

PONY CLUB VICTORIA

ABN 6432002009

STATE COUNCIL MINUTES



Meeting Date: Tuesday 4 September 2018
Location: "Irving House", 73-75 Mackie Rd, Mulgrave. VIC 3757
Commencement Time: **10.25 AM**

ACTION ITEMS		
Item #	Action	Progress/Notes
1002.3 MPIO (Matters arising)	EO To source face to face training for MPIO officers – none available through Play by the Rules.	In progress, have contacted SRV
1003.3, 1013.1 Market Survey	EO to post complete presentation to website removing personal references	In progress.
10.14 Hay PC	Shari to email EO with info required by zone, EO to formally request from Hay.	
1015.3 PICA Membership	EO to request interest from PCA to join with a view to share membership fee nationally.	Request sent to PCA.
1015.4 Heathcote PC	EO to write to HPC regards affiliation	Complete
1016.1 Reports at AGM	Financials to be available including PCVEC. Valuation to be available. Agenda item at AGM.	PCV Financials sent to clubs
1016.1 PCVEC	PCVEC committee to investigate options for Centre for development. GT, EO LC, LS, Tony Carey to develop a comprehensive report on future plans and the improvements to date.	
1016.2 EO report	EO photo to be put on website. State Council to forward photos of themselves for inclusion on website.	EO photo sent.
1016.3 Sub-Juniors	Sub-Juniors to be permitted to represent Victoria at National Games. Advise National Champs Sub-committee.	Committee advised.
1016.5 Dates for championship events CIP	Letter to be sent to CIP by EO	Letter sent.
1016.10.1 Comfort and Safety Officers	Job descriptions to be developed: Coach coordinator.	Current status: CIP are concentrating on the mentor program. Job description C&S to become a priority.
1016.10.1 PCVEC planning	A staged plan is required. LS, RG, Tony Carey, LC, GT to develop	

	<p>State Council to provide feedback via email to LC prior to September 25 and cc all</p> <p>LS to approach clubs to assist in return for access</p> <p>PCVEC committee to source person to inspect, advise and quote to renovate show jumping arena.</p>	<p>Progress, clubs approached and agreement reached with a club.</p>
1016.10.4 Rules	<p>Jump Heights. SF to circulate proposal for appropriate band of jump heights to State Council. SC to respond to SF.</p>	
1016.10.5	<p>NMG rugs RG to source smaller rugs from Horseland</p>	<p>Progress. Horseland approached, slow response, also sourcing from other supplier as a backup.</p>
1016.10.10 Dressage festival	<p>Last year's figures to be provided by RG</p>	<p>Completed</p>
1018.2 Database	<p>RG to investigate why members not showing at zone level</p>	<p>Update. This glitch has been previously reported to OSM. Follow up indicates it is a setting is required at time of setting up the new member year. Being fixed by OSM and office staff.</p>

Meeting Opening

In Attendance

James Lang (JL), Geoff Tulett (GT), Coral Byrne (CB) – BZ, David Stammers (CZ), Jan Bromwich (JB) - EGZ, Sue Foley (SF) – MZ, Nicole Don for Ian Don (ID) – NEZ, Linda Smith (LS) – NMZ, Shari Mawson – Cannon (SM) – NZ, Graeme Johnstone (GJ) – SMZ, Laurie Cruise (LC) – WGZ. Rick Gill (EO),

Apologies –

Philip Cobbledick (PC), Peter Favaloro (PF), , Ian Don (ID) – NEZ, Rod Keast (RK) – WZ

1012 Director Conflict of Interest Disclosures

Nil

1013 Previous Minutes – Tuesday 31 July, 2018

Motion to accept the minutes. Moved CB Seconded GT Carried.

1013.1 Matters Arising

Governance: Constitution. State Council updated on progress to date. An update was given on the changes to the draft constitution with most changes around clarifying, tidying up grammar and references, and removing procedures concerning voting. Definition of Pony Club was discussed to allow for non-pony club activities, it was resolved that the tabled wording would stand. Rule 26.2 change 'a' to 'each' to ensure 10 zones were permanently recognised with certainty. 27.2 change by removing the reference to 'any' regards how many of directors and CEO to sign to ensure it was always two, and simplify by combining para (2) and (3). State Council to provide any further comment to EO by COB Friday 7 September.

Motion: "that the constitution as tabled with the changes:

- Rule 26.2 change 'a' to 'each' to ensure 10 zones were permanently recognised with certainty.
- 27.2 change by removing the reference to 'any' regards how many of directors and CEO to sign to ensure it was always two, and simplify by combining para (2) and (3)

State Council to provide any feedback for further consideration prior to close of business 7 September 2018, and pending no further feedback that the constitution be approved to forward to the membership to consider adopting at the SGM and that date is to be 13 October 2018."

Moved LC Seconded LS Carried

Motions to be put to membership at SGM. A draft set of resolutions was drawn up, and following feedback from State Council was amended to a more simplified draft regarding the appointment of an interim board. There is a need for a clear and simple process to be put to members for a transition should the constitution be accepted. The draft motions were discussed and there was consensus that the motions should be put as tabled.

Motion: "That the draft motions as tabled be put to the membership at the Special General Meeting of 13 October 2018. Moved LS seconded GT. Carried.

A lengthy discussion ensued with concerns over the process to date, why there was only one option presented, develop other option, is there a plan B, lack of consultation with State Council as a whole, the loss of powers of the State Council, board over-riding the new State Council decisions and other committee decisions, the ability to attract appropriate board members, that board members were too removed from grassroots, country members would be poorly represented. EO and members of the Executive outlined the best practice model that was put and accepted by State Council is endorsed by Australian Sports Commission, Sport and Rec Victoria, and every professional governance organisation including the Australian Institute of Company Directors and similar. It was outlined to State Council that ALL members of State Council have responsibility now that the direction is endorsed is to promote positively the changes to Member Clubs. Given that the risks to PCV have been recognised this responsibility to promote the changes positively to Member Clubs is not just one of the Good Governance principles of unity in decision making, it is a legal responsibility. More discussion ensued regarding the quorum required to pass a resolution. EO outlined that despite how one might interpret the existing constitution, it is a legislated requirement that the majority is 75% or more. PCV have received advice to the effect that the current constitution wording reflects this notwithstanding the overriding legislation that would over-ride if it did not comply. The discussion ended without resolution.

Market Research Project update. As planned at the previous State Council meeting the summary was provided to respondent stakeholders as a courtesy by CogNETive Friday last. It was planned for PCV to distribute to all members the following Wednesday however the summary was being reproduced on social media within minutes of its distribution on Friday forcing PCV state office to bring forward its own distribution in order not to appear slow to react. Motion: "To post the complete research findings online, with the removal of personal references" moved LC seconded LS Carried

1014 Major Correspondence IN

Hay Memorial Club: Request NZ setting up new club

OUT

Emails instructing finalisation of King and Howlong matters.

Letter to PCA regards fee increases for 2019.

Letter to PCA regard Concussion Policy

Matters Arising

Hay Memorial Club. There has been a change of executive from the old club to the new club. SM still trying to gather information from new club but getting a run-around. Not enough information has been provided in the letter to the zone requesting the formation of a new club. There was a letter from Fair Trading to say it was forcibly closed as had not received mandatory reports. SM to email EO with the information the zone require to make a decision, and EO to formally request from club.

PCA, no responses to letters sent to PCA.

1015 Matters for Decision:

1015.1 Major strategy decisions - require board paper and recommendations

1015.2 Strategic Plan 2016-2019 Review

- 1015.3** Membership of Australian Horse Industry Council. EO recommendation is to renew membership of the AHIC. This is a strategic committee constituting all the major players in the equine industry, currently only EV are represented on the sport side of the industry. There are many decisions being made or lobbied and it is important that we have a say in those decision and are seen to be having a say if we are to remain relevant. Membership is about \$3000pa which is significant. As a national organisation, the membership to HICA should be via PCA as it would not be reasonable for PCV to have the burden of the membership cost and the input on behalf of all of Pony Club nationally. Action: Request interest from PCA becoming a member, with a contribution for membership fee shared nationally.
- 1015.4** Ratify full affiliation for Heathcote PC. The executive and committee are functioning well with the club having around 15 members.
Motion: 'That the Heathcote PC be granted full affiliation'
Moved DS seconded SF carried.
- 1015.5** Hay Memorial Club: covered in business arising 1014 Correspondence.
- 1015.6** Proposal to change date of next State Council meeting to 23 October which is 2 weeks after the AGM should the new constitution be adopted to put in place the interim board. State Council resolved to accept that date.
- 1015.7** PCVEC, Cross Country Course changes. Sylvia Roberts proposed by PCVEC Committee to design changes and to fit frangible pins to jumps.
Motion: "LS authorised to appoint Sue Roberts for the cross-country course changes".
Moved LS seconded DS carried.
- 1015.8** Routine decisions including capital equipment approval and expenditure –
Loudspeaker system extended to competition paddock quoted \$2000
Dressage trailer ordered at approx. \$7500
Stairs in barn to be commenced.

1016 Matters for Discussion

- 1016.1** Treasurer's Report
Auditors have been on site last week and are finalising their report. Awaiting final report.
Details of finances t be available for the AGM.
Valuation to be available at AGM
PCVEC committee to investigate options for Centre for development. GT, EO LC, LS, Tony Carey to develop a comprehensive report on future plans and the improvements to date.
Payout for former EO was a significant expense that is reflected in the P/L.
Term deposit has been rolled over, and surplus funds rolled into it.
MYOB is now cloud based and with business internet banking is significantly more efficient.
EO has plan in place to review Chart of Accounts to be more intuitive and to enable more meaningful reporting.
Motion: Accounts receivable, B/S, P/L are accepted and PCV is able to pay its accounts when they become due.
Moved LS Seconded CB carried.
- 1016.2** Executive Officer's Report – Document Agenda Items for Consideration
EO has been visiting many clubs with the attendance at a variety of events being well received. Council has suggested putting photo on website so members can identify readily. Council agreed that all councillors should have their photos on website. Resolved.
- 1016.2.1 Current Significant Issues
- 1016.3** National Championships in NSW in 2019, and National Championships in Victoria in 2021. State Council to make decision on sub-juniors. Victoria is the only state not to send sub-juniors. A category of sub-juniors exist at PCA ;eve;. State Council resolved that it had no issue is sending a sun-junior category and for the National Championship Committee to set the selection process.
- 1016.4** State Games Events Championship date. Letter received from CIP Panel December 2017 for the State Games event to be moved back to June. The date was originally put in place to run for 2 years and to review then. PCVEC did not want to have all events in the one part of the year and there were concerns with weather. There are options to modify the venue to better accommodate state games.
Motion: 'Use the current dates for 2019 then review'
Moved DS seconded SF carried.

- 1016.5** Dates for Championship events in 2019. Spreadsheet provided. RG to send acknowledgement of letter to CIP.
Motion: 'That the dates for 2019 be accepted as tabled'
Moved LS seconded CB carried
- 1016.6** Update on Strategic Plan Implementation 2016-2019
deferred
- 1016.7** Risk and Compliance Update
deferred
- 1016.8** Discussions concerning forthcoming strategic decisions
nil

1016.9 Reports and Operational Issues

1016.10 Sub Committee Minutes & Reports

1016.10.1 Executive Sub Committee – Minutes 20 August ,2018. Noted
Comfort and Safety Officers. CIP have people in place. Job descriptions require completing. CIP are working on the Mentor program.
LS provided a summary of progress at PCVEC. Barn is in progress of being upgraded to allow accommodation, stairs to be completed soon to comply with code requirements for health and safety. State Council invited to attend and stay. Looking for some bunk beds at present. New tenants in house. LS updated future plans, including a draft by LC tabled. Site of toilet block to be determined. 10 sites suggested for campsites for non-PC activities for extra income. More yards to be developed near existing. Entrance not wide enough at buildings and need to bypass admin buildings. A priority should be for powered sites to produce income. PCVEC committee to consider having an EA event at the centre.
Also consider clubs to assist with some of the tasks in return for free use. Action LS to approach clubs.

A staged plan needs to be presented as a starting point. Action: LS, RG, Tony Carey, GT, LC.

This plan should provide members with an idea of the potential of the centre.

State Council to provide feedback direct to LC via email prior to 25 September and cc all.

Action: PCVEC committee to source person to inspect, advise and quote to renovate show jumping arena.

1016.10.2 Chief Instructor's Panel – Minutes May 30, 2018. Noted

1016.10.3 Pony Club Victoria Equestrian Centre COM – Minutes 20 August, 2018.
Noted

1016.10.4 Rules Sub Committee- Rules for consideration for 2019. Noted
CIP regards removal of arm bands – not interested in being optional as seen as a risk issue.

Current rules don't allow DC to ride.

Whip rule as presented accepted.

Protests regarding scores should be based on the final scores

Balanced reigns, discussion concluded that rule be accepted as tabled.

Nosebands. Recommendation to use a measurement. Better to use education to address. Need to await a PCA ruling. Rule change not accepted.

Mickleham bridle: agree to exclude.

Hoof over boots: To leave as is.

Grading guidelines: Grade 6. Remove reference to not compete in grade 6 for more than 12 months.

Jump heights. A discussion around the band of appropriate jump heights concluded with SF to send proposals to State Council for comment.

Delete 2nd line of of NB clause – "up to 10cm increase between rounds."

1016.10.5 National Mounted Games – Minutes May 15th, 2018. Noted
Need some smaller rugs for games. RG to source from Horseland.

- 1016.10.6 National Championships Advisory – 18 August. Noted
- 1016.10.7 Tetrathlon – Rules for Conducting Events - Enclosed
- 1016.10.8 Dressage and Showjumping State Championships – .
- 1016.10.9 Horse Trials State Championships –
 Difficulty in getting accurate figures from last year. Looking at making \$8500 profit.
 Need to make sure that the information provided to develop the schedule is adhered to.
- 1016.10.10 InterZone Teams Horse Trials (IZTHT)
- 1016.10.11 Games Flat & Musical Ride Teams (GFMR) State Championships – 2 August.
 Noted
- 1016.10.12 Dressage Festival.
 To go ahead. To get last year's figures from office.
- 1016.11 President's Update. Noted
- 1016.12 Other matters for discussion

1017 Matters for Noting [discussed only on exception basis]

- 1017.1 Membership Figures
- 1017.2 Company Seal
- 1017.3 Calendar Updates
- 1017.4 Pony Club Australia News Updates

1018 Other Business

1018.1 Rules interpretations.

Where a request for a rule interpretation is received by state office, if straightforward to be dealt with by office. More complex determinations should be referred to Rules committee. Where issues arise from an event these need to be referred back to the zone. For instances where the issue involves the zone or where the issue still remains after being referred to the zone a policy needs to be developed.

1018.2 Database

Members not showing at the zone level. RG to follow up with OSM.

1018.3 State Championship Qualifying

At last meeting decided to be more inclusive of our membership as a group to ensure that anyone can enter so long as they have qualified. Current situation sees the qualifying through zones as still limiting to 3 from a zone, in effect the state championships are an interzone. State Showjumping and Dressage committee to advise for the upcoming championships in order to get the best riders from the state entered, not just the best 3 from each zone. The rules have been changed for this year, there is a need to review the effectiveness of these new rules and to continue an ongoing conversation.

1019 Meeting Finalisation

- 1019.1 Review actions to be taken
- 1019.2 Meeting evaluation

Next meeting 23 October 2018

Meeting close 5.50pm