ARA Annual General Meeting Minutes
Fri 27th July 2007

1 Apologies and Notification of Proxies

The meeting was opened by the President at 2:15pm.

Apologies: Peter Taylor (IPP), Nick Bowden (RTas), Jim Langford (WARA), Alan Mansfield (NSWRA), Michael Hotchkis (NSWRA), Steve Cooper (SARA).

Present: Phillip Holman (**PH**) - President and Chair, David Rowlands (**DR**) – Secretary and minute taker, Richard Robinson (**RR**) - Treasurer & QRA, David Baldwin (**DB**) - ACTRA, Julie Quinn (**JQ**) - ACTRA, Jon Potter (**JP**) - NTRA, Jon Smith (**JS**) - NTRA, Gary Carroll (**GC**) - WARA, Ricky Thackray (**RT**) – WARA, Rob Gardiner (**RG**) – VRA, Di Young (**DY**) – VRA, Andrew Murphy (**AM**) – SARA, Rob Tucker (**RT**) – SARA, Julian Ledger (**JL**) - NSWRA.

Proxies:
- Ricky Thackray for WARA president Jim Langford
- Julie Quinn for ACTRA president Glenn Bridgart
- Rob Tucker for SARA president Steve Cooper
- Julian Ledger for NSWRA president Michael Hotchkis

With 16 delegates present (including proxies), a quorum was obtained. All states were represented other than Tasmania.

2 Minutes of the Previous Meeting

MOTION: "That the minutes of the 2006 ARA AGM be accepted as a true and correct record of the meeting." Moved **JS,** Seconded **JP**. *MOTION CARRIED*.

3 Matters Arising from the Minutes Not Discussed Elsewhere

a) Publicity Brochure
   The Publicity Brochure has been reprinted and all stocks distributed to the States.

4 President's Report

The President's Report was tabled. Highlights of the year included the World Rogaining Championship organised by NSWRA in Warrumbungle National Park and the Australian Championship in May organised by VRA near St Arnaud.

The main work of the ARA Executive and Council in 2006-07 has been the relaunching of intervarsity rogaining, renegotiation of insurance coverage, review of the Technical Standards to include electronic scoring, and negotiations towards membership of the IRF.

5 Financial Report

a) **Treasurer's Report**
    The Treasurer's Report was tabled. ARA has a stable bank balance of around $20K and a combined state membership in 2006-07 of 5980.

b) **Public Liability Insurance**
    In 2007 there has been a "softening" of the insurance market which has seen the ARA approached by a number of parties seeking to offer competitive proposals to provide required cover.

    A new insurer and broker were successfully adopted. The new broker has also offered some alternatives which could enhance the ARA's cover and/or reduce premiums. In future, there is potential to reduce the premium by dropping the Personal Injury and Death (Capital Benefits) component. But for now, ARA has maintained the status quo.

    Some states saw a trend to $20M PLI. **RR** advised that should an increase to $20M be required this would be in the order of an additional $3000. Council agreed that at the next renewal the Capital Benefits component should be dropped and the PLI retained at A$10M.

c) **Setting of Capitation Fee for 2007/08**
    MOTION: "That the capitation fee for 2007-2008 be set at $1 per member". Moved by **RR** seconded **JP**. *MOTION CARRIED*.

d) **ARA Funds Available For State Grants**
    During 2006 grants were provided to ACTRA ($880) to support bus transport to the 2006 ARC and were approved for SARA ($560) for the procurement of two GPS receivers, RT ($431) for the purchase of a first aid kit and two GPS receivers and ACTRA ($1,750) for the procurement of a marquee. Grant applications close on 30 November each year.

e) **Delegate Transport to the AGM Venue**
    NTRA provided three mini-buses to shuttle delegates and competitors the 90km from Alice Springs to the AGM and ARC. The delegates' bus was fully subscribed. For ARC 2008, a bus from Sydney is considered viable.
    Liaise with **NSWRA** regarding timing of the AGM and delegate transport arrangements.
                                                            ACTION: **David Rowlands**

6   Australian Rogaining Championship

a)   2007 Northern Territory
Financial assistance from the ARA for the 2007 ARC was discussed. NTRA advised that they may not be able to break even on the 2007 ARC and may not be able to repay all, or any, of the $5,000- loan from the ARA. Council agreed that any shortfall up to $5,000 would be covered by the ARA. One possible source of funds to recover part of the shortfall is to use the grant money normally available for 2008.

Note: Subsequent to the meeting, NTRA was able to increase sponsor support for the event and repay the $5,000- loan from the ARA.

b)   2008 NSWRA, 16/17 August 2008
- Organiser: Graeme Cooper, Course Setters: Graeme Cooper, Ian Brown.
- The event is to the west of Sydney in the western Blue Mountains. A bus from Sydney will be provided and ACTRA expect to organise a bus from Canberra.

c)   2009 WARA, June-September 2009.
Coordinator is Warren Smith. Setters are Gary Carroll and Jim Langford. Likely location is in the northern part of the Stirling Ranges, south of Perth.

d)   2010 ACTRA, 2011 RTas, 2012 SARA, 2013 QRA.
States should notify the Council of any concerns regarding the future ARC calendar.

7   IRF Constitution Reform and ARA Membership

a)   ARA/IRF Agreement Regarding Constitution Change
The agreement reached between representatives of the ARA and IRF in January 2006 has not yet been implemented by the IRF.

b)   ARA's Position Regarding Final Details of Relationship
The ARA Executive canvassed the opinions of the ARA Council in regards to a number of outstanding issues and final details for the IRF relationship. Near unanimous agreement was achieved by the Council regarding the current course of action and the points of detail. The outcomes were documented and sent to the IRF. The detail is listed in the President's Report.

c)   Recent Correspondence and Implementation Plan
IRF President Neil Phillips recently wrote to the ARA proposing that ARA join the IRF immediately, with no mention of, nor commitment to constitution change. In response, Peter Taylor, The ARA's immediate Past President and the IRF World Championship Manager wrote to the ARA Council expressing his concerns. The above correspondence was distributed to ARA Council.

DB suggested that the ARA should be more pre-emptive in its approach, for example by setting up a development fund from which international groups could apply for grants. **PH** outlined the Executive's plan to write a formal letter to the IRF stating clearly the ARA's position. It is desired that this will be distributed in the IRF Newsletter to all IRF members and observers.

8 Technical Sub-Committee

a) Revised Rules Regarding Electronic Punching Systems

Since the last review of the Technical Regulations, electronic scoring has become the norm. The fact that the rules did not mention electronic scoring had been overcome by the continual use of an additional punch card as the official scoring media.

During 2007, the Sub-committee conducted a brief review process of proposed revisions to the regulations to accommodate electronic scoring. Each state was invited to nominate a technical contact to contribute and liaise with their State committee.

The new wording provides for the use of either a punch card or electronic device such as Navlight. The delegates concluded that Navlight is robust enough to be utilised without hardcopy backup. Councillors endorsed immediate adoption of the revised Technical Regulations and Rules.

MOTION: That the revised Technical Regulations and Rules produced by the Technical Sub-committee be adopted by ARA from 1 August 2007. Moved **DB**, seconded **RR**. *MOTION CARRIED*.

b) Plan For Full Revision of ARA Rules and Technical Regulations.

A future full review of the Technical Regulations and Rules is planned for completion by the ARA AGM in 2008. **DB** flagged that discussions should commence from 1 January 2008.

The meeting discussed possible areas for improvement:
- **GC** raised the potential for improvements to the notification to avoid clashes between the Australian and State Championships in clause T1.
- There was discussion of the potential to reinstate the percentage guidance for expected course completion in clause T2.
- VRA and QRA have enhanced the compulsory equipment as described in clause R15. **DR** suggested that the clause could provide flexibility for further compulsory equipment to be decided by the organisers to suit the unique circumstances of the event.

9 Risk Management

a) VRA's Approach to Risk Management

DY was invited to present the VRA's Risk Management policies. Risk management is an increasingly important part of professional management of rogaining events. It serves as a complement to insurance by providing preventative management of risks associated with running events.

The VRA has found that the risk analysis process identified problems that would otherwise have not been recognised. The system requires the organiser to evaluate how well risks are being managed. As an additional benefit, the documentation provides a briefing manual for all organisers and volunteers.

The templates are to be made available to the States from the ARA Council website. Some intellectual property including the A/NZ Standard cannot be included.

ACTION: Philip Holman.

10 Australian Sports Commission Accreditation

DB explained that the purpose of Australian Sports Commission (ASC) accreditation is to achieve official recognition of rogaining as an Australian sport. The potential benefit would be to assist ARA to achieve recognition of the Intervarsity Championship with Australian University Sport (AUS). Rogaining has been listed in the ASC's online directory, however the poor search facility makes it difficult to find. Investigate improvement to the ARA's listing in the ASC online directory.

ACTION: David Baldwin

a) **Activities Required for ARA Accreditation With ASC**
The criteria for accreditation need to be confirmed. It is likely that the following policies and processes are required:
- A harassment and member protection policy. A simple policy could be created by the Technical Sub-committee.
- Anti-doping policy. A basic policy exists in the Technical Regulations which could be enhanced. However the meeting was cautions about the potential financial impact of formal drug testing procedures.
- Auditing of three years of ARA accounts. **GC** suggested that auditing of the accounts is possible through the WARA auditor Brian Austin.
- A three year strategic plan for the ARA.

Formalise the exact criteria that ARA must meet for accreditation.

ACTION: David Baldwin

11 General Business

a) **AROC**
Tom Landon Smith and Alina McMaster from AROC were invited to address the meeting. AROC is a small commercial organisation which runs multi-sport events. AROC proposed a formal relationship with ARA involving 2-way promotion and specifically, sharing of web hyperlinks and sharing of logos. AROC currently has an existing relationship with Orienteering Australia. They expect that their activities will remain centred on NSW and ACT.

In general discussion by the Council it became apparent that states have different policies on how they liaise with commercial organisations. Some have a blanket rule of not forming relationships with commercial groups while others have formal and informal arrangements. Due to this, the consensus of the meeting was that AROC should deal individually with each state.

b) **Australian University Rogaining Championship**
The Australian University Rogaining Championship was revived in 2007 in conjunction with the Australian Championship. The plan was conceived and

implemented by **PH** in partnership with the Nigel Aylott Memorial Sports Foundation Inc.

The initial event in 2007 did not carry the Australian University Rogaining Championship title because the submission for recognition by Australian University Sport (AUS) takes 12 months to complete. However, it was deemed to be an intervarsity rogaining event and carries ARA Championship status.

In 2007, six official university teams competed. In two states, VRA and QRA, a selection process was required to allocate funding. Whilst AUS qualification requirements were adopted, NAMSF have stated a preference to support undergraduates in preference to postgraduates.

c) **Rogaining stickers**
The suggestion has been made that a more prominent and fresh design could be implemented. Delegates are requested to refer to their state committees the opportunity to nominate a suitable graphic artist or design. The decision as to whether to reprint or implement a new rogaining sticker design is currently on hold due to existing stocks of stickers.

d) **ARA Website**
The public ARA website has been maintained on a regular basis with contact information, the national calendar, Australian Championship results and national news. **DR** opened the meeting to suggestions as to the desired content of the website. **GC** suggested a repository for technical templates such as the master copy of the rogaining logo, or map symbols and specifications. **RR**, **GC** and **DY** offered news contributions from their states.

e) **Publicity Officer Position**
The Publicity Officer position remains vacant. Publicity has its strongest role at the state level. RR suggested that Liz Bourne from QRA may be interested if approached.

ACTION: Phillip Holman

f) **Sponsorship Guidelines**
A simple ARA Sponsorship Guidelines should be created to guide such matters as selection of appropriate sponsors.

ACTION: Julian Ledger

12 Next AGM

The next ARA AGM is planned for the Friday afternoon prior to the Australian Rogaining Championship, west of Sydney, New South Wales. Date: Fri 15th August 2008. Time: 2:00pm - 5:00pm. Location: Likely to be at a nearby town.

The meeting closed at 5:02pm.

ARA Council as at 27 July 2007

President:	Phillip Holman
Secretary:	David Rowlands
Treasurer:	Richard Robinson
Immediate Past President:	Peter Taylor

ACTRA
President: Glenn Bridgart   Rep: David Baldwin
NSWRA
President: Michael Hotchkis   Rep: Alan Mansfield
NTRA
President: Jon Potter   Rep: Jon Smith
QRA
President: Richard Robinson   Rep: Richard Robinson
RT
President: Nick Bowden   Rep: Nick Bowden
SARA
President: Steve Cooper   Rep: Andrew Murphy
VRA
President: Robin Gardiner   Rep: Di Young
WARA
President: Jim Langford   Rep: Gary Carroll

Tabled Documents

President's Report - **2006-07 Presidents Report.pdf**
Treasurer's Report - **2006 Treasurers Report.pdf**
Minutes of Previous AGM – **ARA AGM 2006 Minutes.pdf**

IRF Matters:
- **ARA Letter to IRF - Consensus For IRF Membership.doc**
- **Invitation to ARA to join IRF July 2007 RP mods.doc**
- **PeterTaylorsresponse.doc**