

ARA Annual General Meeting – Minutes

2nd July 2004

1. Apologies and Notification of Proxies

The meeting was opened at 4:16pm.

Apologies: Lewis Carter (SARA Pres), Mike Costello (QRA Pres), Neil Phillips (IRF President).

Present: Phillip Holman (**PH**) - President and Chair, Alan Mansfield (**AMd**) NSWRA Rep and minute taker, Peter Taylor (**PT**) - Immediate Past President, Adrian Sheppard (**AS**) - ACTRA Pres, David Baldwin (**DB**) - ACTRA Rep, Mike Hotchkis (**MH**) - NSWRA Pres, Neil Smith (**NS**) - RT Pres, Jon Potter (**JP**) - NTRA Pres, Richard Robinson (**RR**) - QRA Rep and Treasurer, Peter Morotsy (**PM**) - QRA, Andrew Murphy (**AMy**) - SARA Rep, David Nicholson (**DN**) - SARA, Di Young (**DY**) - VRA Pres, Nigel Aylott (**NA**) - VRA Rep, Jim Langford (**JL**) - WARA Pres, Bryan McClintock (**BM**) - WARA Rep.

Proxies: None.

With 17 delegates a quorum was obtained. An excellent attendance!

2. Minutes of the Previous Meeting

Amendment to Section 8b - 2003 National Calendar: Alastair Gordon's name incorrectly spelled.

MOTION: NA moved that the minutes of the 2003 ARA AGM be accepted as a true and correct record of the meeting with the above amendment. RR seconded. **MOTION CARRIED.**

3. Matters Arising from the Minutes Not Discussed Elsewhere

a) NA - Tracking down of previous Intersarsity trophies.

PT offered to act as the intersarsity contact for co-ordinating the hosting of intersarsity championships. Intersarsity trophies need to be located or confirmed as lost and a new trophy produced.

ACTION: Peter Taylor

b) NA - National event calendar on ARA website and Wild magazine dates.

Done. The Wild Associate Editor, Megan Holbeck has been directed to the ARA website for the most up to date dates for the Wild Calendar. PH and NA are on her email list to request details for each edition.

c) PH - Single telephone / email contact for each state.

Done.

d) Leigh Privett - Assistance for overseas associations.

No request has been received from Leigh.

4. President's Report

Tabled.

5. Election of ARA Executive

a) Secretary:

This position is currently vacant. All positions are up for re-election in 2005.

MOTION: RR moved that David Rowlands be elected as ARA Secretary. **PT** seconded. **MOTION CARRIED.**

6. Financial Matters

a) Treasurer's Report

Tabled.

b) Public Liability Insurance

An ARA Insurance Subcommittee consisting of Warren Smith (chair), Annette Miller and Tony Kelly was formed in August 2003 to look at the issues faced as a result of the new policy wording and large increase in premium. Annette, **RR** and **PH** also had a meeting on 26th November with Rod Hughes, the CEO of our new broker IEA to give him a background to our sport and look at ways our issues could be addressed. As a result of these efforts, the ARA has been successful in negotiating a reduced premium for 2004/05. Further reductions and improvements to our policy wording may only come in the future when new insurers are encouraged into the industry as a result of new legislation and the creation of precedents in court take effect.

c) Setting Of Capitation Fee For 2004

This generated some discussion. The question of what is an appropriate reserve was debated. The ARA budgets to spend its \$5,500 in income each year but as only about 10% of this has been spent in costs (due to no states applying for grant money and no marketing initiatives in the past 12 months) this has not been spent and has just increased the reserve. There is no need to keep a large cash reserve as the states can be called on if required for bridging loans.

MOTION: RR moved that the ARA capitation fee be waived for 2004. **NA** seconded. **MOTION CARRIED.**

d) ARA funds available for state grants

States are encouraged to apply for grants! The Grant Application Policy is on the ARA Council website: <http://rogaine.asn.au/aradocs/policy/index.html>

Some of the suggestions mentioned in discussion were:

- ACTRA satellite phone \$2 per min charge max, \$30 per month account, \$799 per handset. Could be used also for ARA Championships.
- Digital map database
- Seed funding for Pilbarra event (NTRA Auschamps in 2007)

e) **Delegate transport to the AGM venue**

DB organised a mini bus to get a number of delegates to this year's event. However, he was concerned that it was a self-drive bus and they had to drive back to Adelaide after the event. Transport to the AGM for delegates is currently ad-hoc. Some discussion was made about the location of meetings at the HH or nearest capital city and the host state arranging an early bus. Depending on the geographic location of the HH this will vary from year to year.

MOTION: **PH** moved that the ARA Secretary co-ordinate a bus with the AusChamps event organisers that would be scheduled to arrive in time for the ARA AGM. Priority would be given to delegates but the remaining seats could be used by competitors. **DB** seconded. **MOTION CARRIED.**

7. Australian Championships

a) **2004 South Australian Rogaining Association 3/4 July**

150 teams entered - 336 people. Largest ever SARA event. Challenges to organise the event included retrieving trophies. Had considered a grant from ARA to organise electronic entries. But didn't go ahead.

b) **2005 QRA**

Located near 1987 Australian 3 Day Orienteering Event site, straddling the Queensland/NSW border to the north-east of Stanthorpe. 21st/22nd May 2005. The Queensland state championships will be held in conjunction. Organiser/Course Setter is Eric Andrews. Vetter is Richard Robinson. Any major sponsors should be advised to the ARA when they are being considered.

c) **06 VRA, 07 NTRA, 08 NSWRA, 09 WARA, 10 ACTRA, 11 RT, 12 SARA.**

2008 is okay for NSWRA after holding the World Champs in 2006.

The VRA is likely to host their event in March or April away from the World Champs.

NTRA are looking to hold the event near Alice Springs at this stage. Will be approaching the NT Government for support. They are also invited to apply for an ARA grant if required. Volunteers are tight.

8. 7th World Rogaining Championships in 2006

a) **Reasons for selection of the date of the event**

The date proposed for the event is 13th/14th October 2006. This is a Friday / Saturday in keeping with the tradition of having a post-rogaine event on the Saturday night. The date has been selected to coincide with school holidays and to attract the elite orienteering community. The Australian Orienteering Championships will be held the weekend before in Western Australia and is the last major orienteering event of the season. Would also like to attract the best competitors from the adventure racing and ultra running communities.

Unfortunately the full moon is a week earlier also, but this is often not a factor in NSW due to cloud cover.

Competing events on that weekend are the Australian Mountain Bike Champs and Upper Murray Challenge.

- b) **Advertising.**
Not discussed.

9. Publicity

- a) **Publicity Officer vacancy**

No additional publicity projects have been conducted in the past year. A QRA member, Liz Bourne has been recommended by **RR**. She may be interested in filling the role. She is Eric Andrew's partner and will be heavily involved in the promotion of the 2005 AusChamps. **PH** would like to approach her at the appropriate time.

ACTION: Phillip Holman

- b) **Future promotion of the sport**

Generally states are still looking to grow their membership. States mostly do their own publicity work at the moment. Resources are produced by the ARA for use by each state.

The aging demographic of rogaining was discussed. The VRA schools competition is growing. 250 entrants at the event this year.

NA has offered to distribute remaining colour publicity brochures to any states requiring more. A new run may be required.

ACTION: Nigel Aylott

Another print run of the stickers may be needed.

ACTION: ARA Secretary

10. Technical Subcommittee

- a) **Chair of Technical Subcommittee**

MH has been occupied by other priorities and has not done anything in this role in the past 12 months. However, he is keen to ramp this up soon.

- b) **Review and Update of Technical Regulations**

MH apologised for the lack of action. He asked the ARA Councillors whether they believed the rules require review. The consensus is yes, particularly leading up to the 2006 World Championships. The IRF have changed some rules for the past World Champs and it would be good to review and adopt these if necessary.

MH will form a technical subcommittee soon. Names suggested from each state were: Richard Robinson (QRA), Andrew Murphy (SARA), Neil Smith (RT), Gary Carroll (WARA), David Baldwin (ACTRA), John Potter (NTRA), Nigel Aylott (VRA). Peter Taylor also offered his services. The IRF should be approached for suitable people to get their involvement.

Aim to complete review by May, 2005. Usually require several months for each phase to ensure all stakeholders are involved. Rules to take effect January, 2006.

ACTION: States and Michael Hotchkis

- c) **Review and Update of Environmental Guidelines**

The consensus of the meeting was that these did not require a formal review. However, to ensure they appear current and up to date (ie. to give them a review date of 2004), they should be distributed to the states for re-ratification.

ACTION: Phillip Holman

d) Review and adoption of best practice risk management

RR spoke about whether there should be a standard risk management model whilst acknowledging that there are differences in each state. **RR** had provided our insurers with a sample of various documents from the state associations. They were very impressed by the material provided.

DY summarised the risk management review that the VRA followed with the guidance of one of their members. The review covered: policy, procedure and process. There was good support for this concept by the meeting. **DY** agreed to distribute copies of the VRA documents. **PH** said it wasn't compulsory to do this at this stage, but may be in the future. He highly recommended that states investigate this and can call on resources from other states or grants from the ARA.

ACTION: Di Young

11. General Business

a) Public Liability Insurance

RR will talk to the insurer about indemnity form requirements and distribute information to the states. He recommended investigating a standard indemnity form and gaining further legal advice before implementing.

ACTION: Richard Robinson

RR will also look at developing a standard landowner letter outlining the ARA's insurance coverage.

ACTION: Richard Robinson

MOTION: NS moved a motion of thanks to **PH, RR** and the Insurance Subcommittee for their work over the past 12 months. **PT** seconded. **MOTION CARRIED.**

b) IRF - Current status of ARA's membership negotiations

PH held a meeting with Neil and Rod Phillips in January. There was no change in the IRF's position, however Rod offered to document their reasons for maintaining the current constitution and distribute to the ARA Council. This has not been done yet, but WRC6 may have taken up Rod's time since.

PT also met with Rod Phillips. But no progress was made on the major issues.

The ARA Executive should arrange another meeting with the IRF. The documentation outlining the current 'state of play' when the issue was last visited formally back in March 2002 could also be distributed to the ARA Council to get their consensus.

ACTION: Phillip Holman

c) Accreditation with the Australian Sports Commission

PH is investigating this. There is a formal process to go through to be recognised as a National Sporting Organisation. Details are at:

<http://www.ausport.gov.au/nso/recognition.asp>

ACTION: Phillip Holman

d) ARA Council Website

This has been set up by Alistair Honeybun. Documentation has been provided by the previous ARA Secretary, Geoff Mercer. The URL is: <http://rogaine.asn.au/aradocs>. It is available for ARA councillors' use.

- e) **Electronic discussion of sponsorship guidelines**
No discussion has been held during the past 12 months.

11. Next AGM

Proposed for Friday, 20th May 2005 at or near HH of the 2005 Australian Rogaining Championship in Queensland.

The meeting closed at 6:00pm.