

Saturday 2nd February 2019
Face-to-Face

MINUTES

1. Attendees

Present:

John Sparkes (JS) Chair, Brett Middleton (BM) Deputy Chair, Jim Gleeson (JG) Secretary, Carol Sparkes (CS) Treasurer, Bethany Cullen (BC), Dave Gray (DG), Adriana Pallister (APal), Andy Pierce (AP), Bernie Webb (BW)

CAMS Personnel:

Nil

Observers/Visitors:

Lui MacLennan, John McCredie (OHM)

2. Opening / Welcome / Confidentiality

The Chair, John Sparkes, declared the meeting open at 10:00 am and welcomed all attendees.

3. Apologies

Kaylie Newell (KN)

4. Minutes of Previous Meeting

MOTION: "That the NSW Rally Panel accept the Minutes of the Panel Meeting held by teleconference on Wednesday 16th January as being a true and accurate record of the meeting."

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

5. Correspondence

Inbound:

- 10/01/19 – from Trent Price of CAMS regarding Nabcac Rallysprint S1 & S2 course. JS replied.
- 16/01/19 – from John Dimond regarding FHR requirements for Rallysprints. JS replied.
- 18/01/19 – from Kate Catford regarding registration fro NSWRC for co-drivers. BM replied.
- 19/01/19 – from Leigh Hayes regarding broken link for Excel Regulations. BC fixed and replied.
- 21/01/19 – from Michael Stewart regarding likelihood of night running on DRS events. JS replied.
- 22/01/19 – from Darren Mather regarding registrations. Forwarded to CS for reply.
- 22/01/19 – from Owen Polanski with Draft Press Release with respect to ECCRS competitors and Alpine Rally.
- 22/10/19 – from Mark Weatherstone regarding registration for Co-Driver training day. LM replied.
- 23/01/19 – from Steve Blair enquiring about ECCRS registration process. LM replied.

- 25/01/19 – from Ray Baker, offering himself in a mentor role to beginners. Forwarded to JS.
- 27/01/19 – from Matthew O'Brien regarding building a rally car to enter the sport.
- 28/01/19 – from Michael Ridley, enquiring about requirements for DRS events. LM replied.
- 29/01/19 – from Robert O'Toole with Clock Order Form for Nabiac Rallysprint.
- 30/01/19 – from CAMS NSW with notices of State Council & Executive meetings on Saturday 9 February.

Outbound:

- 18/01/19 – from JS to Owen Polanski, CoC Alpine Rally, regarding entry conditions for ECCRS competitors.
- 20/01/19 – from LM to CAMS NSW with December Minutes.
- 23/01/19 – from BM to RallyNSW partners with invitation to Presentation/Launch party.

6. Matters Arising from Previous Minutes

All items discussed.

Date	Item	Responsible	Status
2017	2017-20. Promote Khanacross, codriving and officiating as pathways to rallying.. Set up page on website with details, videos and information. Information collated by AP and almost ready to post on the RallyNSW website.	AP/JS	Ongoing
2017	2017-38. Follow up with CAMS re appropriate training of Checkers, possibly including an online Checkers module based on the existing Checkers Manual. JG allocating checkers to events from the existing list.	JG	Ongoing
4/4	2018-33. Turbo restrictor measuring devices. Prepare drawings of proposed devices for CAMS approval.	JS/AP	Ongoing
6/6	2018-42. Assemble guidelines for checkers on how to write route charts. Liaise with ARCom to include in Checkers Manual. JS has put submission to ARCom.	JS	Ongoing
6/6	2018-43. Request CAMS to allow Panel Chairs voting rights to break a tied vote.	JS	Ongoing
6/6	2018-45. Produce checklist for media requirements etc at Clubman events. This could be included in Rally Organisers' Handbook.	BM/JS/APal/JG	Ongoing
4/8	2018-55. Contact competitor (TC) to gauge interest in East Coast Challenge. Not on agenda at present.	BM/JS	April
3/10	2018-59. Write PR guide/checklist for promotion of rally events. Also to be included in Rally Organisers' Handbook.	BW/BM	February
3/10	2018-60. Revise Entry Form templates to reflect eligibility and	BC/APal	Complete

	series points allocation.. Convey to organisers that all entry forms reflect that all NSW competitors get points. APal to add new entry form template to website.		
16/1	2019-01. Rally NSW Representatives at each Series event. BW to create a document in GoogleDrive for all NSW Rally Panel members to be able to add their names beside each event. PLEASE NOTE: it is preferred that the panel member at the event is not a competitor at the event.	BW/All	ASAP
16/1	2019-03. 2019 Clubman Media Proposal. Media proposal to be created for the CRS/DRS/ORS/HRS events and presented to the panel including the expectations and the expenses that will be covered by the panel.	JS/BM	ASAP
2/02	2019-04. Put together a "Rally Panel for Dummies" document on the GoogleDrive.	JG	ASAP
2/02	2019-05. Put together a Presentation checklist document on GoogleDrive.	LM	Ongoing
2/02	2019-06. Media profile templates to be determined.	BC/APal	ASAP
2/02	2019-07. All members to update their details for Meet the Rally Panel page on website	KN	ASAP
2/02	2019-08. Sponsor decal and entry discount requirements to be reiterated to interstate and NSW organisers.	BW	ASAP
2/02	2019-09. Update registration form on CAMS website with address and whether driver or co-driver.	CS	ASAP
2/02	2019-10. Single entry form/documentation harvest. DQ to contact competitors.	APal/BW	ASAP
2/02	2019-11. Fast Track documentation project. Inform NSW State Executive of decision of NSW Rally Panel to collect personal data.	JS	ASAP
2/02	2019-12. Update Supp Regs templates	BW/JG	ASAP
2/02	2019-13. Contact event organisers to alert them of changes in Supp Regs.	BW/JS	ASAP
2/02	2019-14. Respond to offer of mentoring.	BC	February
2/02	2019-15. Contact Chrissport regarding results service for all NSW series events.	BW	February
2/02	2019-16. List all NSW & ACT events on website in date order.	APal	February
2/02	2019-17. Investigate mobile phone as central point of contact and for SMS	BM	February

7. Reports

- ARCom Report – Summary of 7 November 2018 meeting
<http://docs.cams.com.au/Minutes/Commissions/ARCOM%20Minutes/2018/ARCOM%202018%20Meeting%20Summary%20-%205%20-%207%20Nov%20-%20Level%202.pdf>
Next meeting 2019 TBA.
- NSW/ACT State Council Minutes from 25 August 2018
http://docs.cams.com.au/Minutes/State%20Councils/NSW%20and%20ACT/20180825_SC%20Minutes_Confirmed.pdf
Next meeting 13 October. Minutes not yet available.
- NSW/ACT State Council Executive Minutes from 25 August 2018
http://docs.cams.com.au/Minutes/State%20Councils/NSW%20and%20ACT/20180825_NSWSCE%20Minutes_Confirmed.pdf
Next meetings 5 December & 9 February. Minutes not yet available.

8. Finance Report

The Treasurer reported that there has been no financial report from CAMS since that presented at the January meeting which was to the end of December 2018. BM/JS/CS to work on budget for 2019. BM presented partner commitments for 2109.

9. Decisions made by email vote between meetings

- Nil

10. Past Events

- Nil

11. Coming Events

- 02/02/19 – 2018 Presentation and 2019 Season Launch.
- 10/02/19 – Nabc Rallysprint. Rd 1 RSS. Entry numbers poor at this stage. APal in contact with CoC.
- 02/03/19 – Mitta Mountain Rally. Rd 1 NSWRC, Rd 1 ECCRS. Good strong entry list at this stage.
- 09/03/19 – Hastings Rallysprint. Rd 2 RSS.
- 30/03/19 – Mini'Dulla. Rd 1 CRS, DRS, ORS & HRS. Event Secretary required.

12. Registrations

Report from Debbie Quirk (DQ): Contact with competitors has been beneficial. Team profiles are being generated in a fillable pdf and will be web-based (similar to Targa) for ease of communication with sponsors & event organisers. DQ has created documents for all event key officials and rally panel members. APal and DQ to co-ordinate mobile lists for BM to distribute SMSs. Would like address information and whether a driver or co-driver added to registration form.

Series	February 2019	December 2018	December 2017	December 2016
NSWRC	27	88	67	97
ECCRS	16	81	N/A	N/A

CRS/DRS/ORS	14	96	102	111
HRS	1	11	20	12
RSS	17	82	66	118
Total Registrations	44 individuals, 75 total	203 individuals, 358 total	160 individuals, 233 total	212 individuals, 368 total (incl 29 PRS)

13. General Business

- Panel organisation/tasks for 2019. JS tabled potential responsibilities for the panel, to which there were minor alterations.
- Rally Australia proposal for NSWRC
- Rally results service
- Video coverage for NSWRC and CRS/DRS/ORS/HRS
- Production of regular news stories in 2019
- Fast Track Documentation – collection of personal data by NSWRP. Not considered appropriate to gather civil licence numbers and DoB to share with others without considerable safeguards. Greater simplicity for event secretaries to fast track competitors at Documentation. Two panel members only to be responsible for sighting personal data. Database would flag licence expiries.
- Update Supp Regs templates.
- Website contact form generating spam. No action to be taken.
- Ray Baker's offer as a mentor. BS to follow up.
- Navigation Assemblies – NSW STB4. LM to email JS with details for tabling at State Executive.
- Items to raise with ARCom – no change. JS to follow up.
- Proposed inclusion of Rally Australia in NSWRC for 2019. Panel considers that at this stage, it is not appropriate to include Rally Australia in the 2019 NSWRC.
- Alpine Rally. Agreement is in place regarding Conditions and thirty five priority entries.
- RallyNSW reps for each event. Document to be placed on GoogleDrive and panel members respond.
- Website – list of events and documentation. List all events on website in date order.
- SMS contact at present is sent from a panel member's phone. Suggested that a dedicated phone for this purpose.
- Rally NSW Media to include more promotion of series and event partners.

14. Close and Next Meeting

There being no further business, the Chairman closed the meeting at 2:42 pm.

Next Teleconference: Wednesday 6th March at 7:30 pm.

Next Face-to-Face meeting: August TBA.

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 <https://www.rallynsw.com.au>

16. Record of Attendees

Panel Member	Meetings attended	Reason for Absence
Bethany Cullen	2/2	
Jim Gleeson	1/2	5
David Gray	2/2	
Brett Middleton	2/2	
Kaylie Newell	1/2	7
Adriana Pallister	2/2	
Andy Pierce	2/2	
Carol Sparkes	2/2	
John Sparkes	2/2	
Bernie Webb	2/2	

Legend

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

I have sighted these minutes and declare they are a true and accurate record of the meeting:

CHAIRMAN: *John D. Sparkes*

DATE: *6 March 2019*