

WARA Committee Meeting

7pm, Tuesday 10 August 2021

Online Zoom meeting



Western Australian Rogaining Association (Inc.)

PO Box 1201
SUBIACO WA 6904

Minutes

1. WELCOME AND OPENING OF MEETING

The meeting opened at 7.08 pm

Attendees – Owen Horton, Peter Trenaman, Janice Johnston, Mark Jones, Peter Mann, Elena Ghergori, Elena Dinu,

A quorum was achieved.

2. APOLOGIES

Christine Jenkins, Ann Smithson

3. CONFLICT OF INTEREST

None noted.

4. CONFIRMATION OF MEETING MINUTES 8 June 2021

Motion: The Committee Meeting Minutes 2021-4 were confirmed as true and accurate records.

Moved: PT Seconded: OH Vote: Carried

5. INWARD AND OUTWARD CORRESPONDENCE

The incoming email correspondence register was noted. There was no outgoing correspondence.

6. REPORTS

Item	Title	Description / Notes / Action
6.1	President's Report	Volunteer credits – see section 8.1 Continued liaison with DLGSC and airforce cadets Reviewed event checklist for August rogaine Hash lights upgrade – granted approval to proceed – see Section 9, item 24/21
6.2	Vice President's Report	August Rogaine Approvals: See Section 7 ARA AGM – attended Zoom meeting – see Section 10.1 for summary School Champs Rules: See Section 9, item 20/21
6.3	Secretary's Report	No action. Secretary unavailable to attend meeting
6.4	Treasurer's Report	See attached report
6.5	Volunteer Coordinator Report	Numbers for August event generally OK – a couple short in Admin but Hash close to full

Item	Title	Description / Notes / Action
6.6	Locations Officer Report	Working on approvals for Feb 22 Paddlegain Held discussions with DPAW regarding what to do if we have another case of significant unapproved activities on event map (such as the Bush Duff that was at the last event). For State forest and unmanned national parks, one ranger will cover 8 parks. They are also single so unlikely to want to approach large gatherings. Best approach in the case of large parties/shooters is to advise local police
6.7	Training Officer Report	A setting and vetting seminar at John Forrest National Park is proposed for 10th September 2021. Preparations are ongoing. 4 expressions of interest have been received to date. Need to advertise at the next event. Need to source replacement controls for training controls, which are falling apart.
6.8	Event Coordinator Report	Tony Scalzo has submitted event status spreadsheet – all tasks on schedule

7. UPCOMING EVENTS

Event	Description / Notes / Action
<u>Not for publication</u>	

8. PROJECT LIST

Item	Title	Description / Notes / Action
8.1	Volunteer Credits	Background: In 2017 the committee committed to rewarding volunteers with a free event entry. Whilst there has been little publicity on this, the commitment stands and is considered cumulative. To date a system has yet to be developed to enable this to be implemented. Current Status: PT has developed an access database which holds the volunteers from each event. The Pebbles database report can be loaded after an event and matched with the volunteer list. Then credits can be assigned and a report generated for the treasurer

Item	Title	Description / Notes / Action
		<p>indicating who is to get their event fees refunded. The process matches the oldest credit with the current event (no allowance for difference in entry fees between volunteered event and refund event). To be implemented after the August event and refunds calculated for all volunteers this year</p> <p>Action: PT to generate approved credit list and ED to implement refunds</p>
8.2	Microsoft OneDrive	<p>Background: In 2020 a Microsoft OneDrive account was set up for WARA, to provide a common repository for WARA common email addresses and to provide a common data storage area so that information is not lost when personnel move on. The data storage is also to replace the current DropBox account</p> <p>Current Status:</p> <ul style="list-style-type: none"> PT has provided all committee members with access except PM <p>Action: PT to provide all PM with access to OneDrive and make sure everyone can see the files they need.</p> <p>Action: OH to trial sending event results via onedrive rather than Dropbox</p>
8.3	Electronic Tagging	<p>Background: the current electronic tagging system was introduced around 2015 and works on the principle of having the intelligent device at each control and competitor tags recording details from those devices. It is a WA-developed system that is different to NavLight, used by the rest of Australia. Issues that exist include competitors losing wrist tags and the Field Control Units (FCUs) losing power before/during events – this appears to be due to the lithium batteries having to be soldered to the unit and this process promotes leakage.</p> <p>PT believes that the system should be changed so that the intelligence in with the competitors and the dumb component on the tree (meaning the cost is minimal if it is left in the field. This can be done through the use of a smartphone app that locks out access to the GPS whilst the app is active. This has huge potential worldwide but has the drawback of requiring each competitor to carry a high value phone in the field in cold/wet conditions. It also has phone battery power issues.</p> <p>Current Status: PT is having general discussions with the manufacturers of the FCUs to look at options.</p>
8.4	Replacement Membership Database/entry system	<p>Background: the current data entry system was written by Gerard Massam around 2010. Whilst it is working well and has no issues, it is written in Joomla and finding someone to maintain it is GM is not available could be difficult. The current membership database is not actually a database: a new database is built for each event and historical data requires multiple databases to be combined.</p> <p>WARA requires a proper membership database to be compliant with DLGSC requirements and it would be useful if the event entry process was integrated. This may also help with the volunteer credits system.</p> <p>Current Status: not started.</p> <p>See comments in Section 10.1</p> <p>Action: OH to follow up with AM. PT suggested assessing QRA system</p>
8.5	2024 ARC	<p>Background: WARA will be running the 2024 Australian Rogaining Championships. Date need to be advised to ARA 2 years before the event.</p>

9. BUSINESS ARISING FROM ACTION LIST

Action number	Description / Notes / Action
24/21	CL/IJ to assess LED lighting options <i>Replacement with LEDs costs at \$100. PT gave approval to proceed with purchase</i>
23/21	PT to provide all committee members with access to OneDrive and make sure everyone can see the files they need. <i>Completed except for PM</i>
22/21	JJ to modify instructions to hash house volunteers to include all Covid-related requirements <i>Redundant now Covid restrictions have been eased</i>
21/21	PM to assess cloth tag labelling and fitting options <i>Alternate supplier found and 500 tags purchased for trial. Turned out to be 19 mm wide, not 16 mm so too wide for tags. Bands to be cut down so they can be tested at August rogaine</i>
20/21	OH to write up Schools Champs Rules <i>Rule written up and reviewed at meeting. MJ highlighted a potential inconsistency – OH to continue to review and update for next meeting</i>
9/21	JJ to order what is required to complete outstanding awards from last year, and for 2021 <i>Done</i>
12/21	OH/PT to develop ad to place in Facebook for someone to look at membership database options <i>See Section 10.1</i>
2/21	PT to approach two members to become Member Protection Officers for 2021. <i>Two members have been approached but declined to accept nomination. PT to progress alternate personnel</i>
47/20	PT to check the wording of the waiver with a lawyer, and implement the waiver for WARA activities and events. <i>Redundant – see Section 10.1</i>

10. OTHER BUSINESS

Item	Title	Description / Notes / Action
10.1	ARA AGM	<ul style="list-style-type: none"> • Capitation was voted to be \$1.00 per competitor, and waived for the current year as ARA has sufficient funds • Volunteers Injury Insurance – taken out for second half of 2021. Fee comes to around \$3.50 per volunteer (\$1.00 per competitor) (budgeted for 1600 volunteers, compared with 6000 members) – designed to cover injury to volunteers at events. Assessed as being of limited value to competitors >75 years old and no value for >85 years old. Also limited for those on medication for mental issues • Liability – a lot of discussion as to when people signed the liability forms. There was a suggestion that it should be before you enter an event (most states collect forms on registration) but there is an issue that one person

enters for a team Mike Aylott has requested a copy of each state's form so he can produce a "best practise" version with help from the broker

Action PT to advise Mike Aylott that WA does not currently have a liability form

- Australasian champs – to be in NZ Jan 2022, if travel is permitted. If not, it will be at the Oz champs in Vic (Oct 2022)
- Oz Champs to be in WA in 2024. Technical regs require the date to be advised 2 years in advance (i.e., we have to pick the date and have an idea as to location by this time next year)

Action OH to set up a task under Section 8 Project List for 2024 Oz Champs

- Changes to age classifications – it has been suggested previously that the age classifications be based on the year they turn an age, rather than the actual birth date. This would negate the requirement to store birth dates (privacy issue). No progress has been made on this at an international level.
- Wrist bands – the comment was made that the wrist bands used at the last Oz champs were "pretty good". Cloth bands are preferred but difficult to set up. Other clubs are also having issues with paper bands.

Action OH to follow up with SARA re what bands they used

- At the last AGM David Baldwin suggested using 2 punches per control at Oz Champs to mitigate against risk of failure. This was written up and presented as a technical regulation change, to apply to Oz champs only. Key aspects of the rule were
 - The electronic scoring system must be approved by the ARA
 - At least 2 electronic punches must be provided

This would be a major issue for WARA as we do not have sufficient punches to put two per control, and there is no guarantee the ARA would "approve" WA's system

OH proposed that the wording be changed to "should be provided". NSW (Michael Watts) was also unconvinced about needing 2 controls – they have had a number of failures of their navlight control.

At the end it was decided to take the discussion offline and not vote on it.

- Entry System – Paul Guard pushed the Qld system – it has been taken up by several other states, including ACT. Apparently David Baldwin has been giving it a good testing and a number of bugs have been fixed. See Action item 12/21 re previous investigations. SARA have a separate system that they commissioned.

Action: OH to follow up with Andre Morkel re revisiting the QLD system. Also looking at SARA system

- Safety Equipment checks – there was a lot of discussion regarding what states do with respect to checking mandatory equipment. No one does a final check on entry to the starting gate, other than at world champs. Some states do ask teams to show their equipment at registration at each event.

Action: regular equipment checks to be implemented along with waiver, when developed – anticipate start of 2022

		<i>Action: OH will undertake a trial after the next event to see if the "missing punch" problem can be duplicated</i>
10.3	IIP funding	<p>Notification has been received that WARA has been approved funding (\$25,000) through the Industry Investment Program (IIP) in 2021/22.</p> <p><i>Action PT to complete organisation Contact & Details form by 20/03</i></p> <p>all state sporting associations are required to be meeting the DLGSC Women in Leadership targets of 50% representation by 30 June 2022. WARA has meet this target for the past 2 years</p>

11. DATE OF NEXT MEETING

The next meeting will take place on 5 October 2021, 7 pm at 2/103 Campbell Street Belmont.

12. MEETING CLOSURE

The meeting closed at 9:05 pm.

On behalf of WA Rogaining Association, signed as a true and accurate record by:

Name:

Position: President

Date:

8/10/21

Name:

Position: Vice President

Date:

1/10/21

Western Australian Rogaining Association Inc
Profit and Loss by Donor

1 January - 22 August, 2021

	2021 Events	1 USD Rogaine 20 February 2021	2 6hr Rogaine 27 March 2021	3 Autumn 12 Hr 22 May 2021	4 Dryandra Training Weekend 28 May 2021	5 Winter 24 hour 19 June 2021	6 Spring 24 Hour 21 August 2021	Total 2021 Events	Not Specified	TOTAL
Income										
Bank Interest								\$ -	\$ 77	\$ 77
Event Income								\$ -		\$ -
Compass Hire		\$ 5		\$ 10		\$ 25		\$ 40		\$ 40
Event Fees		\$ 4,453	\$ 6,371	\$ 10,067		\$ 15,111	\$ 8,933	\$ 44,935	\$ 524	\$ 45,459
Extra People				\$ 200		\$ 360		\$ 560		\$ 560
Late Fees						\$ 40		\$ 40		\$ 40
Refunds		-\$ 125		-\$ 230		-\$ 180		-\$ 535		-\$ 535
Total Event Income	\$ -	\$ 4,333	\$ 6,371	\$ 10,047	\$ -	\$ 15,356	\$ 8,933	\$ 45,040	\$ 524	\$ 45,564
Government Funding								\$ -	\$ 25,000	\$ 25,000
Miscellaneous Income						\$ 2		\$ 2	\$ 10	\$ 12
Sales of Product Income						\$ 60		\$ 60		\$ 60
Total Income	\$ -	\$ 4,333	\$ 6,371	\$ 10,047	\$ -	\$ 15,418	\$ 8,933	\$ 45,102	\$ 25,611	\$ 70,713
Cost of Sales										
Shop Purchases								\$ -	\$ 374	\$ 374
Total Cost of Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 374	\$ 374
Gross Profit	\$ -	\$ 4,333	\$ 6,371	\$ 10,047	\$ -	\$ 15,418	\$ 8,933	\$ 45,102	\$ 25,237	\$ 70,339
Expenses										
Awards	\$ 407							\$ 407	\$ 1,595	\$ 2,002
Bank Charges								\$ -		\$ -
PayPal fees						\$ 55		\$ 55	\$ 1,186	\$ 1,241
Total Bank Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55	\$ -	\$ 55	\$ 1,186	\$ 1,241
Equipment								\$ -		\$ -
Computer & electronic								\$ -		\$ -
Repair & maint								\$ -	\$ 4,414	\$ 4,414
Total Computer & electronic	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,414	\$ 4,414
Electronic Punching	\$ 117							\$ 117		\$ 117
General maintenance	\$ 42							\$ 42	\$ 740	\$ 783
Total Equipment	\$ 159	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 159	\$ 5,154	\$ 5,314
Event Equipment								\$ -	\$ 308	\$ 308
Event Expenses				\$ 50				\$ 50		\$ 50
Event Equipment Hire		\$ 578	\$ 138	\$ 778		\$ 771		\$ 2,265		\$ 2,265
Event food and drinks		\$ 1,543	\$ 504	\$ 4,689	\$ 579	\$ 5,823		\$ 13,137		\$ 13,137
Event other expenses					\$ 14	\$ 23		\$ 37		\$ 37
Consumables (gas, fuel, etc)		\$ 352		\$ 320		\$ 411		\$ 1,084	\$ 367	\$ 1,452
Total Event other expenses	\$ -	\$ 352	\$ -	\$ 320	\$ 14	\$ 435	\$ -	\$ 1,122	\$ 367	\$ 1,489
Event Toilet Hire		\$ 2,350	\$ 900	\$ 2,610		\$ 1,851		\$ 7,712		\$ 7,712
Setters & vettors expenses								\$ -		\$ -
Expenses		\$ 60				\$ 199		\$ 259		\$ 259
Travel		\$ 200						\$ 200		\$ 200
Total Setters & vettors expenses	\$ -	\$ 260	\$ -	\$ -	\$ -	\$ 199	\$ -	\$ 459	\$ -	\$ 459
Total Event Expenses	\$ -	\$ 5,084	\$ 1,542	\$ 8,447	\$ 593	\$ 9,079	\$ -	\$ 24,745	\$ 367	\$ 25,112
General Admin Costs								\$ -		\$ -
PO box rental								\$ -	\$ 136	\$ 136
Printing, Postage & Stationery								\$ -	\$ 31	\$ 31
Subscriptions								\$ -	\$ 708	\$ 708
Sundry								\$ -	\$ 677	\$ 677
Total General Admin Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,552	\$ 1,552
Map production								\$ -		\$ -
Map printing	\$ 303	\$ 242	\$ 396	\$ 355		\$ 430		\$ 1,725		\$ 1,873
Total Map production	\$ 303	\$ 242	\$ 396	\$ 355	\$ -	\$ 430	\$ -	\$ 1,725	\$ -	\$ 1,873
Training					\$ 3,865			\$ 3,865		\$ 3,865
Volunteer Credits claimed								\$ -	\$ 100	\$ 100
Total Expenses	\$ 869	\$ 5,326	\$ 1,938	\$ 8,802	\$ 4,458	\$ 9,564	\$ -	\$ 30,956	\$ 10,262	\$ 41,367
Net Earnings	-\$ 869	-\$ 993	\$ 4,433	\$ 1,245	-\$ 4,458	\$ 5,854	\$ 8,933	\$ 14,146	\$ 14,974	\$ 28,971