

Pony Club Association of Victoria

PCAV STATE COUNCIL MEETING

MINUTES

Held at

Monash / Nunawading Pony Club

High Street, Glen Waverley

on Tuesday 13th April, 2004 at 10.00am.

1. **OPEN MEETING**

10.00am

2. **PRESENT / APOLOGIES**

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

3. **CONFIRMATION OF THE MINUTES (9 February 2004)**

That the Minutes of the 9th February 2004 be confirmed.

NEZ – Jess Hull/EGZ – Stephen Bragg

CARRIED

4. **BUSINESS ARISING FROM THE MINUTES**

4.1 Open Show Insurance

A query was raised on the open show insurance as the club's collect and keep the \$5 administration fee. James Fitzpatrick is to circulate the correspondence from AON stating that the fee is to be kept by the clubs.

5. **ITEMS FOR CONSIDERATION AND DECISION**

FULL COUNCIL DISCUSSION

5.1 Rally Attendance

Following on from the Council Workshop, a discussion was held regarding Rally Attendance including the correspondence from Ringwood Pony Club (Annual Conference Item). The advantages, disadvantages, field implications, exemptions, eligibility were discussed. Moved Vice President Neil Clinton / NMZ Wendy Olenick "That for eligibility for competitions, the Rally Attendance be 50% for Riding Members and 25% for Associate Members effective 1 July 2004" **CARRIED.**

5.2 Clare Lewin commented that the action item from the State Council Workshop regarding NCAS Pony Club Instructor Courses were not easily joined together as NCAS is a National Scheme. She will investigate the options for promotion and implementation in the field. It was noted that the Executive Officer is redrafting a rule in regards to zone authority in rule writing.

5.3 PCAV Treasurer

The President, Stephen Coffey, announced the resignation of Mr Ian Wardell, PCAV Treasurer, and he outlined the sadness of the PCAV Council in Ian's resignation due to ill health. Stephen outlined the process of the appointment of a new Treasurer as Zones and Clubs had been informed and nominations have been sought. The acting Treasurer is Vice President Neil Clinton. Moved WGZ Chris Morris / NMZ Wendy Olenick that Neil Clinton be appointed the Acting Honorary Treasurer until a replacement can be recommended to State Council. **CARRIED**

5.4 Rule Changes

The State Council viewed the President's Letter, Motions and Voting Form. With a number of amendments, these will be mailed to clubs to vote with a closing date for votes being 23rd July 2004. The changes were to clarify that it is an informal vote to gain clubs feedback and the actual wording for rule changes would be written after clubs have given feedback. It would cost many thousands of dollars to write all the possible rule changes – it is wiser to gain feedback and write only the changes that clubs approve. A Special General Meeting would then be held for Clubs to approve the proposed rules. Motion Three (Association Members) was amended to delete the reference to DCI Grading for schools.

- 5.5 Club Risk Management
The Executive Officer is to prepare and send a Club Risk Management Questionnaire and then provide clubs with an Action Sheet of high priority items for each club to work on local strategies to rectify. Common issues will be addressed at a State Level.
- 5.6 Uniforms
The rule changes as proposed were discussed. It was agreed that a meeting of the Rules Sub-Committee and the Publications Sub-Committee check the rules and report back to Council in July. This included the State Horse Trials Rules Book.
- 5.7 Website
Janice Ray asked if all rules could be available on the website and in print form and it was agreed to make this an Agenda Item for the July Meeting.
- 5.8 2004 State Council Dates
Agreed as follows
- | | |
|-------------------|------------------------|
| 13 July 2004 | Executive |
| 27 July 2004 | State Council Meeting |
| 29 August 2004 | Annual General Meeting |
| 7 September 2004 | Executive |
| 14 September 2004 | State Council Meeting |
| 26 October 2004 | Executive |
| 9 November 2004 | State Council Meeting |
- 5.9 Insurance
The President gave an update that he had spoken with AON and that it looked like we may have two underwriters interested.
- 5.10 APCC Treasurer
Stephen Coffey informed the State Council that he had been elected APCC Treasurer.
- 5.11 Re-imburement – Games Manager
Moved NMZ Wendy Olenick / CZ Janice Ray that the request for travel re-imburement does not meet the criteria as an equipment/manager. Instructors and coaches are re-imbursed for travel.
- CARRIED**
- 5.12 Website
James stated that he is continuing with his website review and will report to the July State Council Meeting.
- 5.13 Accounts
CZ Janice Ray stated that she would liaise with Vice President/Acting Treasurer regarding previous suggestions for the improvement of account formats.
- 5.14 State Dressage and SJ Championships (SMZ)
Held over to the July State Council Meeting to allow for proper consideration.
- 5.15 Membership Card Format (layout)
Zone Representatives to send suggestions to James for any layout changes and he will liaise with Marg George with design options.
- 5.16 No Card No Ride (Midland Zone)
There was a detailed discussion on this issue and it was agreed that no card no ride was still the rule. Kaye is to seek more information regarding specific circumstances from Midland Zone. **CARRIED**
- 5.17 Bamawn Extension Pony Club and Lockington Pony Club (Northern Zone)
Moved NZ Morris Brown / NMZ Wendy Olenick that Probationary Membership of PCAV be

approved for the Bamawn Extension Pony Club and Lockington Pony Club.

CARRIED

5.18 Zone Teams Challenge

The status of the event was discussed. Petie Marshall stated that this event was run by a state committee, equality of entry from all zones, selection criteria, needs a C Certificate. Moved WZ Petie Marshall / CZ Janice Ray that the Zone Teams Challenge be a State Level Event in all terms and must be run under State Rules including a C Certificate.

CARRIED

5.19 Leighdale Pony Club (Barwon Zone) Pending Pre Probationary Membership

Moved NEZ Jess Hull / SMZ John Barlee that Pending Pre Probationary Membership of PCAV be approved for the Leighdale Pony Club.

CARRIED

GROUP WORKSHOPS

ADMINISTRATION

Membership, Legal, Staff Resources, Finance
Not held

CLUB LIAISON AND INSTRUCTION COMMITTEE

Zone/Club Liaison, Instructors/Coaching, Uniforms, Riders Without Horses Program
Clare Lewin, Wendy Olenick, Stephen Bragg, Morris Brown

First Aid

The first Aid Policy was discussed and recommended by the committee with three amendments (copy attached). Moved NMZ Wendy Olenick / EGZ Stephen Bragg that the first Aid Policy with amendments be approved and implemented 1 January 2005.

CARRIED

Helmets

The helmet standards were discussed and recommended by the committee that three helmet standards be approved by the PCAV.

Helmets AS/NZS3838, EN1384, ASTM F1163

That helmets be presented with membership cards for at the commencement of events.

The helmet standards are in-line with the Australian Horse Industry Council Code of Practice, EFA, some other Pony Club States. Moved WGZ Chris Morris / NMZ Wendy Olenick that the PCAV approved helmet standards be AS/NZS3838, EN1384, ASTM F1163 to be adopted on 1 February 2005.

CARRIED

DEVELOPMENT

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

They are doing a review of the current facility and will establish whether it is the right place to be to meet the needs of the members.

The committee recommends that a sub-committee be formed made up of the Executive plus seconded persons to develop a preliminary report to go to the July Council Meeting. If the answer is to stay in Brighton then they will develop a maintenance program, or if different propose an alternative to member clubs at a general meeting.

New Members

The concept of a package to promote the movement for new members was discussed and will be developed. The schools movement was also discussed and a plan will be forthcoming.

EVENTS

Events, Land Management, Local Issues
Jan Faulkner, Petie Marshall, Denise Davey

Motor Cycle Policy

Discussed the proposed policy to introduce only rec/road registered bikes and licenced riders. It was generally agreed that the policy is sound and required but James is to check the TAC regarding recreational registration and insurance. This will be tabled to the July Council Meeting.

RAS – Royal Melbourne Show

RAS have cancelled the pony club trophy due to redevelopment restrictions for one year. James is to write to the RAS expressing our disappointment.

50th Year Celebrations were discussed and will be discussed further at the next meeting.

RULES

Rules

Neil Clinton, John Barlee, Kaye Blanchard

The Pregnancy Policy and Handout were discussed and the committee recommended their adoption by the State Council.

Moved SMZ John Barlee / MZ Kaye Blanchard that the Australian Sports Commission policy for pregnancy be adopted. **CARRIED**

Recession

The committee made guidelines for what recession was, how to come out of recession and when winding up was required. These guidelines will be tabled to the July Council Meeting.

FULL COUNCIL DISCUSSION REPORTS

6. TREASURER'S REPORT

The Profit and Loss Statement and Balance Sheet were presented with an actual net profit of \$24,673 against budgeted net loss of \$5,384. CZ Janice Ray asked what the \$20,000 in salary recoveries was and James responded that it was the government grant towards salaries. CZ Janice Ray asked would the EO salary sacrifice exceed \$15,000 and James responded no. The 2004/2005 Budget was circulated and will be finalised in July.

Moved that the Treasurers Report be accepted.

Vice President Neil Clinton / President Stephen Coffey

CARRIED

7. MEMBERSHIP REPORT

James Fitzpatrick stated that PCAV currently had 7898 members, which was ahead of last year and we will meet our membership target of 7945.

8. PRESIDENT'S REPORT

Stephen Coffey stated that the Agenda covered all the activities that were relevant.

9. COACHING DIRECTOR'S REPORT

As tabled

Moved that Pam Martin – North East Zone be endorsed by the State Council as Deputy Chief Instructors.

NEZ - Jess Hull / NZ Morris Brown

CARRIED

The Qualification for State Horse Trials is to be discussed at the July State Council Meeting. Lungeing was discussed and it will be tabled in July.

10. EXECUTIVE OFFICER'S REPORT

As tabled.

11. SUB-COMMITTEE REPORTS

11.1 APCC

Stephen Coffey reported that the APCC elections were in late April.

The Council instructed Stephen Coffey to vote for Greg Bailey for President and Michelle Wilke for Vice President. They also gave Stephen the power to change his vote depending on circumstances as the elections were not finalised.

- 11.2 PCAV Executive
As tabled.
- 11.3 EFA
No report.
- 11.4 State Games, Flat Teams & Musical Ride Sub-committee
That there were a few problems getting 65mm pipe and 60mm was deemed acceptable for practice.
- 11.5 National Mounted Games Sub-committee
As tabled
- 11.6 2004 State Dressage & Showjumping Championships Sub-committee (Midland Zone)
Kaye Blanchard gave a full report which was accepted by council. The Council thanked Midland Zone for their efforts in extreme conditions.
- 11.7 2005 State Dressage & Showjumping Championships Sub-committee (West Gippsland Zone)
Chris Morris sought approval to hold the championships over 2 days as a large enough venue was proving difficult to find. Moved WGZ Chris Morris / NEZ Jess Hull that WGZ be granted permission to stage the event in 2005 over 2 days. **CARRIED**
- 11.8 State Horse Trials Championships Sub-committee (Central Zone)
Janice Ray reported that all was going to plan.
- 11.9 Zone Teams Challenge
Petie Marshall reported that all the information was circulated and all was going to plan. Needs one dressage judge per zone.
- 11.10 Uniform Review Sub-committee
As per previous items
- 11.11 Publications Sub-committee
No report.
- 11.12 Rules Sub-committee
No report
- 11.13 Webmaster
As per previous items

12. GENERAL BUSINESS

- 12.1 Insurance Excess
NZ Morris Brown stated that the \$2500 insurance excess for liability claims could cause some small clubs a financial problem if they incurred a claim. The President shall endeavour to negotiate this excess in the renewal process.
- 12.2 Nomination Forms
Included in the next mailout will be the relevant nomination forms and strength returns.

CLOSE MEETING

NEXT MEETING 27 JULY 2004 AT BRIGHTON