

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

Irving House, 73-75 Mackie Rd, Mulgrave. Vic. 3170
on Tuesday 9 February 2010 at 10am

MEETING OPEN

1. PRESENT / APOLOGIES

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

Apologies: Nil

President Jan Faulkner opened the meeting and welcomed the new Treasurer Pam Davey. Jan also expressed her condolences on behalf of PCAV to Kammy Cordner Hunt for the recent loss of her mother.

2. CONFIRMATION OF THE MINUTES (10th November 2009)

Moved Stephen Bragg

That the Minutes of the State Council Meeting held on 10 November 2009 be approved.

Seconded Linda Smith

Carried

3. BUSINESS ARISING FROM THE MINUTES

Items not ready for Council requiring additional development

3.1 Club Voting Rights (at Rules Sub-committee)

4. ITEMS FOR CONSIDERATION AND DECISION

Administration

4.1 Zone Uniforms

Moved Lyn Stevens

That the Zone Uniform for North East Zone be Navy as the primary colour and may have Lilac as a secondary colour. White may be used as a trim.

Seconded Anthea Sutherland

Carried

4.2 Dressage and Showjumping Qualifiers 2010 for the 2011 Championships

Moved Vicki Kneebone

That CZ, NEZ, NZ, SMZ, WGZ be approved to run a series of qualifiers.

That BZ, EGZ, MZ, NMZ, WZ run a qualifier on one day.

SMZ under review

Seconded Robyn Coutts

Carried

4.3 Occupational Health and Safety

Moved Philip Cobbledick

That the PCAV Workplace Policies be approved.

PCAV to be used for PCAV storage only.

Seconded Stephen Bragg

Carried

4.4 Staff Employment Letters

Moved Robyn Coutts

That the PCAV Staff Employment Letters for Vicki Jans, Barbara Cichowitz, Suanne Waugh, Kate Wilson be approved with a performance review panel from the Executive Sub-committee. These

conditions are consistent with the NES and Sporting Organisations Award.
Seconded Vicki Kneebone

Carried

From previous State Council Minutes, the following conditions were approved

James Fitzpatrick and Clare Lewin have previously agreed staff contracts.
The general employment conditions are covered by the terms of the Sporting Organisations Award 2010 and the National Employment standards (NES) from 1 January 2010.

Time in lieu will be available for work performed for the following activities that take place on weekends or public holidays

State Coaching Director

State Training Clinics – up to 3 days per year

Annual General Meeting – 1 day per year

DCI/ZA Training Days – 1 per year

Two Pony Club Australia meetings – 2 days per meeting

One Pony Club Australia Workshop – 2 days per workshop

These activities total 11 days per year.

In addition the bi-annual attendance at National Championships will normally include 2 days weekend work in addition to the normal 5 days during the working week and time in lieu shall be available for the two days of weekend work.

Executive Officer

Annual General Meeting

State Horse Trials

State Dressage and Showjumping

Interzone Teams Horse Trials

State Games and Flat Teams

National Mounted Games Challenge

Annual General Meeting – 1 day per year

1 Day at each of these events, totalling 6 days

Time in lieu for these activities will be on a one-day time in lieu for one-day worked basis and taken within two weeks of the day worked.

4.5 Office Bearer Terms

The State Council discussed the concept of splitting the terms of the Vice Presidents to two year terms elected in alternate years to provide more continuity and a fairer election process.

It was noted that the Treasurer term is a 2 year appointment.

It was agreed that the President's term could be included also to standardize the Office Bearers positions.

Moved Vicki Kneebone

That the proposed draft rule change be put to clubs as a rule change for the Office Bearer Terms to be for 2 years.

That in 2010 elections for the following position be undertaken; President Jan Faulkner and Vice President Kammy Cordner Hunt

That in 2011 election for Vice President Philip Cobbleidick.

The appointment for Treasurer Pam Davey would occur at the State Council Meeting after the AGM in 2011.

Seconded Linda Smith

Carried

Recorded against S Bragg

4.6 Special General Meeting Date

Moved Kammy Cordner Hunt

That the PCAV Rules of Incorporation be amended to reflect the above proposal Minute 4.5, at a Special General Meeting be called for

13 April 2010 at 10am at 73-75 Mackie Rd, Mulgrave. Vic. 3170.

Seconded Bronwyn Glenn

Carried

Events

4.7 Nationals Presentation

Clare Lewin presented the case study of all the potential sites and gave a brief rundown on the reasons for recommending WPNEC. Letters of appreciation have been sent to those clubs and equestrian centres that tendered, notifying them of the final selection and why. Work will begin now on planning and organisation of the National Championships within budget constraints.

Moved Robyn Coutts

That the 2011 National Championships be held at Werribee Park National Equestrian Centre in Victorian School Holidays for six days in September 2011.

Seconded Deirdre Davey

Carried

4.8 Budget for Interzone Teams Horse Trials

Moved Leonie Lang

That the revised budget for the Interzone be approved encouraging a breakeven result.

Perpetual shield for winning zone held at the office. Sashes 1-6 for riders in grade 3 and Grade 4 teams.

Entry fee set at \$70 per rider.

No individual trophy provided for riders from the winning zone.

Seconded Stephen Bragg

Carried

4.9 Approval of the Interzone Teams Horse Trials Booklet and Entry Forms

Moved Smith

That the booklet and entry form be approved with awards/prizes revised as per 4.8.

Booklet and entry form change : Scoring two highest placed teams p5.

Jobs list : Don Roach to be asked to score. Gear check by SMZ.

Draw to be in teams this year.

It is hoped the change of date to 24-25 July 2010 will encourage more riders to enter as the new date avoids clashes with 2 major horse trials events.

Seconded Deirdre Davey

Carried

Rules

4.10 Comments on recent Rule Books Release

Show jumping Rules, need to amend 2010 rule book as follows;

Moved Vicki Kneebone

Remove words "per class" from table 1 in 3.1 and add the following clarification to the bottom of the first paragraph in 3.1

NB. The first round of the first class on the day of competition cannot exceed the maximum starting height for the respective grade.

Seconded Anthea Sutherland

Carried

James to check reference numbers in the Bylaws as the numbering has changed due to inserted clauses. This does not alter the rules but helps link clauses together.

Moved Kammy Cordner Hunt

That the Rider Fall Release Form be noted and approved.

Seconded Anthea Sutherland

Carried

5. TREASURER'S REPORT

5.1 Financial Reports as at 31 December 2009

Pam presented her first report outlined as follows and including suggestions:

Janice Ray has left the organization in a sound financial position due in part to the sale of Brighton and sound investments, however, there is a need to work on future financial planning. We need to broaden the membership base through membership categories, "like" organizations, product delivery – forum to develop options required. Membership is decreasing steadily and expenditure rising slowly. There is a constant need to look at areas of savings and current subsidies.

Exit survey to be developed and sent to lapsed members from 2009.

Suggestion for all Zone Representatives to bring back ideas of how to rectify membership

decreases and/or financial improvement options.

The deficit for July to December 2009 is \$43,688 against a budget deficit of \$46,092.

Moved Pam Davey

That the Profit and Loss and Balance Sheet as at 31 December 2009 be approved.

Seconded Anthea Sutherland

Carried

5.2 Budget 2010 – 2011

Moved Pam Davey

That the revised budget V4 showing a deficit of \$13,606 be approved.

Seconded Robyn Coutts

Carried

5.3 Membership Fees 2010-2011

Moved Pam Davey

That the membership fees for 1 July 2010 be set as \$70 per rider and \$40 pro-rata from 1 February 2011 to 30 June 2011.

Seconded Robyn Coutts

Carried

5.4 Financial Procedures

Moved Vicki Kneebone

That the following motions be approved

Creditors to be paid on the due date

Volunteers to be paid within 1 week

Electronic authority as per existing arrangements

Amounts over \$900 and all staff re-imbursements require Treasurer approval

Hold \$20,000 in the ANZ trading account

Two signatures on all cheques

Signatories to be Jan Faulkner, Pam Davey, James Fitzpatrick, Clare Lewin and Barbara Cichowitz

To invest \$200,000 in a fixed term investment as per investment policy at a maximum of 6 month terms with authority to re-invest on the best terms available.

To finalise outstanding State Councillor Re-imbursements or reverse the entry if older than 6 months

Not to raise State Councillor Travel Re-imbursements as invoices in MYOB. Claims must be made quarterly and cannot be backpaid greater than 6 months or the amount is forfeited

That the revised shop prices and postage be approved

That the Executive Officer negotiate with staff to develop a working plan for the next meeting to reduce staff advance pay being ideally 5 working days over 5 months

Seconded Kammy Cordner Hunt

Carried

5.5 Investment Approval

Moved Anthea Sutherland

That the Treasurer be approved to invest \$200,000 in a fixed term investment

Seconded Bronwyn Glenn

Carried

6. MEMBERSHIP REPORT

Membership Report tabled showing 6398 riding members.

7. PRESIDENT'S REPORT

See MAD magazine

8. COACHING DIRECTOR'S REPORT

NCAS Club Update

There have been 242 candidates assessed in 49 clubs to-date.

Calendar is on the internet for 2010 and 2011.

9. EXECUTIVE OFFICER'S REPORT

The length of the office closure to be discussed at the next Executive Meeting

10. SUB-COMMITTEE REPORTS

- 10.1 Pony Club Australia
Interpacific Exchange Rally in Hong Kong on 5 -22 August 2010 and Shay Smith is the Victorian Representative. The rally was previously postponed from 2009 due to the outbreak of swine flu. Next meeting in May 2010.
- 10.2 PCAV Executive Minutes supplied
- 10.3 Equestrian Victoria
Report was presented on the last meeting.
New dressage area and fencing at Werribee Park NEC.
- 10.4 Chief Instructors Panel
Next meeting is 6 April 2010.
- 10.5 State Games, Flat Teams and Musical Ride Sub-committee
Updated flat teams ride has been revised and is now available on-line and in the February mailout. Bacchus Marsh PC representatives coming to the next committee meeting.
A request has been lodged whether a rider can compete in two musical ride teams. This has been referred to the sub-committee.
The sub-committee to review wording for 2011 booklet regarding multiple rides.
Composite teams for Flat, Musical and Games are allowed attend zone qualifiers but cannot go on to State in 2010.
Stephen Bragg TA
- 10.6 National Mounted Games Sub-committee
National Team qualifiers are being held at Dingley on 13 February 2010.
Clarification from PCA as to the costs for this qualifying event.
- The motion of re-imburement for coaches be paid \$90 per day be held over to April 2010 meeting to allow for further consideration by the Treasurer on costs and it's flow on affect for other state presenters ie A and B Examiners etc.
- 10.7 State Dressage and Showjumping Championships (2010 EGZ - Sale)
Vicki Kneebone Technical Advisor (TA)
Progressing well with 196 entries for the championships and 99 riders in the warmup.
Grounds are in good order, draws are available, equipment organised.
- 10.8 State Horse Trials Championships (2010 WGZ - Tonimbuk)
Yvonne Morrison TA
- 10.9 Inter-Zone Teams Horse Trials Minutes supplied
Val McKenzie TA
- 10.10 Rules Sub-committee
- 10.11 History Sub-Committee
Information is at the office. Working through "chapter" information to see what written and photographic content is available for the decades. It was suggested that various pony club people be invited to write chapters.

11. GENERAL BUSINESS

- 11.1 Central Zone tabled a motion for State Games to be heard at the April 2009 State Council Meeting.
The motion is:
That State Games Teams consist of 4 riders plus 1 and compete in the age groups of under 14 and open.
- 11.2 SMZ Medical Armbands, should there be an alert on outside indicating a special condition?
General consensus is no, information should be contained in the card
- 11.3 WGZ small club having problems covering costs of rallies etc. Consider including "adult" riders come to a rally? It was considered that this could be part on the ongoing ideas of increasing membership and making PC more acceptable and inclusive. This will be discussed at future meetings as no decision was reached.
- 11.4 James talked about Day attendance and AON. Other ideas included a Competition Passport and/or a fee for an annual "ticket". It may not include personal accident, just public liability.

Need to track 2,000 riders and potential accidents. This item will be discussed at future meetings as no decision was reached.

Note : following discussion - Victoria will investigate how other states run their clubs and rally structures

- 11.5 CZ – APC Syllabus of Instruction, not available on web site because it is a Pony Club Australia publication and is only available in hard copy for purchase from PAV shop.
- 11.6 James has produced tip sheets for positive behaviour and how to resolve conflict in the field and positive parenting which was Department of Sport and Rec funded. This is still in draft format and when finalised it will be available.
- 11.7 Next State Training Clinic is the 29 May 2010 in SMZ on the Mornington Peninsula.
- 11.8 The Treasurer gave the Executive Officer a draft Leave Policy for review at the next Executive Meeting.

12. CLOSE MEETING 3.22pm

13. NEXT MEETING

Executive	Monday 22 March 2010	Mulgrave	10am
State Council	Tuesday 13 April 2010	Mulgrave	10am