

# ***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 Mulgrave Country Club, Wheelers Hill  
on Tuesday 26<sup>th</sup> August 2008 at 10.00am

### **MEETING OPEN**

It is with the deepest sympathy to the Wardell Family that we acknowledged the passing of State Life Member, Ian Wardell.

Sympathy was also extended to Linda Smith and her family for the passing of her mother and brother-in-law.

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

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

### **2. CONFIRMATION OF THE MINUTES (16<sup>th</sup> June 2008)**

Moved Anthea Sutherland

That the Minutes of the State Council Meeting held on 16 June 2008 be approved.

Seconded Lyn Stevens

Carried

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

Items not ready for Council requiring additional development

- 3.1 Showjumping Rules  
To be addressed by Rules Committee
- 3.2 Horse Trials Rules  
To be addressed by Rules Committee
- 3.3 Club Voting Rights  
To be addressed by Rules Committee
- 3.4 Member Protection Officer  
Held over to November State Council Meeting

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

#### **Administration**

#### **4.1 Qualified First Aid Personnel (NZ)**

First Aid Large Competitions or Activities

Moved Steve Bragg

For activities or competitions with more than 200 participants, an accredited first aid provider must be in attendance, such as St John, Red Cross, Life Aid or a medical doctor

Seconded Tony Curwen

Carried

This is one part of the clause of the rule 22 in the Handbook of Bylaws. See September Newsletter for further explanation.

PCAV funded the implementation of Level2 First Aid. Clubs need to continue to support the ongoing refresher costs.

#### **4.2 Disappointment that June Minutes were late (NZ)**

As the June/July mailout must have the AGM Agenda and Nominations for State Council, the mailout cannot go out until after 15 July which is the closing date for nominations. The PCAV use

the services offered by Glenallen Special School to pack the 700 envelopes and the mailout was out within the PCAV Rules and Purposes which states the AGM Notification must be out 21 days in advance.

Zones are advised that the mid year mailout will always be at the end of July.

The Minutes for the June State Council Meeting will be made available on the website as soon as approved after the meeting as this is the only meeting where the mailout is held waiting for the AGM Agenda. James to mail minutes to Zone Secretaries, Zone Presidents and Zone Representatives.

#### 4.3 Use of Body Numbers

Moved Kaye Blanchard

A change to the Gear Rules be effective 1 January 2009,

Not all competitions require competitor numbers.

When required, competitor numbers must be fully visible at all times while mounted, under penalty of elimination.

Competitor numbers must be displayed by one of the following methods:

- Body number: on both the competitor's chest and back for cross-country
- Bridle: on both the left and right side of the bridle
- Saddle cloth: on both the left and right side of the saddlecloth.

**That the organising committee must specify in the schedule of entry conditions what type of numbers, if any, will be required to be worn.**

**The organising committee must state what numbers will be supplied by the organising committee or what numbers must be supplied by the competitor.**

Seconded Bronwyn Glenn

Carried

Note Vicki Kneebone, Anthea Sutherland, Leonie Lang and Linda Smith recorded their votes against

Note : James to change the template section on website and club resource kits

#### 4.4 AGM Timing and Date (NZ)

The State Council held this item over for the panel discussion after the AGM in the evening.

#### 4.5 HnH Equine Directory

Moved Janice Ray

That the Executive Officer writes to HnH Equine Directory and thank Caylene for her presentation, PCAV will not endorse product but permission was given to contact clubs direct and no advertising in newsletter.

Seconded Linda Smith

Carried

#### 4.6 NMIT

Information being distributed to sub-committee.

#### 4.7 ZCI Nominations

Moved Leonie Lang

That the following persons be appointed Zone Chief Instructors for 2008-2009

Maxene Argento	Barwon
Wendy Abey	Central
Megan Harrington	East Gippsland
Gail Baggendorf	Midland
Kammy Cordner Hunt	North East
Michele Thomas	North Metro
Jeanette Graham	Northern
Wendye Myers	Southern Metro

Oriel Gardiner  
Anthea Sutherland  
Seconded Tony Curwen

West Gippsland  
Wannon

Carried

- 4.8 DCI Nominations  
Moved Steve Bragg  
That the following DCI appointments and terms be approved.

**Central**

Ruth Feltoe	26 August 2011	ZA Upgrade
Bev Mumford	26 August 2011	ZA Upgrade
Anne Flenley	26 August 2011	ZA Upgrade
Glenda Meddings	26 August 2011	ZA Upgrade

**Midland**

Aileen Marshall	26 August 2010	
Sandra Pollock	26 August 2010	ZA Upgrade
Gail Baggendorf	26 August 2011	ZA Upgrade
Marie Gahan	26 August 2011	
Kenneth Croser	26 August 2009	
Beryl Pearse	26 August 2011	
Julie Robins	26 August 2011	
Rosemary Williams	26 August 2009	

**Southern Metropolitan**

Wendye Myers	26 August 2011	
Sally Francis	26 August 2011	
Liz McCombe	26 August 2011	
Andy Rouget	26 August 2011	
Sue Korver	26 August 2010	
Michael Holzer	26 August 2010	
Natalie Lees	26 August 2010	
John Barlee	26 August 2009	
Loretta Routh	26 August 2009	

**Wannon**

Linda Archer	26 August 2011	Updating records
Dianne Taylor	26 August 2011	Updating records
Colleen Claridge	26 August 2011	Updating records

Seconded Deirdre Davey

Carried

- 4.9 Pony Clubs in Recess  
The Zone Representatives discuss recession with Bethanga and Barooga as the rules state recession may be for only 12 months.

- 4.10 Pony Club Closing  
Moved Linda Smith  
That State Council be informed that Kardella South Pony Club is being closed.  
Seconded Anthea Sutherland

Carried

- 4.11 Staff Allocation  
Moved Janice Ray  
That the staffing allocation as supplied to State Council totalling \$235131 be approved.  
Seconded Anthea Sutherland

Carried

- 4.12 Annual Leave  
Refer to Executive Sub-committee.

- 4.13 Book Keeper

Moved Bronwyn Glenn  
 That the Executive Officer place an advertisement for a book keeper on seek.com immediately.  
 \$29640 Bookkeeper 3 days, 7.6 hours, 52 weeks, 4 weeks annual leave \$21-25ph  
 Seconded Kaye Blanchard Carried

4.14 Interview Panel Ratification  
 Moved Kaye Blanchard  
 That the interview panel for the book keeper be Jan Faulkner, Janice Ray, James Fitzpatrick  
 Seconded Linda Smith Carried

4.15 Office Christmas Closure  
 Moved Anthea Sutherland  
 That the office closes from 24 December 2008 – 18 January 2009 and all staff to be on annual  
 leave during this time.  
 Seconded Kammy Cordner Hunt Carried

4.16 Limit Employee Annual Leave Accumulation to 5 weeks  
 Moved Kaye Blanchard  
 That annual leave is not to accumulate above 5 weeks.  
 A longer period may be approved in writing with the Executive Sub-committee.  
 Seconded Bronwyn Glenn Carried

4.17 Policy to reduce accumulated annual leave  
 Moved Steve Bragg  
 Staff with in excess of 5 weeks must document a plan to reduce accumulated annual leave by 30  
 June 2010.  
 Seconded Kaye Banchard Carried

4.18 Grant Funding  
 The 2008-2009 grant funding is as follows  
 \$15000 Vichealth  
 \$45000 SRV  
 The Executive Officer will meet with Vichealth and SRV to finalise allocations and grant  
 agreements. All funding will be managed by PCAV as per previous years.  
 The State Council appreciates the work done to secure grants.

4.19 State Councillor Travel Re-imburements  
 Moved Phillip Cobbledick  
 That the State Councillor Travel Re-imburements per annum for 2008-2009 be:

	2006-2008	2008-2009
President	\$2000	\$2200
Vice Presidents	\$1000	\$1100
Treasurer	\$1000	\$1100
Inner Zone	\$500	\$550
Outer Zone	\$1000	\$1100
Plus GST payable		

Seconded Janice Ray Carried

4.20 Sub-committee Appointments  
 Moved Steve Bragg  
**National Mounted Games**  
 Council Appointee Kammy Cordner Hunt (Chair)  
 Ro Cruise, Andrea Davis, Chris Dyson, Richard Glenn, Susan Leitch, Tim Ling, Marilyn Healey,  
 Frank Scarce, Albert Pol, Iain Ross  
 Senior Coach Richard Glenn  
 Junior Coach Marilyn Healey  
 Senior Team Manager Frank Scarce  
 Junior Team Manager Albert Pol  
 Chair of Selectors Frank Scarce  
 Development Squad Co-ordinator Vacant

**State Flat Teams, Musical Ride and Games-**

Council appointees Philip Cobbledick (Chair)

Jan Bromwich–Bairnsdale 2011, Chris Morris–Warragul 2011, Judy Beasley-Barwon Valley 2011

**History-**

Council appointees Kammy Cordner Hunt (Chair) and Janice Ray

**Polocrosse-**

Nil

**Interzone Teams Horse Trials-**

Peter Favaloro

Council appointees Janice Ray (Chair), Linda Smith, Leonie Lang

That the nomination form be re-circulated to fill casual vacancies for sub-committees that are not full. Due date 7 November 2008.

- 4.21 Technical Delegates  
Moved Philip Cobbledick  
That the Executive Officer contact the list provided by the State Council to confirm availability.  
Seconded Linda Smith Carried
- 4.22 Composite Teams at State Horse Trials Champs  
Moved Philip Cobbledick  
That the format for 2009 remain individual and club teams.  
Research and feedback to be conducted regarding composite teams for events beyond 2010.  
Seconded Anthea Sutherland Carried
- 4.23 Format and Scoring for SJ State Championships  
Moved Kaye Blanchard  
The system will be a points system with a bonus point for the winner.  
The teams shall ride and be scored as a collective team. A grade individual  
Seconded Leonie Lang Carried
- 4.24 Polocrosse 2008 and 2009  
Moved Kammy Cordner Hunt  
That the 2008 State Polocrosse Championships be cancelled.  
That the 2009 State Polocrosse Championships be held on 3 October 2009 at Ballarat.  
That an event be held at Moorooduc Polocrosse on 16 November 2008 and all clubs to be invited to put in teams. Langwarrin Pony Club to host.  
Event Name: PCAV Polocrosse Carnival  
Tony Curwen is appointed the State Council delegate.  
Seconded Steve Bragg Carried
- 4.25 Club and Interclub Equathon  
Moved Janice Ray  
That Kammy continue to liaise with Modern Pentathlon Victoria to form rules. Until advised, clubs must run under the umbrella of Modern Pentathlon Victoria.  
Seconded Lyn Stevens Carried
- 4.26 State Showjumping and Dressage Booklet  
Moved Leonie Lang  
That the Showjumping and Dressage State Championships be held on 22 February 2009  
That the Dressage Tests be 1 F and G, 2 E and F, 3 D and E  
Seconded Steve Bragg Carried

- 4.27 Venue for Showjumping and Dressage State Championships  
Moved Leonie Lang  
That the Showjumping and Dressage State Championships be held at Oaklands Hunt Club and Oaklands Pony Club.  
Seconded Steve Bragg Carried
- 4.28 Cross Country Fall Report  
Moved Steve Bragg  
That the Cross Country Fall Report be approved – subject to changes rider impaired by drink or drugs – to be used in conjunction with incident accident form and assistance by Technical Advisor to fill in on the day  
Seconded Tony Curwen Carried
- 4.29 Funding for Scoring at State Level Events  
Moved Janice Ray  
That \$1500 per annum be budgeted for a State Scoring Team led by Kaye Blanchard to be assisted by Zone Personnel.  
Seconded Bronwyn Glenn Carried

5. **TREASURER'S REPORT**

- 5.1 Financial Reports as at 30 June 2008  
That the rotary circulation for Annual Accounts approval was approved.
- 5.2 Finance Policy  
Moved Janice Ray  
That the PCAV Finance Policy be approved as follows:

**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 from 16<sup>th</sup> of the month to 15<sup>th</sup> of the next month shall be collated on 16<sup>th</sup> of the month.

A list of all payments to be made shall be sent to the PCAV Treasurer on 16<sup>th</sup> of the month.

All invoices over \$900 shall have the invoice sent to the Treasurer on the 16<sup>th</sup> of the month.

All payments to employees other than fortnightly salaries are to be sent to the Treasurer on the 16<sup>th</sup> of the month.

All EFT payments shall be made on the 23<sup>rd</sup> day of the month.

All cheques are to be batched and sent out on the 23<sup>rd</sup> day of the month.

An account may be paid at an alternate date with consent in writing of the Treasurer and Executive Officer but only for expenses that could not be incurred under these trading terms.

***Authorisation***

This policy was adopted by the PCAV State Council, at the State Council meeting 26 August 2008.

***Review Date***

This policy shall be trialled for 3 months, reviewed and then subsequently reviewed annually.

Seconded Linda Smith Carried

6. **MEMBERSHIP REPORT**

Membership numbers show 5828 at 31 July 2008, 495 lower than last year.

7. **PRESIDENT'S REPORT**

8. COACHING DIRECTOR'S REPORT

9. EXECUTIVE OFFICER'S REPORT

10. SUB-COMMITTEE REPORTS

- 10.1 Pony Club Australia
- 10.2 PCAV Executive Minutes supplied
- 10.3 Equestrian Federation of Australia -Victoria
- 10.4 Chief Instructors Panel  
That the Minutes were supplied to State Council.
- 10.5 State Games, Flat Teams and Musical Ride Sub-committee  
Moved Anthea Sutherland  
Following the suggestion from Frances Corry, Secretary, Northern Zone, that the name of the Musical Ride be named the Ian Wardell Memorial Musical Ride  
Seconded Kaye Blanchard **Carried**
- 10.6 National Mounted Games Sub-committee  
The Senior Team for 2008 be:  
Scott Cruise Pakenham  
Ryan Davis Macclesfield  
Derk Pol Warragul  
Andrew Rodaughan Kilmore  
Matthew Slade Riddells Creek  
Lachlan McDonald Kerr Riddells Creek (reserve)  
Kammy and James to undertake a review of the selection criteria to ensure it is consistent with future directions.
- 10.7 State Dressage and Showjumping Championships (2009 CZ)  
The following personnel were approved with 2 additional showjumping officials to follow .  
**Dressage Judges**  
Helen Heagney, Pam Edwards, Judy Quinn, Uta Muella, Kerry Mack, Briony Guisti  
**Showjumping**  
**Course Designers**  
Jenny Muir, Ken Felmingham  
**Judges**  
Andrew Kneebone, Anne Jones
- 10.8 State Horse Trials Championships (2009 MZ – Fosterville TBA)
- 10.9 Inter-Zone Teams Horse Trials  
Linda Smith to organise A Grade SJ demonstration to be held in the Indoor Arena on Saturday Night as entertainment. Sub-committee to review and recommend to State Council a fee structure for Saturday Night.
- 10.11 Rules Sub-committee Report Supplied
- 10.12 Polocrosse Sub-Committee
- 10.13 History Sub-Committee Report Supplied

11. GENERAL BUSINESS

- 11.1 Anthea Sutherland presented Incorporation Act material as hand out for information. Would like clubs to submit office bearers and model rules to Zone reps to check. This will be an Agenda item for the November State Council Meeting.

Apologies for next meeting from Janice Ray.

12. CLOSE MEETING 3.30 pm

13. NEXT MEETING

Executive	Thursday 30 October 2008	Mulgrave	10am
State Council	Tuesday 11 November 2008	Mulgrave	10am