

Pony Club Association of Victoria

PCAV STATE COUNCIL MEETING

MINUTES

Held at

BRIGHTON TOWN HALL

Cnr Carpenter and Wilson Street, Brighton

on Tuesday 11th November, 2003 at 10.00am.

1. OPEN MEETING

10.15am

2. PRESENT / APOLOGIES

Present: President – Stephen Coffey, Vice President – Neil Clinton, Vice President – Jan Faulkner, Treasurer – Ian Wardell, EO – James Fitzpatrick, CD – Clare Lewin, OA – Suanne Waugh, BZ – Phillip Cobbledick, CZ – Janice Ray, EGZ – Stephen Bragg, MZ – Kaye Blanchard, NMZ – Ian Gatehouse, NZ – Fiona Matheson, NEZ – Jess Hull, SMZ – John Barlee, WZ – Petie Marshall, WGZ – Vicki Kneebone
Apologies: NMZ – Wendy Olenick, WGZ – Chris Morris

3. CONFIRMATION OF THE MINUTES (9 September 2003)

That the Minutes of the 9th September 2003 be confirmed.

EGZ – Stephen Bragg/SMZ – John Barlee

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

- 4.1 Helmets – acceptable standard Not ready for decision
The Australian Pony Club Council (APCC) reported that they will check with our insurer regarding which standard of helmet they would find acceptable for use by the Pony Club's they are insuring, the results of these discussions will be circulated when available.
- 4.2 Re-imburement Plan Not ready for decision
A reimbursement plan had been drafted and was referred to the Administration Sub-committee who were asked to review and refine this draft and present a final plan when ready.

5. ITEMS FOR CONSIDERATION AND DECISION

FULL COUNCIL DISCUSSION

10.05am – 12 noon

5.1 Governance

Content – Life Members NE Zone

Jess Hull stated that the North East Zone were concerned that the wording of the Governance proposal suggested that Life Members were given voting rights. If this were the case, North Eastern Zone was not agreeable to this change. Stephen Coffey stated that he could see how the wording of the document could suggest this but it was not the case and the document would be reviewed to clarify this issue.

Timing – EO problem with Feb 2004 SGM

James Fitzpatrick stated that the timing of the special general meeting was not the best as information would be sent to Clubs over Christmas, it was agreed by the State Council that the meeting would be best scheduled for mid March or April 2004

Success Rate

The potential success of the governance change was discussed, the State Councillors felt that the governance proposal represented what the State Council believed was best for the Organisation as a whole and therefore Club's should now be given the opportunity to vote on these motions. Some concern was shown over the Rule 34 regarding voting on changes to the Rules and Purposes and it was considered prudent to get legal advise on this issue.

Moved that James Fitzpatrick seek a legal opinion on the ruling within PCAV's Statement of Purpose and Rules of Incorporation regarding voting at General Meetings and discuss this opinion with the registrar.

Vice President – Jan Faulkner/NMZ – Ian Gatehouse

Further decisions on this issue were deferred to the February State Council meeting.

CARRIED

- 5.2 Risk Management
Sign-off State, approve club
James Fitzpatrick stated that following discussions with the Executive Committee it was recommended that assistance be given to Clubs to formally address risk management issues. It was acknowledged that many Clubs may have already begun this process but for those that had not or were seeking assistance a standard risk management model would be created and made available to Clubs. It was acknowledged that Sport and Recreation Victoria had committed funds to assist PCAV to attain this goal. James Fitzpatrick was requested to contact Racing Victoria to obtain a copy of their risk management plan.
- 5.3 PCAV Fees for 2004-2005
Moved that the PCAV Fees for 2004-2005 be set at \$60 per riding member. CARRIED
Vice Pres – Neil Clinton/NMZ – Ian Gatehouse
Riders without Horses fees will increase to \$40.
- 5.4 Business Plan – major discussions
James Fitzpatrick ascertained general feedback from the State Councillors on the business plan, which had been reviewed by Zone Committees. The comments made were noted on a whiteboard and reviewed later in the Council meeting. The Business Plan will be further discussed and will have ongoing review each Council Meeting.
- 5.5 Uniform Review
Clare Lewin presented the items of clothing that will be additional uniform items for Pony Club members. Issues regarding particulars of the uniform would be presented to the State Council at the February State Council meeting with the view to launch the new uniform options by mid next year. Stephen Bragg strongly disagreed with the new uniform items, as he believes that PCAV is a youth movement and that the uniform as it is works well. He also commented that many Clubs had spent a lot of money developing their current uniform and this would be a financial burden on members. Petie Marshall stated that the additional uniform items were simply extra options therefore Clubs did not have to change if they were currently happy with their current official Club uniform. Philip Cobbledick state that he felt the changes would result in the uniform looking messy.
Moved that the garments as presented be accepted as additional PCAV official uniform items. CARRIED
MZ – Kaye Blanchard/CZ – Janice Ray
Not in favor: BZ – Philip Cobbledick, EGZ – Stephen Bragg, NZ – Fiona Matheson
James Fitzpatrick stated that a process needed to be developed to ensure all changes to rules regarding uniforms and logos and methods of distribution were handled correctly.
- 5.6 Workshop Committee Charter
James Fitzpatrick presented the anticipated outcome of the new subcommittee format that would operate within the State Council for discussion of issues.

GROUP WORKSHOPS

12 noon – 1.30pm (Over Lunch)

ADMINISTRATION

Membership, Legal, Staff Resources, Finance

Ian Wardell, Janice Ray

Ian Wardell reported that a review of the Chart of Accounts would be undertaken to improve reporting and presentation. It was stated that the organisation needed to ensure we had access to legal advise when required. It was reported that the photocopier would be upgraded and that the Administration Committee would review that Staff Structure in the new Year.

CLUB LIAISON AND INSTRUCTION COMMITTEE

Zone/Club Liaison, Instructors/Coaching, Uniforms, Riders Without Horses Program

Suanne Waugh, Clare Lewin, Wendy Olenick, Stephen Bragg, Fiona Matheson

Suanne Waugh reported that the concept of Club Liaison had been discussed and that further development would continue before presentation at the February Council Meeting.

DEVELOPMENT

Trading Shop, Marketing, Insurance, State Office Location, Govt Grants, Sponsorship
Stephen Coffey, Chris Morris, Jess Hull

Stephen Coffey reported that the development of a more commercial arm of PCAV was considered important to reduce the current dependence on member subscriptions and to attempt to keep the costs down for members in the future. It was stated that the general feel was that the current location of the State Office was not the most accessible location and that relocation should be investigated.

EVENTS

Events, Land Management, Local Issues

Jan Faulkner, Petie Marshall, Phillip Cobbledick

Jan Faulkner reported that the first aid and motorcycle policies were being developed, that the awards night was a good idea and potentially could be held in conjunction with an event such as Zones Teams Challenge and that the State will focus on these events in addition to the current calendar before additional events are considered.

RULES

Rules

Neil Clinton, John Barlee, Kaye Blanchard

Neil Clinton reported that the changes to incorporate recent uniform inclusions had been drafted. It was reported that the Sub-committee felt the rules needed to be reviewed to ensure they were achieving their purpose. It was felt a greater emphasis should be placed on educating riders on rules.

FULL COUNCIL DISCUSSION

1.30pm– 2.00pm

REPORTS TO READ

2.00pm– 3.00pm

6. TREASURER'S REPORT

The profit and loss statement was presented with an actual net profit of \$24,743 against budgeted net profit of \$25,138.

Moved that the Treasurers Report be accepted.

MZ – Kaye Blanchard/WGZ – Vicki Kneebone

CARRIED

7. MEMBERSHIP REPORT

James Fitzpatrick stated that PCAV currently had 7208 members, which was good for this time of year.

8. CORRESPONDENCE

8.1 South Metro Zone – National Competitors Badges

It was decided that the Australian Pony Club Council be contacted regarding this issue and a response be given to the Mornington Peninsula Pony Club.

8.2 North Eastern Zone – Discipline of Riding Members and Adult Supporter Members

Jess Hull reported that a few instances within the North Eastern Zone had highlighted a need to have members sign on to the code of conduct and obligations expected of a PCAV member. A new membership form will be created and presented at the February Council Meeting for adoption. It was also stated that the PCAV should consider producing a suspended and terminated membership listing to allow Clubs to know when PCAV members were not eligible to attend PCAV Activities. The Council felt that the State should show support for Clubs when they took disciplinary action on their members by actively stopping suspended or terminated members from participating in any Pony Club activity.

8.3 East Gippsland Zone – Gymkhana Rules Book

The creation of a Gymkhana Rules Book was referred to the Rules Sub-committee for discussion.

8.4 Northern Zone – Business Plan Comments

The letter from Northern Zone was circulated but as it was not received in time to circulate prior to the meeting, the comments made will be discussed by the working groups in February.

8.5 Mansfield PC – Long Boots and Gaiters

It was noted that this letter had not been directed to the North East Zone for consideration and therefore the State Council redirected this issue back to the Zone, although it was noted that Long Boots/Gaiters for all members had been approved in principle and may be worn in the field. The official PCAV uniform Rule changes will be released in February 2004.

9. **PRESIDENT'S REPORT**

Stephen Coffey stated that he had no report as he had been away.

10. **COACHING DIRECTOR'S REPORT**

As tabled

Moved that Margaret Battye – Barwon Zone, Aileen Marshall – Midland Zone, Sonia Perkins and Maxene Argento – Barwon Zone be endorsed by the State Council as Deputy Chief Instructors.

NEZ - Jess Hull/Treasurer – Ian Wardell

CARRIED

11. **EXECUTIVE OFFICER'S REPORT**

As tabled.

12. **SUB-COMMITTEE REPORTS**

12.1 APCC

Stephen Coffey reported that during governance discussions at National Level it was decided that a permanent National Office would be established in Adelaide, South Australia. The National Treasurer and Secretary would be elected from the delegates. It was reported that that the State Levy would be set at \$200 and that Travel Levy would be \$220. The issue of capitation fees had been deferred until a review of activities was conducted and a new budget created. Western Australia had applied to host the National Championships in 2005. There were no applications to host a National Championships in 2004. Stephen Bragg stated that he would do a feasibility study detailing the estimated cost of sending participants to this event to be presented to the State Council in February 2004. The National Mounted Games Sub-committee will select a rider for the International Mounted Games in 2004. It was stated that Victoria's intention to send a rider to this competition must be lodged with the National Body by the 1st January 2004 and that the riders name must be supplied by the 30th January 2004. It was noted that the UK had invited Australia to enter a team to a Tetrathlon to be conducted in England. It was stated that NZ had invited Australia to enter a Mounted Games Team to an event to be conducted in New Zealand. This issue would be directed to the National Mounted Games Sub-committee. The National Body would also require nominations for Team Coach and Chaperone for this event. Either Queensland or Northern Territory would conduct the Junior National Mounted Games Championships for 2004.

12.2 PCAV Executive

No report.

12.3 EFA

John Barlee gave an update on EFA issues.

12.4 State Games, Flat Teams & Musical Ride Sub-committee

That the following persons be elected to the sub-committee

Frances Corry

Oriel Gardner

Marilyn Healey

Moved that these people be endorsed to the State Games, Flat Teams and Musical Ride Sub-Committee

SMZ – John Barlee, BZ – Phillip Cobbledick

CARRIED

12.5 National Mounted Games Sub-committee

Moved that Stephen Bragg be appointed the State Council representative to sit on the National Mounted Games Sub-committee. That Albert Pol be the Snr and Jnr Team Manager and Marilyn Healey be the Snr and Jnr Coach.

Vice President – Neil Clinton/SMZ – John Barlee

CARRIED

- 12.6 State Dressage & Showjumping Championships Sub-committee (Midland Zone)
Kaye Blanchard suggested that a resource folder detailing all the things that need to be completed and by whom should be created to help organisers of this event.
- 12.7 State Horse Trials Championships Sub-committee (Central Zone)
Janice Ray reported that a Technical Advisor was required for this event.
Moved that Bev Shandley be invited to be Technical Advisor for the 2004 State Horse Trials Championship.
SMZ – John Barlee/Vice President – Neil Clinton **CARRIED**
- 12.8 Uniform Review Sub-committee
As previously documented in Item 5.5.
- 12.9 Schools Advisory Committee
Clare reported that the EFA Schools Advisory Committee had developed guidelines for conducting Schools Events and was now no longer in existence as a committee.
- 12.10 Publications Sub-committee
No report.
- 12.11 Rules Sub-committee
John Barlee stated that the Rules Subcommittee had made changes to the wording of the Uniform By-law to include the additional items to the uniform that will come into effect February. It was decided that these changes be reviewed by the Executive to ensure the wording accurately represents the changes to be made. Long boots and gaiters were discussed, as there seemed to be confusion regarding their implementation.
Moved that long boots be an official uniform item for riding members 13years and over.
BZ – Phillip Cobbledick/EGZ – Stephen Bragg **LOST**
Moved that long boots, gaiters/leggings be an official uniform item for all riding members.
MZ – Kaye Blanchard/WZ – Petie Marshall **CARRIED**
- 12.12 Webmaster
Will report next meeting.

13. GENERAL BUSINESS

- 13.1 Zone Team Challenge
The Dressage Tests for both Grades 3 & 4 will be Test D. Entry details will be circulated with the November State Council Minutes.
- 13.2 Equitana
The EO reported that we had a number of activities at Equitana including a Pony Club Program with speakers and a tour, showjumping for A, B, C, D, a stand on the expo floor, NMG Display, grooming competitions.
- 13.3 State Council Meeting
The next meeting shall be held in Flemington to accommodate the working groups.

CLOSE MEETING

NEXT MEETING 10 FEBRUARY 2003