

Gascoyne Off Road Racing Club Inc

Minutes

Issue	Action	Class.	Who	When	Comments
1. Meeting date & time	8 April 2010 @ 6pm				
2. Venue:	Port Hotel – Robinson Street Carnarvon				
3. Board Members	Ted Schultz –Chairperson (TS) Paul Kelly – Vice Chairperson (PK) Treasurer – vacant Secretary – Deb Cowan (DC) Committee Brett Renton (BR) Robert Smith (RS) David Kearney (DK) Shane Bryan (SB)				
4. Chair :	Ted Schultz				
5. Meeting opened	6.00pm				
6. Present	TS, PK, DC, RS, SB, DK Absent BR				
7. Apologies	Nil				
8. Purpose of meeting	The purpose of this meeting is Board of Management induction and approval of new policies and review/renewal of existing policies	P			.

This document Classification is Public and if published for Public distribution the Restricted and Internal information is to be removed

Classification (Class.) Codes (as per Information Classification Policy)

R – Restricted

I – Internal

P - Public

Gascoyne Off Road Racing Club Inc – Board Meeting Document

<p>a. Information Classification Policy</p>	<p>PK tables existing policy for discussion and acceptance Motion to approve review of policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: DK For: All Against: Nil Passed: Yes Discussion outcome:</p> <p>Paul referred to the Information Classification Policy i.e. some information discussed is restricted only to the Board members (confidential or commercial issues). This policy covers the classification of information discussed within the Board meetings.</p> <p>TS suggested all members should have access to the minutes from Board meetings. This point was raised by Kevin Renton during AGM.</p> <p>Restricted and internal items should be blacked out. From time to time there may be sensitive issues (confidential or commercial issues) that should not be published in the public domain. Minutes should be put into PDF so they cannot be changed. The minutes can then be placed on the website or emailed to</p>	<p>P</p>			
--	--	----------	--	--	--

This document Classification is Public and if published for Public distribution the Restricted and Internal information is to be removed

Classification (Class.) Codes (as per Information Classification Policy)

R – Restricted

I – Internal

P - Public

Gascoyne Off Road Racing Club Inc – Board Meeting Document

	members. Preference is publishing to website and mention in regular E-newsletter				
Board Operational Policies					
b. Board Member Induction Policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: DK For: All Against: Nil Passed: Yes	P			
c. Board Member contract	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: RS For: All Against: Nil Passed: Yes All attending Board Members read and signed the Contract (TS, PK, DC, RS, SB, DK). Copies of signed contract to be provided to each board member and a replacement specimen contract for their policy file.	P			
			DC	15/4	Copy contract
			DC	15/4	Provide me specimen contract

This document Classification is Public and if published for Public distribution the Restricted and Internal information is to be removed

Classification (Class.) Codes (as per Information Classification Policy)

R – Restricted

I – Internal

P - Public

Gascoyne Off Road Racing Club Inc – Board Meeting Document

<p>d. Attendance Policy</p>	<p>PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: DK For: All Against: Nil Passed: Yes</p>	<p>P</p>			
<p>e. Board Confidentiality Policy</p>	<p>PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: DK For: All Against: Nil Passed: Yes</p>	<p>P</p>			
<p>f. Description of Board Duties Policy</p>	<p>PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: DC For: All Against: Nil Passed: Yes</p> <p>All board members to read this policy before the next meeting so we can</p>	<p>P</p>	<p>ALL</p>	<p>15/4</p>	<p>Read document in preparation for discussion</p>

This document Classification is Public and if published for Public distribution the Restricted and Internal information is to be removed

Classification (Class.) Codes (as per Information Classification Policy)

R – Restricted

I – Internal

P - Public

Gascoyne Off Road Racing Club Inc – Board Meeting Document

	discuss in more detail whether the GORRC is a small or large business, and discuss the policy in more detail.				
g. Conflict of Interest Policy and Checklist	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: BS For: All Against: Nil Passed: Yes	P			
h. Committees Policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: BS For: All Against: Nil Passed: Yes	P			
i. Transparency & Accountability Policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: DK For: All Against: Nil Passed: Yes	P			

This document Classification is Public and if published for Public distribution the Restricted and Internal information is to be removed

Classification (Class.) Codes (as per Information Classification Policy)

R – Restricted

I – Internal

P - Public

Gascoyne Off Road Racing Club Inc – Board Meeting Document

j. Board Recruitment Policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: DK For: All Against: Nil Passed: Yes	P			
Governance Policies					
k. Governance Policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: DK For: All Against: Nil Passed: Yes	P			
l. Conduct of meetings policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: DK For: All Against: Nil Passed: Yes	P			
m. Crisis Report Policy	PK tables new policy for discussion and acceptance	P			

This document Classification is Public and if published for Public distribution the Restricted and Internal information is to be removed

Classification (Class.) Codes (as per Information Classification Policy)

R – Restricted

I – Internal

P - Public

Gascoyne Off Road Racing Club Inc – Board Meeting Document

	Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: DC For: All Against: Nil Passed: Yes				
Financial Management Policies					
n. Budget Planning Policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: PK For: All Against: Nil Passed: Yes	P			
o. Fundraising Policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: For: Against: Passed:	I			To be amended to ensure the policy stipulates acknowledgement of sponsors/donations, etc. To be carried over and discussed after amendments are made.
p. Board's Fundraising Policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010	I			To be amended to ensure the policy stipulates acknowledgement of

This document Classification is Public and if published for Public distribution the Restricted and Internal information is to be removed

Classification (Class.) Codes (as per Information Classification Policy)

R – Restricted

I – Internal

P - Public

Gascoyne Off Road Racing Club Inc – Board Meeting Document

	with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: For: Against: Passed:				sponsors/donations, etc. To be carried over and discussed after amendments are made.
q. Investment Policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: DK For: All Against: Nil Passed: Yes	P			
r. Sponsorship Policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: For: Against: Passed:	I			To be amended to ensure the policy stipulates acknowledgement of sponsors/donations, etc. To be carried over and discussed after amendments are made.
Financial Control Policies					
s. Authority to sign cheques	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare	P			

This document Classification is Public and if published for Public distribution the Restricted and Internal information is to be removed

Classification (Class.) Codes (as per Information Classification Policy)

R – Restricted

I – Internal

P - Public

Gascoyne Off Road Racing Club Inc – Board Meeting Document

	document PUBLIC in terms of Document Classification Policy: Second: TS For: All Against: Nil Passed: Yes				
t. Reimbursement of expenses	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: RS For: All Against: Nil Passed: Yes	P			
u. Credit Card Policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: DK For: All Against: Nil Passed: Yes	P			
v. Fraud Risk Management Policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: DK	P			

This document Classification is Public and if published for Public distribution the Restricted and Internal information is to be removed

Classification (Class.) Codes (as per Information Classification Policy)

R – Restricted

I – Internal

P - Public

Gascoyne Off Road Racing Club Inc – Board Meeting Document

	For: All Against: Nil Passed: Yes				
w. Personal use of Vehicles & Equipment Policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: RS For: All Against: Nil Passed: Yes	P			
x. Use of Facilities & Equipment Policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: RS For: All Against: Nil Passed: Yes	P			
Values Policies					
y. Code of Ethics	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: DC For: All Against: Nil	P			

This document Classification is Public and if published for Public distribution the Restricted and Internal information is to be removed

Classification (Class.) Codes (as per Information Classification Policy)

R – Restricted

I – Internal

P - Public

Gascoyne Off Road Racing Club Inc – Board Meeting Document

	Passed: Yes				
z. Environmental Policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: DC For: All Against: Nil Passed: Yes	P			
Other Policies					
aa. Legislative Compliance Policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: TS For: All Against: Nil Passed: Yes	P			
bb. Dispute Resolution Policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: DK For: All Against: Nil Passed: Yes	P			

This document Classification is Public and if published for Public distribution the Restricted and Internal information is to be removed

Classification (Class.) Codes (as per Information Classification Policy)

R – Restricted

I – Internal

P - Public

Gascoyne Off Road Racing Club Inc – Board Meeting Document

cc. Privacy Policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: TS For: All Against: Nil Passed: Yes	P			
dd. Professional Appearance Policy	PK tables existing policy for review and approval (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: DC For: All Against: Nil Passed: Yes	P			
ee. Buy Local Policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: DK For: All Against: Nil Passed: Yes	P			
9. Other Policies					
a. Risk Management Policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare	P			

This document Classification is Public and if published for Public distribution the Restricted and Internal information is to be removed

Classification (Class.) Codes (as per Information Classification Policy)

R – Restricted

I – Internal

P - Public

Gascoyne Off Road Racing Club Inc – Board Meeting Document

	document PUBLIC in terms of Document Classification Policy: Second: DK For: All Against: Nil Passed: Yes				
b. Member Protection Policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: DK For: All Against: Nil Passed: Yes	P			
c. Communications Policy	PK tables new policy for discussion and acceptance Motion to approve policy (date 08/04/2010 with next review 08/04/2012)and declare document PUBLIC in terms of Document Classification Policy: Second: DK For: All Against: Nil Passed: Yes	P			
10.Human Resources Policies	PK recommends that this policy be reviewed by Volunteer Management Team of Deb Cowan, Cathy Bird and Paul Kelly and their recommendation to accept be endorsed by the Board. Motion: PK Second: DK	P			

This document Classification is Public and if published for Public distribution the Restricted and Internal information is to be removed

Classification (Class.) Codes (as per Information Classification Policy)

R – Restricted

I – Internal

P - Public

Gascoyne Off Road Racing Club Inc – Board Meeting Document

	For: All Against: Nil Passed: Yes				
11.Next Meeting	15/4/2010 6pm Port Hotel.				
12.Meeting Closed	7.28pm				

This document Classification is Public and if published for Public distribution the Restricted and Internal information is to be removed

Classification (Class.) Codes (as per Information Classification Policy)

R – Restricted

I – Internal

P - Public