chairperson Bowditch advised that Director Lieblich has been working on the Scorecard. A presentation on the Scorecard is due to be presented at the upcoming February Delegates meeting.

6.3. Sub Committee Updates

6.3.1. Governance

The Chair raised that no proposed amendments to the Constitution. The Chair moved that accordingly, there would be no amendments proposed for the Constitution for this annual review.

The Chair discussed the Self-Scrutineering Policy and it was determined that a policy discussion paper be drafted, circulated to the Sports Committees for feedback prior to seeking community engagement.

Action Item – CEO to draft a Policy Discussion Paper on Self Scrutineering.

6.3.2. Finance, Risk, Audit and Properties

Director Cheney advised that a meeting will be scheduled in due course. The CEO confirmed that he will be meeting with Auditor on 12 February.

6.3.3. Investigations

Chairperson Bowditch advised that the remaining investigations are close to being finalized and correspondence will be issued to the Board in due course with a meeting scheduled.

6.3.4. Participation

Director Hussey advised that the Committee will be meeting in mid-February.

6.4. Sports Committee Meeting Minutes

The report was taken as read.

7. General Business

7.1. One Raceway (Wakefield Park)

The CEO advised that a MNSW club – Classic Motorcycle Racing Club is hosting the Australian Historic Championships at One Raceway (Wakefield Park).

7.2. Hastings Valley – Coaching Days and Update to MoMs

The CEO advised that he has received a request from Hastings Valley MCC to have an exemption to the rule under the Venue Closure for State Title Hosts –

2024 MoMs MX Clause: 8.21.3.1: *Venues used for the Australian Junior Motocross Championship will be closed to competitors for a minimum of 21 days prior to the event. (pg. 99)*

A discussion took place surrounding this rule and it was agreed that the policy was outdated and required an update to link with the Moms.

It was unanimously agreed that the request be approved.

Action – The Venue Closure for State Title Hosts Policy be updated and circulated to the Board for approval.

7.3. Governance - Gender Equality

The CEO advised that there may need to be governance reform surrounding gender equity within certain policies. The Office of Sport have released information, and a session is scheduled in February where a template will be released. The Chair expressed interest in attending the February session with the CEO.

Action – CEO to provide The Chair with the February session details.

7.4. Electronic Timing Systems

Director Cheney discussed the use of electronic timing devices and the implications on motorcycling participation. This is quite costly and Clubs were refusing riders who did not have a timing system. The CEO suggested that a preferred provider could be sourced which may be cost effective for families and Clubs.

Action – CEO to investigate preferred supplier opportunity.

8. Meeting Close

8.1. Meeting was declared closed at 9:17pm.

8.2. Matters Arising as at 29 January, 2024

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1	31 Jul 23	CEO to provide the Board with an update on the Horsley Park lease and Club Zone matter.	CEO	In Progress
2	31 Jul 23	CEO/FRAP to develop and include high concerning top 10 risks within future Board packs.	CEO/FRAP	In Progress
3	4 Dec 23	Director Cheney to schedule Meeting with Director Hussey & CEO regarding Licensing and Recapitalisation.	CC	In Progress
4	4 Dec 23	Director Lieblich to present the updates regarding the MNSW 23-25 Strategic Plan	IL	In Progress
5	29 Jan 24	CEO to liaise with the agents surrounding the lease of 9 Cooper Street Smithfield. Details to be circulated to the Board for further discussion and consideration.	CEO	In Progress
6	29 Jan 24	Officials Review Panel Charter Directors to review the Charter prior to Monday 5 February 2024. Sports Committee's contacted requesting they nominate a representative from each discipline to sit on the panel.	All	In Progress
7	29 Jan 24	CEO to liaise with Nowra and District MCC surrounding Shoalhaven Enduro Riders becoming affiliated with MNSW.	CEO	In Progress
8	29 Jan 24	CEO to liaise with Director Raffoul regarding any possible assistance with Eastern Creek Speedway.	CEO	In Progress
9	29 Jan 24	Prize Money Clauses to be included in the supp regs to establish payments be pro rata	CEO	In Progress
10	29 Jan 24	Annual Reports drafted by Monday 5 February 2024.	All	In Progress
11	29 Jan 24	CEO to draft a Policy Discussion Paper on Self-Scrutineering.	CEO	In Progress
12	29 Jan 24	Venue Closure for State Title Hosts Policy be updated and circulated to the Board for approval.	CEO	In Progress
13	29 Jan 24	Governance/Gender Quality Office of Sport Event CEO to provide The Chair with the February session details.	CEO	In Progress
14	29 Jan 24	Electronic Timing Systems CEO to investigate preferred supplier opportunity.	CEO	In Progress