

**Saturday 20<sup>th</sup> January 2018**  
**Face-to-face at Atura Hotel Blacktown**

## MINUTES

### 1. Attendees

**Present:**

John Sparkes (JS) Chair, Lui MacLennan, Secretary (LM), Carol Sparkes, Treasurer (CS), Bethany Cullen (BC), Jim Gleeson (JG), Dave Gray (DG), Brett Middleton (BM), Adriana Pallister (APal)

**CAMS Personnel:**

Nil

**Observers/Visitors:**

Molly Taylor, ARCom

### 2. Opening / Welcome / Confidentiality

The Chair, John Sparkes, declared the meeting open at 10:17 am and welcomed all attendees, in particular new members Beth Cullen & Dave Gray.

### 3. Apologies

Andrew Chapman (AC), Andy Pierce (AP), Tim Wilkins (TW)

### 4. Minutes of Previous Meeting

MOTION: "That the NSW Rally Panel accept the Minutes of the Panel Meeting held by teleconference on Wednesday 10<sup>th</sup> January as being a true and accurate record of the meeting."

Moved: DG, Seconded: JG. All in favour, CARRIED.

### 5. Matters Arising from Previous Minutes

- All items in Action Points discussed.

### 6. Decisions made by email vote between meetings

- Nil

## 7. Correspondence

### Inbound:

- 13/01/18 – from Bob Carle of CCDCC enquiring re orders for clocks and numbers for Coffs RS. LM replied with forms attached.
- 18/01/18 – from Ian Bigg, enquiring as to Checker for Rally of the Bay. LM replied.
- 18/01/18 – from Shawn Fitzgerald of CAMS requesting confirmation of Series dates. JS replied. SF acknowledged.

### Outbound:

- 14/01/18 - From JS to Ben Pretty of CAMS NSW re mandatory FHR regulations effective 1/1/19. BP replied and will forward to Technical.

## 8. Past Events

- Nil

## 9. Coming Events

- 18/02/18 – Nabc Rallysprint. Rd 1 RSS.
- 04/03/18 – Coffs Rallysprint. Rd 2 RSS.
- 14/04/18 – Caves Classic. Rd 1 NSWRC, Rd 1 ECCRS, Rd 1 CRS/HRS.

## 10. Finance Report

- The Treasurer, CS presented finance report up to December 2017. Partnership details were provided by BM.

## 11. CAMS Reports

- ARCom Report – Summary of 13 December 2017 meeting available here <http://docs.cams.com.au/Minutes/Commissions/ARCOM%20Minutes/2017/ARCOM%202017%20Meeting%20Summary%20-%205%20-%202013%20Dec%20-%20Level%202.pdf>  
Of interest – CAMS Manual will be updated live, rather than Bulletins issued.  
FHR mandatory for Multi-club from 1/1/19 and Club 1/1/20.
- NSW/ACT State Council Minutes from 14 October 2017 available here [http://docs.cams.com.au/Minutes/State%20Councils/NSW%20and%20ACT/20171014\\_SC%20Minutes\\_Unconfirmed\\_Merged.pdf](http://docs.cams.com.au/Minutes/State%20Councils/NSW%20and%20ACT/20171014_SC%20Minutes_Unconfirmed_Merged.pdf)
- NSW/ACT State Council Executive Minutes from 6 December 2017 available here [http://docs.cams.com.au/Minutes/State%20Councils/NSW%20and%20ACT/20171206\\_NWSCE%20Minutes\\_Unconfirmed\\_Merged.pdf](http://docs.cams.com.au/Minutes/State%20Councils/NSW%20and%20ACT/20171206_NWSCE%20Minutes_Unconfirmed_Merged.pdf)  
Of interest, Stewards Panel audit of regional scrutineering attached.

## 12. Registrations

Series	Feb 2018	Dec 2017
NSWRC		67

ECCRS		NA
CRS		80
CRS4		24
HRS		20
RSS		66
Total Registrations	xx individuals, xx total	162 individuals, 257 total

## 13. General Business

- 2018 Panel Membership and Individual Responsibilities
  - CHAIR -John Sparkes
  - SECRETARY – Lui MacLennan
  - TREASURER – Carol Sparkes
  - COMPETITION CONDITIONS – John Sparkes
  - CALENDAR – John Sparkes
  - MEDIA, PROMOTION & PARTNER SUPPORT – Brett Middleton & Adriana Pallister
  - WEBMASTER – Beth Cullen
  - FACEBOOK – Adriana Pallister
  - CHECKERS CO-ORDINATOR – Jim Gleeson
  - SERIES CO-ORDINATORS
    - NSWRC - Tim Wilkins; Tim has also volunteered to transport banners etc to NSWRC rounds if required.  
Panel Rep: Debbie Quirk – Mitta, Richard Opie – Border Ranges, John Sparkes – Rally of the Bay, Beth Cullen – Bathurst, Andy Pierce - Monaro Stages, Adriana Pallister – Rally Australia, Caves Classic – Brett Middleton. TBC
    - CRS - Dave Gray.  
Panel Rep: Caves Classic – Brett Middleton, Monaro Stages – Andy Pierce, Myall Lakes – Jim Gleeson, Narooma – Leigh Pierce, Kempsey – Mark Beard, Mini'dulla – Brett Middleton,
    - RSS – Adriana Pallister.  
Panel Rep: ??Ernie Martin, Jason Giddins, Chris Giddins, Katie Fletcher. To be discussed at Presentation night.
  - SAFETY CO-ORDINATOR – (FHR deals, FHR testimonials, FHR implementation, ?UHF radios in cars etc) Andrew Chapman
  - ORGANISER SUPPORT – (clocks, numbers, funding opportunities) Adriana Pallister
  - GEAR & EQUIPMENT, STORAGE – default to Brett Middleton
  - PRESENTATION & LAUNCH PARTY – Lui MacLennan. Aim for 2<sup>nd</sup> February 2018.
  - DRIVER SEEDING & POINTSCORES – Jim Gleeson
  - NOVICES – (Co-ordinate car clubs running khanacross, motorkhanas etc to bring competitors up to Rallysprint etc) - Andy Pierce

- DRIVER GRADING – Andrew Chapman
  - OFFICIALS – maintain database – Carol Sparkes, encouragement, licencing, training
  - SCRUTINEERS – (maintain database, recruit scrutineers, arrange training) Tim Wilkins to contact potential scrutineers to add to the list.
  - RALLY REGO – need more inspectors
  - COMPETITOR SURVEYS – Brett Middleton
  - PANEL REPORTS – (State council, ARCom) John Sparkes
  - CO-ORDINATION & LIASON – (Panel Chairs, State Council, CAMS Office, ARCom, AMSAG, Govt Agencies) John Sparkes
- Partnerships – update provided by BM
  - Media and Promotions – intend to co-ordinate with each organising club. To have a panel representative attend each event in addition to Series co-ordinator who would have contact prior to each event. Details above.
  - Marketing – draft plan from AC. To be discussed at the February meeting. (JS & CS apologies)
  - Photography co-ordination update from BM.
  - Driver grading system - AC - Progressing well. Drafted the Grading System regulations and has setup a new spreadsheet and migrated the 2008 Grading Points over and formatted the spreadsheet to record and allocate ongoing points.
  - NSW capacity classes – Panel has decided to change Competition Conditions for capacity classes to be in line with CAMS regs. Grandfathering clause to be included.
  - Mandatory introduction of FHR at Multi-club level on 1/01/19. Need to discuss with CAMS, suppliers, competitors and organisers as to how to facilitate the transition.
  - AIMSS Report
  - Rally Panel bio requested for new members to be put on RallyNSW website.
  - The Panel thanks Molly Taylor, ARCom member, for joining the panel meeting.

## 14. Close and Next Meeting

There being no further business, the Chairman closed the meeting at 2:25 pm.

Next Face-to-Face Meeting: TBA  
Next Teleconference: Wednesday 7<sup>th</sup> February at 7:30 pm.

## 15. Distribution to

CAMS NSW for posting on <https://www.cams.com.au/about/structure/state-panels/new-south-wales-the-act> and for posting on <http://www.rallynsw.com.au/>

## 16. Action Points

Item	Responsible	Timeline
2016-56. Send out Regional Scrutineering Guidelines to all Regional Scrutineers. APal to contact CAMS for email contacts. Scrutineers to be appointed by Rally Panel as scrutineers appropriate to 'rally'.	APal/JS	Ongoing
2017-08. To discuss information etc sent to registered competitors. Contact when registering. Contact prior to individual events. Include results, video links, stories & upcoming events. Also include link to surveys after each event. APal to make the info sent to registered competitors a priority. APal to add all Panel Members to Competitor database on the MailChimp email database.	BM/APal/JS	Ongoing
2017-14. Contact organising clubs with information on what RallyNSW is doing on CRS and NSWRC events re promotion and video. Banners and start arch etc. BM to provide more resources for clubs to guide them in promoting their events. BM/JS to create a package for clubs to use including a link to the event survey.	JS/BM	Ongoing
2017-15. Contact RallySafe with respect to discount for multiple events in 2018. JG in email contact and will follow up. JG to discuss options with Richard Houghton who has commenced RallySafe training. Delegated to BM. Spoken to Steve Sims. Richard Houghton spent the ARC training with RallySafe and he will discuss with SS. BM has spoken to Richard H and has requested costings for events so that the panel can negotiate.	BM	Ongoing
2017-16. Write information for website regarding process for renewing Rally Rego. JS to speak to Ben Pretty at CAMS to get the RMS to update the form on their website (the form does not say that the rally rego paperwork has to be stamped and approved by either CAMS or AMSAG. CAMS now sending information to owners when Rally Rego is due.	JS	Ongoing
2017-20. Link up with clubs running Khanacross and Motorkhana as entry level to rallying. To put link on website with club and event details.	AP	2018
2017-21. Contact Ross Runnells regarding Mitta Mountain Rally complying with NSW Competition Conditions and final dates and details for 2018. Also contact the Border Ranges event. MMR dates locked in.	JS	Ongoing
2017-23. Contact rallyschool.com to publicise potential volunteers for officiating. BM has contacted but no response. To follow up.	BM	Ongoing
2017-28. Add a "club contact details" column to the 2018 Draft Calendar	LM	Ongoing

spreadsheet and add this document to the Rally Panel Dropbox for Rally Panel Members to view only – not to be published.		
2017-29. Email CAMS regarding purchase of nswrally domain name including redirection to rallynsw.	JS	December
2017-33. Transfer “East Coast Classic Rally Series” business name from BM to CAMS. Contact Ben Pretty to organise.	JS	Ongoing
2017-38. Rally Panel to appoint checkers and advise CAMS accordingly, with the intention of mentoring. EM emailed CAMS. No reply. JS to speak to Ben Pretty on this matter.	JS	2018
2017-42. Canvas competitors regarding return to capacity classes in line with CAMS. Submission to ARCom required. AC to put something together for JS to discuss with ARCom. To be discussed at face-to-face meeting. Decision made to return to standard CAMS capacity classes, Competition Conditions to be updated and to include a grandfathering clause.	JS	Complete
2017-44. JS to contact chairs of other state rally panels to organise a teleconference.	JS	Ongoing
2018-01. JS to contact Justin Griffin re seeding. APal & JS to meet with him.	JS	ASAP
2018-02. Monthly email update – via MailChimp to all on database. Aim to send this out following each Panel meeting.	AC	Ongoing
2018-03. To contact CAMS re changes to Registration page on CAMS website.	CS	ASAP
2018-04. To call Debbie Quirk re representation at Mitta Mountain Rally	JS	ASAP
2018-05. Contact Leigh Pierce re being Narooma Panel rep.	JS	ASAP
2018-06. Contact CAMS re NSW Checkers to be appointed by Panel	JS	March
2018-07. Contact CAMS, AMSAG and ACT announcing our 2017 Presentation/2018 Launch on 2 Feb	JS	ASAP
2018-08. Update Competition Conditions to recommend UHF radios in cars	JS	ASAP
2018-09. Tim Wilkins to contact potential scrutineers to be added to the RallyNSW Scrutineers list	TW	ASAP
2018-10. To change Competition Conditions for capacity classes to be changed back to be in line with CAMS regs. Grandfathering clause to be included.	JG/JS	ASAP
2018-11. To contact CAMS to issue a press release regarding mandatory introduction of FHR. Talk to Michael Bannon on same issue.	JS	ASAP
2018-12. New panel members to provide bio & pics for ‘Meet the Rally Panel’ page on RallyNSW website	AP,AC,BC, DG	ASAP
2018-13 – To follow up on Junior Development grant to NSSCC	BM	ASAP

## 17. List of Attendees

Panel Member	Meetings attended	Reason for Absence
Andrew Chapman	1/2	6
Bethany Cullen	2/2	
Jim Gleeson	2/2	
David Gray	2/2	
Lui MacLennan	2/2	
Brett Middleton	2/2	
Adriana Pallister	2/2	
Andy Pierce	1/2	8
Carol Sparkes	2/2	
John Sparkes	2/2	
Tim Wilkins	1/2	3

### Legend

1. Absent due to officiating
2. Absent due to club commitment
3. Absent due to work commitment
4. Absent due to urgent commitment
5. Absent due to competition
6. Absent due to personal leave
7. Absent due to National meeting
8. Absent due to illness
9. Absent no apology
10. Absent due to Panel work