

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

73-75 Mackie Rd, Mulgrave. Vic. 3170  
ABN 64 320 020 091 Inc Number A0013413S

## **PCAV STATE COUNCIL MINUTES**

Meeting held at Irving House, 73-75 Mackie Rd, Mulgrave  
on Tuesday 11<sup>th</sup> November 2008 at 10.00am

### **MEETING OPEN**

#### **1. PRESENT / APOLOGIES**

Present: (Chair) President - Jan Faulkner, Vice President - Kammy Cordner-Hunt , Vice President – Philip Cobbledick, BZ – Deirdre Davey, CZ – Leonie Lang, EGZ - Stephen Bragg, MZ - Kaye Blanchard, NMZ - Linda Smith, NZ – Bronwyn Glenn, NEZ – Lyn Stevens, SMZ – Tony Curwen, WGZ - Vicki Kneebone , WZ - Anthea Sutherland. EO - James Fitzpatrick, SCD - Clare Lewin  
Apologies: Treasurer - Janice Ray

#### **2. CONFIRMATION OF THE MINUTES (26<sup>th</sup> August 2008)**

Moved Linda Smith  
That the Minutes of the State Council Meeting held on 26 August 2008 be approved.  
Seconded Anthea Sutherland

Carried

#### **3. BUSINESS ARISING FROM THE MINUTES**

Items not ready for Council requiring additional development  
3.3 Club Voting Rights To be addressed by Rules Committee

#### **4. ITEMS FOR CONSIDERATION AND DECISION**

##### **Administration**

4.1 Wardell Family Thankyou  
Letter noted

4.2 Barooga Pony Club (NZ)  
Moved Bronwyn Glenn  
That Barooga Pony Club affiliation cease as the club is closed.  
Seconded Vicki Kneebone

Carried

#### **4.3 PCAV Conference and AGM**

Moved Kaye Blanchard  
That the conference be held as follows:  
Moama Bowling Club  
Sunday 23 August 2009  
11.00am Registration  
11.15am AGM  
12 noon Lunch  
1-3.30pm Conference

Monday 24 August 2009  
9am-3pm State Council Meeting

Seconded Stephen Bragg

Carried

#### 4.4 Meeting Dates

Moved Philip Cobbletick

That the 2009 PCAV Meeting Dates be as follows:

Event ID	Event	End Date
8694	<a href="#">PCAV State Executive Meeting</a>	27 Jan 09
8671	<a href="#">PCAV State Council Meeting</a>	10 Feb 09
8695	<a href="#">PCAV State Executive Meeting</a>	24 Mar 09
8677	<a href="#">PCAV CIP Meeting</a>	8 Apr 09
8672	<a href="#">PCAV State Council Meeting</a>	14 Apr 09
8696	<a href="#">PCAV State Executive Meeting</a>	26 May 09
8673	<a href="#">PCAV State Council Meeting</a>	23 Jun 09
9091	<a href="#">PCAV CIP Meeting</a>	8 Jul 09
8697	<a href="#">PCAV State Executive Meeting</a>	17 Aug 09
8669	<a href="#">PCAV AGM and Conference NZ</a>	23 Aug 09
9088	<a href="#">PCAV State Council Meeting</a>	24 Aug 09
8698	<a href="#">PCAV State Executive Meeting</a>	20 Oct 09
9092	<a href="#">PCAV CIP Meeting</a>	4 Nov 09
8674	<a href="#">PCAV State Council Meeting</a>	10 Nov 09

Seconded Stephen Bragg

Carried

#### 4.5 Incorporations Act (WZ)

Moved Anthea Sutherland

That all clubs provide their zone representative with a copy annually of the full committee.

That all clubs provide a copy of the club rules to the zone representative.

That the PCAV provide a free copy of club rules for any club whose rules are stored in the PCAV Office.

Seconded Vicki Kneebone

Carried

#### 4.6 Member Protection Officer

Moved Kammy Cordner Hunt

That Kammy follow up with a potential candidate.

Note that James Fitzpatrick is Member Protection Officer for Pony Club Australia.

Executive Officer to develop an Expression of Interest Form for this position.

Seconded Anthea Sutherland

Carried

#### 4.7 DCI Nomination

Moved Leonie Lang

That Fern Davernport from Central Zone be appointed a DCI for the term 2008-2011

Seconded Stephen Bragg

Carried

#### 4.8 Pony Club in recess

That the zone representative has until the April 2009 State Council Meeting to ascertain the future of Bethanga Pony Club.

#### 4.9 Award of Merit

Moved Tony Curwen

That Annalie Burdon-Smith from Merricks Pony Club be granted an Award of Merit.

Seconded Stephen Bragg

Carried

#### 4.10 DPI Grant

It was noted that the PCAV has received a grant of \$63,700 for Biosecurity upgrades. This will include updated modules on myclub.

4.11 Audit Report Recommendations

Moved Philip Cobbledick

That the Auditors Management Report has been received and the following recommendations apply:

That the premises structural costs not be depreciated.

That the LSL provision include on-costs (20%) for 2009.

That the LSL be calculated on the last 12 months for part-time staff.

Seconded Kaye Blanchard

Carried

4.12 Salary Review

Moved Philip Cobbledick

**Future Process**

That all staff receive CPI on 1 October each year based on the data from Australian Fair Pay Commission (excluding James and Clare who are on contract)

That all staff have a performance review by the Executive Committee for consideration at the November State Council Meeting in case of employment changes etc. Any rate review would be effective 1 January of the next year. (excluding James and Clare who are on contracts)

All staff are eligible for re-imbursments for travel or expenses incurred that must be claimed within one month of the expenditure.

**Current/Past Process**

Vicki Jans

That Vicki Jans be upgraded to a level 5 classification

Pay increase from \$17 to \$18.38 per hour on 01/10/08

Pay increase 01/01/2009 to \$19 per hour

Re-location allowance of \$700 to be paid 23/11/2008

Jennifer Goard

That Jennifer Goard remain as a level 4 classification

Pay increase from \$17 to \$17.51 per hour on 01/10/08

Pay increase 01/01/2009 to \$18 per hour

Re-location allowance of \$500 to be paid 23/11/2008

Suanne Waugh

That Suanne Waugh's classification remain unchanged

Pay increase from \$21.50 to \$24 per hour on 01/10/08

No Pay increase 01/01/2009

No Re-location allowance

Barbara Cichowitz

That Barbara Cichowitz's classification remain unchanged

No Pay increase at \$24 per hour on 01/10/08

No Pay increase 01/01/2009

No Re-location allowance

Seconded Vicki Kneebone

Carried

4.13 Staff Contracts

That Clare Lewin's contract and salary be renegotiated by the August 2009 State Council Meeting

That James Fitzpatrick's contract and salary be renegotiated by the February 2009 State Council Meeting

- 4.14 State Technical Delegates  
 Moved Kammy Cordner Hunt  
 That the Executive Sub-committee assist the EO with appointment of Technical Delegates for State Championships for 2009.  
 Seconded Linda Smith Carried
- 4.15 Musical Ride Judges  
 Moved Anthea Sutherland  
 That the President write to SMZ and Mentone stating the two year pilot for 2 judges. The letters will be considered in the review after the 2009 event. Take on comment regarding oversight of props.  
 Seconded Kaye Blanchard Carried
- 4.16 Scoring  
 The scoring for the 2009 State Dressage and Showjumping Championships be as per previous State Council Minutes.
- 4.17 State Flat Teams, Musical Ride and Games Budget  
 Moved Philip Cobbledick  
 That the budget showing entry fees at \$30 per combination per event including the WPNEC levies and a breakeven financial result be approved.  
 There are no camping fees applicable.  
 Stabling at an additional cost.  
 Seconded Stephen Bragg Carried
- 4.18 State Games change for 2009  
 Moved Tony Curwen  
 That the 2 flag race be deleted.  
 That the Pyramid Race be included for 2009  
 Seconded Deirdre Davey Carried
- 4.19 Grading Card alterations at Events (NEZ)  
 Moved Lyn Stevens  
 That rule 15.7.a be amended as follows:  
 Amending or correcting club membership cards:  
 A grading card may be altered at an event or activity as follows:  
 Only the Zone Representative, DC, club secretary or card secretary may amend or correct a card entry. Only the DC may amend or correct grading.  
 Seconded Kammy Cordner Hunt Lost
- 4.20 Handbook of Bylaws  
 Moved Anthea Sutherland  
 That the Handbook of Bylaws be approved from 1 February 2009.  
 Seconded Linda Smith Carried
- 4.21 Gear Rules  
 Moved Kammy Cordner Hunt  
 That the Gear Rules be approved from 1 February 2009.  
 Seconded Linda Smith Carried
- 4.22 Showjumping Rules  
 Moved Vicki Kneebone  
 That the Showjumping Rules were tabled for discussion and formal ratification at the February State Council Meeting.  
 Approval was granted, in principle, for the document with adjustments being made by the next meeting.  
 Items of variation must be made in writing by 31 December 2008.  
 Seconded Philip Cobbledick Carried

Executive Officer to send revised draft Horse Trials Rules to Zone Representatives

- 4.23 Uniform Reminder  
Could all clubs please advise officials and gear checkers that approved polo shirts may be worn at any official pony club event.

5. **TREASURER'S REPORT**

- 5.1 Financial Reports as at 30 September 2008  
Moved Philip Cobble Dick  
That the MYOB report showing a loss of \$14,270 for July-September be approved.  
Seconded Stephen Bragg Carried

- 5.2 Finance Policy  
Moved Philip Cobble Dick  
That the PCAV Finance Policy be amended to as follows:  
Seconded Lyn Stevens Carried

**PCAV Finance policy**

***Rationale***

To outline the procedures for the payment of accounts for the PCAV Office.

***Who is affected by the Policy***

This policy applies to all PCAV organisations and entities that require payment by PCAV.

***Policy***

**Payment of Accounts**

All accounts to be paid as follows

To Treasurer	Approval By
13 Nov 08	18 Nov 08
15 Dec 08	19 Dec 08
20 Jan 09	27 Jan 09
12 Feb 09	17 Feb 09
12 Mar 09	17 Mar 09
14 Apr 09	20 Apr 09
12 May 09	18 May 09
16 Jun 09	22 Jun 09
14 Jul 09	20 Jul 09
13 Aug 09	18 Aug 09
15 Sep 09	21 Sep 09
13 Oct 09	19 Oct 09
12 Nov 09	17 Nov 09
16 Dec 09	21 Dec 09

A list of all payments to be made shall be sent to the PCAV Treasurer on the specified date.

A copy of invoices for all payments to employees other than fortnightly salaries are to be sent to the Treasurer by the specified date.

The Treasurer must notify the office outlining the approval of all payments by the approval date.

All EFT payments shall be made after the approval date using a "batch" payment method through ANZ.

All cheques are to be batched and sent out after the approval date.

An account may be paid at an alternate date with consent in writing of the Treasurer and Executive Officer.

***Authorisation***

This policy was adopted by the PCAV State Council, at the State Council meeting 26 August 2008 and amended on 11 November 2008.

***Review Date***

This policy shall be implemented and then reviewed in April 2009.

6. **MEMBERSHIP REPORT**

Membership numbers show 6448 at 31 October 2008, 168 lower than last year (see Mad Magazine).

7. **PRESIDENT'S REPORT**

8. **COACHING DIRECTOR'S REPORT**

First NCAS Preliminary assessment day was held on 9 November and we thank Traralgon PC for an excellent pilot program.

D\* Certificate manual now available. It has been combined with the D Manual.

**9. EXECUTIVE OFFICER'S REPORT**

**10. SUB-COMMITTEE REPORTS**

- 10.1 Pony Club Australia  
Rules for the National Competitions are being discussed.  
Memorandum of Understanding with EFA National is being developed.  
PCA is lobbying against the Horse Levy.
- 10.2 PCAV Executive Minutes supplied
- 10.3 Equestrian Federation of Australia -Victoria
- 10.4 Chief Instructors Panel Minutes supplied
- 10.5 State Games, Flat Teams and Musical Ride Sub-committee  
See 4.17 and 4.18 for championship changes
- 10.6 National Mounted Games Sub-committee  
A new trailer is being discussed by the sub-committee.  
Existing trailer is being resprayed by Laurie Cruise.  
Moved Philip Cobbledick  
That the PCAV Prince Philip and Senior Games State Championships be known as the PCAV Prince Philip and Senior Games Carnival in 2009.  
Seconded Bronwyn Glenn **Carried**  
Kammy Cordner Hunt voted against this motion
- 10.7 State Dressage and Showjumping Championships (2009 CZ)
- 10.8 State Horse Trials Championships (2009 MZ – Fosterville TBA)
- 10.9 Inter-Zone Teams Horse Trials  
Janice Ray has resigned as Chairperson but will assist the committee for this event. Deirdre Davey has been co-opted to this sub-committee.
- 10.11 Rules Sub-committee Draft Rule Books Supplied
- 10.12 Polocrosse Sub-Committee  
Moved Philip Cobbledick  
That the Polocrosse Carnival on 16 November be cancelled. That the 2009 Polocrosse State Championships be cancelled.  
Seconded Tony Curwen **Carried**
- 10.13 History Sub-Committee  
Club entries are with Judge1 and individual entries are with Judge2.  
Rosettes and prizes being ordered.  
Final results are expected to be announced in the February Making a Difference

**11. GENERAL BUSINESS**

- 11.1 Victoria will be undertaking discussions with AON's to discuss future insurance policy wording.
- 11.2 Kaye Blanchard requested the Horseland Sponsorship be paid to Midland Zone for the 2009 State Horse Trials Championships.  
Moved Philip Cobbledick  
That the PCAV allocates \$3000 of Horseland sponsorship in cash to Midland Zone  
Seconded Deirdre Davey **Carried**  
Executive Officer to provide green vests.
- 11.3 New club membership renewal clause in Handbook of Bylaws (see section 13.3)
- 11.4 Interzone Teams Horse Trials Saturday night dinner. The PCAV will refer the matter to the sub-committee for budgeting.
- 11.5 Executive Officer to obtain a quote for 2km of bunting.
- 11.6 Werribee Pony Club Horse Trials Committee are to meet with Vice President Philip Cobbledick and Zone Representative Leonie Lang and report back to the PCAV State Council.

**12. CLOSE MEETING 4.15 pm**

**13. NEXT MEETING**

Executive	Tuesday 27 January 2009 (including Interpacific Interviews)	Mulgrave	10am
State Council	Tuesday 10 February 2009	Mulgrave	10am