

# ***Pony Club Association of Victoria***

## **COUNCIL MEETING**

### **MINUTES**

Held at PCAV Head Office "Irving House" 12 Warleigh Grove North Brighton,  
on Tuesday 8<sup>th</sup> February, 2000 at 10.15am.

1. **OPEN MEETING**

10.15am

2. **PRESENT**

President – John Laird, Vice President – Steven Coffey, Treasurer – Ian Wardell, CEO – Jacquie Anderton, OA – Suanne Fitzgerald, BZ - Phillip Cobbledick, CZ - Glenda Perry, EGZ - Marion Dawson, MZ – Angela King, NZ – Fiona Mathieson, NEZ – Jess Hull, NMZ – Wendy Olenick, SMZ – John Barlee, WZ – Peter Square, WGZ – Cheryl White

3. **APOLOGIES**

Vice President – Keith Rooks, MZ – Kaye Blanchard

4. **CONFIRMATION OF THE MINUTES (9<sup>th</sup> November, 1999 minutes)**

**Council accepts the minutes of the meeting held on the 9<sup>th</sup> November 1999 as a true and accurate account.**

SMZ – John Barlee/EGZ – Marion Dawson

**CARRIED**

5. **BUSINESS ARISING FROM THE MINUTES**

a. **Three Year Plan**

John Laird asked the Council for final comments on the three-year plan prior to accepting the plan.

**That the three-year plan be adopted as circulated.**

VP – Steven Coffey/NMZ – Wendy Olenick

**CARRIED**

b. **Conference Format**

The council discussed ideas for the conference format such as limiting time for speakers, explaining the three-year plan, hands on workshops, and a mix of workshops and AGM. The council decided to gather ideas from the Zones and Clubs and discuss the issue at the April Council Meeting.

c. **Scoring systems**

i. *Dressage – Four Riders (as presented 9/11/99 – Midland Zone)*

Kaye Blanchard presented the option of four riders for dressage at the previous Council meeting it was referred back to the Zones for discussion and recommended a decision be made with regard to adoption at this Council meeting.

**That PCAV adopt the previously explained four riders for dressage.**

MZ – Angela King/WGZ – Cheryl White

**DEFEATED**

Following the defeated motion regarding four riders for dressage Jess Hull discussed a new scoring system for dressage devised by NEZ, which enabled a team of three to compete with the two best scores total making the final score. This scoring system would allow two riders to compete and be eligible for taking places; it would also mean that if one of the competitors within the team of three was unable to complete competition the team was still eligible to take places.

**That the current dressage scoring system remain the same.**

BZ – Phillip Cobbledick/EGZ – Marion Dawson

**CARRIED**

ii. *Showjumping scoring system (Central Zone)*

CZ suggested that PCAV adopt the World Cup Showjumping scoring system. John Barlee noted there was no scoring system entitled World Cup Showjumping within the FEI rules. Glenda Perry explained that the scoring system CZ was suggesting PCAV adopt, was used during the World Cup Showjumping.

**PCAV adopt the scoring system used in the World Cup Showjumping.**

CZ – Glenda Perry/NEZ Jess Hull

**CARRIED**

d. Penalties for Late Payment of PCAV Annual Fees

Following consultation with Zones, the Executive Committee recommended that by-law No. 22 (page 15) regarding late payment of fees should read:

*“ Any Club disaffiliated for non payment of annual fees by the due date shall be automatically re-affiliated upon payment of due fee plus prescribed penalties, as set by council”.*

The council discussed various methods of applying penalties either dollars/member or a percentage of the total return. Glenda Perry questioned what would be considered a late payment and was there a possibility of direct deposit to the bank to assist with ease of payment. John Laird assured her direct deposits were being investigated and that common sense would be applied when using by-law 22. It was suggested that to enforce by-law 22, Clubs incurring penalties for late payment would not receive their membership cards until they were financial; that is all fees and penalties paid.

**That changes to by-law 22 be accepted as read.**

NMZ – Wendy Olenick/NEZ – Jess Hull

**CARRIED**

**That the prescribed penalty be set at 10% of the total return.**

BZ – Phillip Cobbledick/WGZ – Cheryl White

**CARRIED**

e. Appointment of Technical Adviser

Following refusals from Pip Rowe and Cate Wallace, West Gippsland still desperately required a Technical Adviser so after discussions with Clare Lewin, Stephen Coffey was appointed Technical Adviser for West Gippsland.

**Council endorses the appointment of Stephen Coffey as Technical Adviser for West Gippsland.**

BZ – Phillip Cobbledick/WGZ – Cheryl White

**CARRIED**

John Laird noted that the list of available Technical Advisers was in need of review and suggested Zones and Clubs nominate suitable people interested in taking up these positions. To streamline appointing Technical Advisers (TA) Council suggested that TA's should be asked if issues, like travel would interfere with them assisting when asked. It was also suggested that TA's be informed they must be available at least once every five years. The PCAV office was asked to send a letter to the currently listed TA's to ascertain whether they wished to remain on our list.

f. Volunteer Award Criteria/Procedures Recommendations

This Sub-Committee recommended that to be workable the award would have to be an overall award or Zone based. They were concerned that in the first few years nominations would be easy to find but subsequent years would become increasingly harder. The issue of equity could become a problem and it was generally believed that Zones already recognised their volunteers. The Council accepted the Sub-Committee recommendation that PCAV would not proceed with a Volunteer Award at a State Level. The Zones are free to take up the idea if they please.

g. Nomination of National Mounted Games Sub Committee

The decision was made to call this Sub-Committee the Prince Phillip Games 2000 Sub-Committee to save confusion. The following were appointed to this Committee in the listed positions:

**Chair** – Cheryl White

**Treasurer** – Ian Wardell

**Secretary** – Marilyn Healy

**Promotions**

Debbie Moroney - Coordinator

**Accommodation**

Oriel Gardener - Coordinator

Marion Sargeant

**Equipment**

Arthur Jackson - Coordinator

Albert Pol

Gordon Little

**Event**

Jeanette Mathieson - Coordinator

Wendy Abey

**Council endorses the above appointments to the Prince Phillip Games 2000 Sub – Committee.**

BZ – Phillip Cobbledick/SMZ – John Barlee

**CARRIED**

h. Nominations for Sports Medal

The PCAV office received four nominations for the Sports Medal. John Laird stated there were more positions to be filled and asked the Zones to put forth further nominations. The Sports Medal forms will be lodged with APCC on the 8<sup>th</sup> April 2000 therefore all entries must be received at the PCAV office by the **1<sup>st</sup> March 2000**. Nominations must include a brief resume recorded on the Sports Medal Nomination forms which was sent out with the November 99 Council Minutes. Extra forms can be obtained from the PCAV office.

6. TREASURER'S REPORT

Ian Wardell reported that financially PCAV was progressing well. He was still investigating possible effects the GST may have on PCAV and was reluctant to make too many moves until he had concrete facts. Clubs were advised to make provisions for the impact GST may have on them especially regarding Club fees. Clubs are reminded that GST will apply to all insurance's paid to PCAV. ie. PCAV membership fee will increase by 10% - \$27 + 10% (\$2.70) = \$29.70 in total.

7. CORRESPONDENCE

a. Incoming

iii. *Wannon Zone – Recommending Probationary Membership – Coleraine PC*

**Council approve probationary membership for Coleraine Pony Club.**

WZ – Peter Square/SMZ – John Barlee

**CARRIED**

ix. *Midland Zone – Delete rule (3k) PCAV Handbook*

It was decided that Zones receive the letter with the minutes so they can discuss the issue and make recommendations.

x. *Midland Workbooks C, D&D star*

MZ raised the issue of PCAV endorsement of commercial products not producing financial gains for the Association. The Workbooks C and D&D star were sited as examples of this situation. The Council decided that the Executive should investigate the legalities of gaining financial returns for our endorsement and make recommendations at the April Council meeting for future situations.

b. Outgoing

8. PRESIDENT'S REPORT

The Executive's first recommendation was that Jacquie Anderton and Clare Lewin receive a 4% increase in their salary.

**Council approves the recommended 4% salary increase for Jacquie Anderton and Clare Lewin.**

NEZ – Jess Hull/SMZ – John Barlee

**CARRIED**

PCAV had been approached by 3AK and offered a 30min timeslot for \$180. Due to factors such as providing a spokesperson and limited air coverage (Geelong – Melbourne) therefore the offer was declined. If the timeslot goes ahead PCAV has offered to supply information. Jacquie Anderton was given permission to organise scanning of rulebooks onto the computer so that rule changes can be easily updated. The minutes will now be accompanied with an Action List designed to be a quick reference to actions required of Council members although it is advisable to read the minutes as well. Solutions to the copying and posting issues have been addressed although to date no decisions have been made. Strength return payment options have been discussed and a direct deposit system shall be investigated. A direct deposit system shall require a daily statement from the bank and cards would not be forwarded until cheques were identified on the statement. Strength Returns will be available on disk this year for any clubs who are interested. The updated contents of the disk will then be directly transferred onto the PCAV database. It was suggested that Jacquie Anderton assume the position of Public Officer as Frances Corry currently holds this position. It was requested that the PCAV office send a letter to Frances Corry informing her of this change.

**That Jacquie Anderton is appointed Public Officer for PCAV.**

SMZ – John Barlee/EGZ – Marion Dawson

**CARRIED**

- a. Proposed Changes to Incorporation Rules
- b. Proposed Changes to Purpose & Rules

Changes were made to the Incorporation Rules replacing the word Secretary with Council of Association. The Disputes and Mediation Clause was relocated and the wording was altered so that the word member represented a club who are members of PCAV. It was questioned that the position Chief Instructor was not well recognised by those outside of Pony Club especially organisations that provide funding to PCAV. It was therefore suggested that the position title Chief Instructor be changed to Coaching Director. Therefore where ever the position Chief Instructor appears in the Statement and Purposes it will be altered to read Coaching Director. Council requested that the document be presented to a legal body prior to circulation to ensure its legality.

**The proposed changes to the Incorporation Rules and Statement and Purposes are accepted, presented to a legal body then circulated to the clubs.**

NMZ – Wendy Olenick/NEZ – Jess Hull

**CARRIED**

9. **COACHING DIRECTOR'S (CHIEF INSTRUCTOR'S) REPORT**

The APCC Clinics run by Brian Schrapnel were well attended at Werribee (55 people) but not so well attended at Warragul (11 people). The content of the day was reported as good but the delivery especially to 55 people not active enough. The program worked better with fewer people, because they were all able to be actively involved. It was suggested that if Clinics were to be held within a Zone, the Zone should be required to guarantee a number of attendees prior to organising the event. Clare Lewin reported that the format for the day had been altered and as yet the reaction to those changes had not been received. The 'A' exams were held on Saturday 5<sup>th</sup> February in attendance were Lisa Dopper and Cindy Morrison. The next CIP meeting was scheduled for 18<sup>th</sup> March and would be presented in a Workshop format. The main aim of the workshop would be to develop direction and strategies for the year 2000. NCAS Level 1 Course planned for 27<sup>th</sup> – 28<sup>th</sup> May in Euroa which will cost \$40.00.

10. **EXECUTIVE OFFICER'S REPORT**

Jacquie Anderton reported that there were a few issues delaying mailout of the March Hoofprints newsletter currently printed and sponsored by Horseland. Suggested plan was to prepare the newsletter, contact Horseland to discuss concerns regarding printing and mailout and ascertain their interest in continuing the service. Other options should this become an issue were discussed by Council no definite plans made. Zones were requested to send in Calendar dates so that the WebPage can be updated and also to enable PCAV office staff to answer queries from interested callers. Some Clubs have started to get pages up and going. Jacquie Anderton will attend an instructional weekend in MZ on the 4<sup>th</sup> March to explain the WebPage. Payment was requested from Zones who had not paid for their WebPage site as yet. Quotes for plumbing maintenance to the building and upgrading of computer equipment were presented to the Council for approval. Two quotes were presented Abade Plumbing and Murray Turley. The Council considered the quotes presented and decided to accept the cheaper quote.

**That the quote given by Murray Turley is accepted and works commenced.**

CZ – Glenda Perry/NZ – Fiona Mathieson

**CARRIED**

The other quotes presented were for the upgrading of the computer in the front office. Three quotes were obtained from Anything Technical, Center Com and Victorian Computers. Center Com's quote was considered the most appropriate for our needs.

**The quote from Center Com is accepted and works commenced.**

WGZ – Cheryl White/EGZ – Marion Dawson

**CARRIED**

Jacquie Anderton questioned whether a cost should be applied for supplying PCAV officials contact numbers to organisations using them for commercial gain and requested Council opinion on this issue. After discussion the issue was referred to the Executive to consider and return with a recommendation. The front office was reported as looking bare following recent rearrangements. A request for partitions was made or

suggestions as to where they could be obtain, so that the now bare front office could be utilised as a display area for Zones, upcoming events or special events.

11. **REPORTS**

a. APCC

John Laird reported that the APCC meeting was to be held in Perth on the 8<sup>th</sup> April.

b. EFA

John Barlee reported that there had been some concern over an article published in the Weekly Times by a number of Pony Club members with regard to changing of times in the Showjumping. There have been some changes made to the Eventing rules with regard to water. Pony Club has not yet adopted rules changes.

c. RDA

The Goldfields Trail Ride will be held on the 15<sup>th</sup> – 21<sup>st</sup> April and the All Champions Event, which was to be run in conjunction with the Pony Club, was cancelled due to the organiser, Stephen Evans passing away.

d. National Mounted Games

The suggested games for the National Mounted Games reported as listed:

Set 1	Bending	Rope	3 Mug
Set 2	Ball & Racquet	Sword	Bottle
Set 3	Sack	Tyre	Pyramid
Set 4	Ball & Bucket	Fishing	Stepping Stones
Set 5	Two Flag	Stick Pegging Relay	Pole Spillers
Set 6	Balloon Bursting	Ball & Cone	9 Ring
Set 7	Hurdle	Tackshop	Windsor Castle
Run Off	Bottle		

The above listed games shall be sent to APCC for approval. Ian Wardell, Treasurer for the Prince Phillip Games 2000 Sub-Committee estimated that PCAV would be requested to subsidise the event for \$5000 and that the Sub-Committee would present a budget for the event at the next Council meeting.

ix. *Nomination of Senior Mounted Games Team*

The squad for the SMG as listed:

Leah Cioccio	Richard Glen
James Harvey	Leah Mathieson
Kate Sargeant	Elizabeth Sheehan

x. *Presentation of Documentation prepared by National Games Committee (SGC)*

The documents were previously sent to Councillors for review. The wording within Disciplinary Procedures has been changed to assist with ease of reading no other changes were made to any of the documents. The Council agreed that the documents should become a template and used for future teams.

**The Duty Statement for Coach & Manager, Disciplinary Procedures, Code of Ethics and Rider Memorandum of Understanding be accepted for use as presented.**

BZ – Phillip Cobbledick/NZ – Fiona Mathieson

**CARRIED**

xi. *Appointment of National Games Chief Coach*

Cheryl White reported that Mr George Fry advised the Senior National Mounted Games Committee he would not be seeking nomination to the coaching panel. The Council wished to express their appreciation to George Fry for his contribution to the Senior and Junior National Mounted Games. The recommendation made by the National Mounted Games Committee was to appoint Mrs Marilyn Healy as Chief Coach.

**Council endorses the recommendation made by the National Mounted Games Committee to appoint Mrs Marilyn Healy as Chief Coach.**

NEZ – Jess Hull/NMZ – Wendy Olenick

**CARRIED**

e. State Games Committee

The production of the PCAV Games 'Have a Go' Video was reported as well underway. The Video Production Company had been appointed; Adele Video of the

Land and the cost of production settled at \$6600. The Production Company was chosen as a result of three quotes. The date and venue for the video had been set for the 26<sup>th</sup> February 2000 at Werribee Park. Five teams had been formed from the five closest Zone as previously discussed at Council. Sponsorship was secured from Australian Sporting Apparel who will provide Polo Tops to be worn by the riders. Ten Games, six of which are current games will be used, ten games were decided on so that there was enough footage. It was planned that the Video would run for approximately 45mins in which topics such as coaching, stewards and gear checks will be covered. Ian Wardell reported that the next State Games Committee meeting was scheduled for the 24<sup>th</sup> February 2000. Phillip Cobbledick raised the issue that catering has been a cause for concern over the past few years. John Laird also questioned whether the availability of grounds had been investigated. It was reported that the Committee had already discussed these issues and Ian would clarify the outcomes at the April Council Meeting

f. Horse Trials (West Gippsland Zone) - copy attached

Cheryl White reported that the Zones had been given labels that had been provided by Jacquie Anderton. The Championship criteria would be provided and a list of guests had been requested.

g. Dressage/Showjumping (East Gippsland)

Marion Dawson reported that all things were going well with the organisation of the State Championships. The civic reception would be held in the Shire Head Office at 5.00pm and the Championships were to be held at the Bairnsdale Racecourse. A BBQ was organised for the Saturday night at \$11 per person. Those attending the event were warned that due to VRC regulations regarding trees there was very little shade available.

**12. GENERAL BUSINESS**

a. Victorian Horse Council – Vanessa Hawkins & Gordon Little

Vanessa Hawkins from the Victorian Horse Council (VHC) spoke to the Council to explain the purpose of the organisation. The main focus of the VHC was to endeavour to ensure adequate representation and/or support from the various sectors of the industry. It was recognised that the horse industry was a very diverse industry and therefore difficult to equally represent all areas of the industry especially without the input from peak bodies within the industry.

**13. CLOSE MEETING**

Next Meeting 9<sup>th</sup> April 2000  
3.40pm