

	MEETING	Yachting Australia Federal Assembly Discussion Forum
	DATE	Friday 10 October
	TIME	12.30 – 16.00
	VENUE	Royal Sydney Yacht Squadron – Kirribilli Room
	AGENDA	MINUTE
A	ATTENDANCE AND APOLOGIES	
	<p>Graeme Ainley President, Chair John Allanson John Flower David Kellett Andrew Plympton Wally Rantanen</p> <p>Phil Jones CEO Kathryn Adams Recording Secretary Michael Brierley Commercial Manager Susan Thompson HPU Manager</p> <p>Malcolm Levy YANSW Delegate Andrew Hamilton YANSW Observer Lyndsay Brown YANSW Observer Nick Hutton TYA Delegate Bob Silberberg TYA Observer Peter Merritt YV Delegate Dianna Liptrot YV Observer Rupert Leslie YAWA Delegate Tony Claydon YAWA Observer Alan Walters YSA Delegate John Woollatt YSA Observer Bob Heywood YSA Observer Chris White QYA Delegate Bruce Chapman QYA Observer Gary Martin NTYA Delegate Don McMichael YAACCT Delegate</p>	

		<p>Apologies: Campbell Rose Rob Tranent David Tillett</p> <p style="text-align: right;">ISAF Council</p>	
1. MINUTES OF THE LAST MEETING			
		To receive the minutes of the Federal Assembly Discussion Forum meeting held on 20 July 2003 at Royal Melbourne Yacht Squadron - attached.	The Minutes of the Federal Assembly Discussion Forum held on 20 July 2003 at the Royal Melbourne Yacht Squadron were taken as a true and correct record. The acceptance of the minutes was moved by the President of TYA and seconded by the President of YV.
2. MATTERS ARISING			
		To consider any matters arising not otherwise dealt with in the agenda.	There was no other business arising not dealt with in the agenda.
3. HIGH PERFORMANCE PROGRAM 2005-09			
		To receive a presentation on the plan and discuss the roles and responsibilities of MYAs.	The High Performance Manager, Susan Thompson and the Head Coach, Victor Kovalenko presented the High Performance Plan for 2005-09 covering the roles and responsibilities of Yachting Australia and MYAs. It was agreed that the final document would be circulated to all MYAs for comment.
4. STRATEGIC PLANNING			
	(a)	Following the e-mail from the President dated 14 September, to note the feedback provided by MYAs on the process for the development of the Strategic Plan.	Board Member Andrew Plympton discussed the need for Yachting Australia and the MYAs to work together to ensure for the success and future well being of the sport over the next five years and beyond. The goals of the organisation as a whole needed to be clearly articulated in the Strategic Plan for 2005-09.
	(b)	To discuss the paper prepared following a meeting of the Yachting Australia Management Team outlining the factors likely to effect sailing in the medium to long term – to follow.	<p>The Federal Assembly agreed that in order to develop the Strategic Plan a Working Group should be formed. The Working Group was to collate the strategic issues from each MYA and then report back to the Federal Assembly at the next meeting.</p> <p>It was agreed that the Working Group would consist of:</p> <ul style="list-style-type: none"> - Andrew Plympton and Wally Rantanen (Yachting Australia Board) - Rupert Leslie (to work with Allan Walters) - Malcolm Levy (to work with Don McMichael) - Peter Merritt (to work with Nick Hutton) - Chris White (to work with Gary Martin)

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		<p>This Working Group should determine others that might be consulted or included and whether or not the club representatives should also be included.</p> <p>As the Strategic Plan was to be completed by May 2004, the Working Group was requested to develop terms of reference and a timeline for the development of the Plan. The draft Plan was to be available to the Federal Assembly at the next meeting which would be held in March 2004.</p>
5. MEMBERSHIP		
	(a)	<p>To note progress regarding the national census of yacht club membership agreed at the last Federal Assembly Discussion Forum.</p> <p>The CEO outlined the process which Alan Tough had developed in WA to capture detailed information on Yacht Club membership. CDs with templates for lodging information for each MYA were circulated.</p> <p>It was noted that Alan Tough had found it necessary to visit each club personally to receive the required information. It was agreed the CEO should circulate the sample correspondence provided by Alan Tough.</p> <p>As the majority of MYAs are not in a position to have someone approach each club within a State personally, it is suggested that the State Development Officers might gather club membership information when contacting clubs in regard to the OnBoard Program.</p> <p>The Federal Assembly agreed that the information concerned was essential to the planning process. All present committed to renew efforts to capture the necessary information.</p>
	(b)	<p>To consider a paper from Yachting Queensland suggesting changes to the National Membership Scheme – attached.</p> <p>It was agreed that the paper from Yachting Queensland become an issue for the Strategic Plan Working Group. Please refer to Item 4 above.</p>
6. INSURANCE & RISK MANAGEMENT		
	(a)	<p>To note that Yachting Australia is in discussion with the Australian Sports Commission regarding the development of a Risk Management Pilot Program for use by clubs.</p> <p>The Federal Assembly agreed that identifying risk and managing risk is different for every club. It was recommended that the top 10 or 20 issues that surround an entity should be identified.</p> <p>The Federal Assembly agreed that the new issues developed by the ASC Risk Management Pilot Program could be incorporated into current risk management documents.</p>

	(b)	To discuss the support for a Marine Personal Third Party Liability product for individuals and the basis on which it should be offered.	The Federal Assembly were concerned about the expense of a compulsory Marine Personal Third Party Liability product and suggested the option of having it available as a product that could be purchased voluntarily.
7. MEMBER PROTECTION POLICY			
		To receive comments on the draft Member Protection Policy provided to MYAs in July 2003.	<p>It was agreed that the Yachting Australia office should develop an appropriate Member Protection Policy (MPP) and standard clauses for adoption in both Club and MYA Constitutions and in membership application forms which would allow each entity to adopt the MPP or otherwise.</p> <p>It was agreed that, if possible, a single MPP should be written which complied with all State and Territory legislation. It was noted that some location variations, whilst not desirable, may be unavoidable.</p>
8. INFORMATION TECHNOLOGY			
		To receive a presentation on the latest functionality of the Yachting Australia IT system.	The Commercial Manager, Michael Brierley presented the latest functionality of the Yachting Australia IT system – MyClub, MySailor and MyCentre
9. ANY OTHER BUSINESS			
			<p>Executive Officers Meeting – Andrew Hamilton reported on issues discussed: sexual discrimination issues; contractual arrangements with third parties; Training Agreements and control; National Try Sailing Day November 2004; MySite roll out; Brand collateral.</p> <p>Team Racing – Nick Hutton reported on a Tasmanian University Team Racing Event. In regard to affiliation of university clubs Nick Hutton, Don McMichael and John Flower to discuss.</p> <p>National Safety Committee – It is requested that the CEO advise the Federal Assembly on the progress of this Committee.</p> <p>Disability Action Plan – It is requested that the CEO advise the Federal Assembly on the progress of this Plan.</p>

10. NEXT MEETING			
			The next meeting of the Federal Assembly will take place in late March 2004. This date along with other meeting dates for 2004 will be advised and confirmed.
11. CLOSE OF MEETING			
			The meeting concluded at 14.25

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