



PONY CLUB
VICTORIA

Inc AS1341355 | ABN: 64 320 020 091

"Irving House" 73-75 Mackie Road, Mulgrave, 3170

Ph: 03 8685 8925; Fax: 03 9561 6727

www.ponyclubvic.org.au

Inc A0013413S

Minutes of Special General Meeting and Annual General Meeting

Pony Club Victoria Incorporated

Date: Wednesday, 26 November 2025

Time: 7:00 PM

Location: Microsoft Teams (Virtual Meeting)

ATTENDANCE

Board Members and Officials

- Maree Fellows (Chair)
- Meaghan Densley (Executive Officer)
- Leanne Manton (Board Member)
- Helen Simmons (Board Member)
- Shari Mawson-Cannon (State Council Representative/Board Member)
- Claire McDonald (State Council Representative/Board Member)
- Jill Taylor (Office Staff - Coaching)
- Carolyn Powers (Office Staff)
- Kerpal Singh (Auditor)

Delegates and Attendees

Name	Club/Organization	Role/Position	Delegate Status
Carolyn Powers	Woodend	DC	No
Graeme Johnstone	Mentone	Club Delegate	No
Kathleen Kindler	EV (Equestrian Victoria)	-	No
Siobhan Murray-Dr	Various (Prelim Coach)	-	No
Sue Muirhead	Mentone	Life Member	No



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Name	Club/Organization	Role/Position	Delegate Status
Adrienne Curran	Corio	Treasurer	Yes
Aimee Cuthbert	WERRIBEE	Secretary	Yes
Amanda Morton	Kyabram	Treasurer	Yes
Bronwyn Harris	Rochester	President	Yes
Carolyn Stephens	Bealiba	Treasurer	Yes
Catherine Keen	Drysdale	Treasurer	Yes
Cecilia Cecilia	Rokewood	Secretary - Treasurer	Yes
Celia Haley	Myrtleford	President	Yes
Cindy Lynda	Balnarring District	DC	Yes
Emma Joyce	Bunyip	-	Yes
Erin Taylor	Main Ridge	President	Yes
Gavin Davies	Lochard	DC	Yes
Hellen Forrest	McArthur	Member	Yes
Imogen Cannard	Barwon	Coach	Yes
Janette Hayward	Kyabram	Coach	Yes
Janine Wright	Baranduda	Treasurer	Yes
Jayne Dilley	Wynn	Vice President	Yes
Jo Brennan	Woodend	DC	Yes
Josie Ferrari	Colac	DC	Yes
Kalinda Wade	Gisborne	Stratford	Yes
Kammy Cordner Hunt	Mansfield	Committee Member	Yes



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Name	Club/Organization	Role/Position	Delegate Status
Kerry Roberts	Rochester Northern	-	Yes
Kira Chalmers	Mandurah	Membership Officer	Yes
Leslie Manning	Pony Club D	-	Yes
Linda Gerring	Maryborough District	DC	Yes
Lisa Law	North East Horse and Pony Club	Vice President	Yes
Louise Dillon	Horsham	Adult Member	Yes
Mark Blackburn	Tarwin Lo	President	Yes
Meaghan Johnston	Macarthur	Zone Rep	Yes
Meaghan Sutherland	Riddells C	President	Yes
Merja CLUNING	Mountain	Secretary	Yes
Nathan Foosaugh	Gisborne	President	Yes
Nicole Chalmers	Mandurah	Zone Rep	Yes
Niree Weybury	Woodend	President	Yes
Olivia Cecilia	Rokewood	Secretary - Treasurer	Yes
Omri Lynch	Balnarring District	DC	Yes
Paris Room-Bat	Mandurah	Vice President	Yes
Pauline Campbell	Bendigo	Secretary	Yes
Peggy Mills	Harcourt	DC	Yes
Peta Dilley	Wynn	Vice President	Yes
Pete Helps	Warragul	Zone Delegate	Yes
Peter Favaloro	Buchan	President	Yes



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Name	Club/Organization	Role/Position	Delegate Status
Prue Carleton-t	Balnarring	General Committee	Yes
Rachel Edwards	Seville	Member / CIP Member	Yes
Sally Jones	BRIAGOLONG	-	Yes
Sally Morphy	Baraboo District	DC	Yes
Shelley McCrae	Dennington	District Commissioner	Yes
Teri Kirkham	Macedon	Vice President	Yes
Terri-Ann Mitchell	Loch- Nyora	Secretary	Yes

Apologies

- Linda Smith (Life Member, Pony Club Victoria)

Quorum Status: CONFIRMED (exceeded 10% requirement)

SPECIAL GENERAL MEETING

1. OPENING AND ACKNOWLEDGEMENT OF COUNTRY

Chair: Maree Fellows, Board Member

Meeting Called to Order: 7:00 PM

Maree Fellows opened the meeting with an Acknowledgement of Country:

"Pony Club acknowledges the traditional custodians of the land on which we ride, learn and gather. We pay our respects to elders past, present and future, and we recognise the deep cultural connection First Nations people have with horses, with animals, land and the community."

2. INTRODUCTIONS

- **Chair:** Maree Fellows (Board Member)
- **Executive Officer:** Meaghan Densley (recording minutes, managing voting, and assisting with presentation and roll call)

3. ROLL CALL AND APOLOGIES

Conducted by: Meaghan Densley



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- No apologies noted at commencement
- Apology received from the floor: Linda Smith (Life Member)
- Quorum confirmed: Sufficient representation (10%+ of clubs) present to proceed

4. HOUSEKEEPING

Meaghan Densley provided technical instructions for the virtual meeting format.

5. STRATEGIC PLAN OVERVIEW

Presented by: Meaghan Densley, Executive Officer

Meaghan provided a high-level overview of the Strategic Plan as presented in the Annual Report. The board plans to release it to members early in the new year.

6. SPECIAL RESOLUTIONS

Voting Requirements: 75% majority of votes cast required for passage

RESOLUTION 1: Standardise Director Terms

Motion: That the rules of incorporation be amended to standardise all director terms to three years with re-eligibility for up to three terms with a maximum of nine years cumulative, including prior State Council service.

Rules Affected: Subrules relating to term periods

Discussion Points:

- Sue Muirhead raised concerns about rotation with even number of directors
- Maree Fellows explained flexibility exists to manage rotation
- State Council members' terms and zone appointment processes discussed
- Clarification that most zones have not updated constitutions to reflect two-year requirements

Vote:

- For: 31
- Against: 0
- Abstain: 0

Result: PASSED



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RESOLUTION 2: Rename Zone Nominated Director

Motion: That the rules of incorporation be amended to replace the language "appointed zone nominated director" with "appointed director."

Rules Affected: References throughout rules relating to this director position

Discussion Points:

- Clarification that nomination process remains unchanged
- Only the title/terminology is being updated
- Purpose is to reduce confusion about the role

Questions:

- Sue Muirhead: Confirmed process remains the same
- Peter Wall: Confirmed only wording changes, not process

Vote:

- For: 34
- Against: 1
- Abstain: 0

Result: PASSED

RESOLUTION 3: Rename Rules of Incorporation to Constitution

Motion: That all references to "rules of incorporation," "these rules," or "the rules" be replaced with "PCV Constitution," "this constitution," or "the constitution" and the document be retitled to "Pony Club Victoria Constitution."

Discussion Points:

- Reduces confusion between rules of incorporation, bylaws, and constitutions
- Consistent with Consumer Affairs Victoria terminology
- Sue Muirhead suggested including reference to former name for searchability
- Kristin Aitken asked about club implications (confirmed clubs already use "constitution")



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- Meaghan Johnston noted Wannon Zone recently changed to rules of incorporation following CAV guidance

Vote:

- For: 34
- Against: 0
- Abstain: 0

Result: PASSED

RESOLUTION 4: Reduce AGM Notice Period

Original Motion: That the rules of incorporation be amended to reduce AGM notice period from 42 days to 28 days.

Rules Affected: 3.1 and 18.1

Discussion Points:

- Sue Muirhead: Proposed 35 days to ensure all clubs can hold at least one meeting after notice
- Peter Favaloro: Expressed concern about varying AGM dates and insufficient notice period
- Niree: Noted modern communication (group chats) makes 21 days feasible
- Maree Fellows: Acknowledged timing challenges related to auditor availability

Vote on 28 Days:

- For: 21
- Against: 8
- Abstain: 2

Result: FAILED (insufficient 75% majority)

Amended Motion: That the rules of incorporation be amended to reduce AGM notice period to 35 days.

Moved: Sue Muirhead

Seconded: Peggy Mills and Janine Slocombe

Vote on 35 Days:



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- For: 26
- Against: 4
- Abstain: 0

Result: PASSED (87% approval)

RESOLUTION 5: Rename State Council

Original Motion: That all references to "State Council" throughout the rules of incorporation, including definitions, eligibility criteria, terms of service, and committee descriptions, be replaced with "State Advisory Panel."

Discussion Points:

- Graeme Johnstone: Proposed "Zone Representative Panel" for consistency with Chief Instructors Panel
- Sue Muirhead: Supported consistency with CIP terminology
- Meaghan Johnston: Agreed with zone representative terminology
- Nicole Chalmers: Emphasized importance of representing zone voice
- Shari Mawson-Cannon: Noted CIP is officially "State Chief Instructors Panel" in bylaws
- Adrienne Curran: Suggested including "State" for clarity and searchability
- Emma Joyce: Questioned whether name clearly indicates state-level representation

Amended Motion: That all references to "State Council" be replaced with "State Zone Representative Panel."

Moved: Graeme Johnstone

Seconded: Kammy Cordner Hunt

Vote:

- For: 28
- Against: 1
- Abstain: 2

Result: PASSED



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RESOLUTION 6: Remove Interim Board Clause

Motion: That the rules of incorporation be amended to remove the interim board clause (transitional clause no longer required).

Discussion Points:

- Sue Muirhead: Asked whether clause will be deleted or renumbered
- Maree Fellows: Confirmed administrative decision to be made, may affect hyperlinks

Vote:

- For: Unanimous (exact count not recorded due to clear majority)
- Against: 0
- Abstain: 0

Result: PASSED

7. CLOSURE OF SPECIAL GENERAL MEETING

All special resolutions completed. Meeting adjourned for five-minute break before commencing Annual General Meeting.

Time: Approximately 8:50 PM

ANNUAL GENERAL MEETING

1. OPENING OF ANNUAL GENERAL MEETING

Reconvened: Following five-minute break

Chair: Maree Fellows

Quorum Confirmed

2. MINUTES OF PREVIOUS AGM (2023-2024)

Motion: That the minutes of the 2023-2024 Annual General Meeting be accepted as a true and accurate record.



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Moved: Cindy

Seconded: Peter

Vote: Majority in favour

Result: PASSED

3. ANNUAL REPORT 2024-2025

Presented by: Meaghan Densley, Executive Officer

Key Highlights:

Membership & Participation:

- Membership decline plateauing after 15-year downward trend
- Ready to Ride program showing strong enrolment
- Highest coach enrolment in six years (235 coaches)

Coaching & Officials:

- Professional development webinars receiving excellent satisfaction ratings
- Two-year coach accreditation process identified as area for improvement

Strategic Priorities:

- Four pillars: Grow, Empower, Lead, Sustain
- Focus on membership retention, volunteer support, and administrative simplification
- Final strategic plan document to be released early January 2026

No questions or discussion on Annual Report.

4. FINANCIAL STATEMENTS AND AUDITOR'S REPORT

Financial Year: 30 June 2024 to 30 June 2025

Auditor: Kerpal Singh

Board Representative: Helen Simmons

Pre-submitted Questions Addressed:



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Question 1: \$1 million financial assets movement

Answer (Helen Simmons): Term deposit product discontinued by bank. Funds moved to high-yield current account (cash and cash equivalents).

Question 2: AASB16 Lease

Answer (Helen Simmons): Australian accounting standard for lease reporting. Shows right-of-use asset and lease liability on balance sheet. PCV's only lease is photocopier lease.

Question 3: Cash flows from operating activities increase

Answer (Maree Fellows): Related to term deposit closure and accounting code changes with new accountant.

Question 4: Miscellaneous income (\$71,000)

Answer (Kerpal Singh): Breakdown to be provided by email the following day. Represents sundry income items grouped for reporting clarity.

Question 5: Insurance recovery changes

Answer (Shari Mawson-Cannon & Maree Fellows): Change in insurance collection process. Insurance now paid directly to PCA via Justgo rather than through PCV. \$2,500 represents cyber insurance, management liability, and member protection insurance costs still billed to PCV.

Auditor's Presentation (Kerpal Singh):

Audit Opinion: Unmodified (clean audit)

- No material misstatements identified
- No significant deficiencies in internal controls

Financial Performance:

- **Surplus:** \$21,898
- **Revenue:** \$653,000 (membership, merchandise, training, grants, sponsorship, interest)
- **Expenses:** \$473,000
 - Employee benefits: \$227,900
 - Contractors/consultants: \$98,000
 - Occupancy, IT, office: \$77,000
 - Depreciation: \$20,000

Financial Position (30 June 2025):



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- **Net Assets:** \$2.9 million (compared to \$2.906 million previous year)
- Strong cash reserves from prudent financial management
- **Liabilities:** \$206,000 total
 - Trade payables: \$49,000
 - Income received in advance: \$152,000
 - Leave provisions: \$2,152
 - Credit card borrowings: \$3,000

Auditor's Assessment:

- Strong, stable, sustainable financial position
- No material audit concerns
- No going concern issues
- No indicators of financial instability

Term Deposit Clarification:

- \$200,000 short-term deposit and \$1 million long-term deposit
- Bank closed both accounts (not PCV's decision)
- All funds properly transferred to current accounts
- Reduced interest income as a result

Board Response to Cash Reserves Question (Peggy Mills):

Maree Fellows outlined strategic plan investment priorities:

- Additional staff to support membership growth and volunteer assistance
- Implementation of four strategic pillars
- Addressing low workforce levels in administration office
- Membership experience improvements

Motion: That the Financial Statements and Auditor's Report for 2024-2025 be accepted.



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Moved: Adrienne Curran

Seconded: Peter Favaloro

Vote: Majority in favour

Result: PASSED

Action Item: Kerpal Singh to provide detailed breakdown of miscellaneous income and insurance recovery by email.

5. ELECTION OF DIRECTORS

Elected Director Position:

Nominee: Sally Jones (Briagolong District Pony Club, East Gippsland)

Qualifications:

- Bachelor degree in HR and Marketing
- Specialist in training, learning and development
- Mental health first aid certification
- Training for Preliminary Coach Assessment
- Active in local community boards and committees

Nomination: Within allocated period, nominated by club treasurer and vice president

Presentation by Meaghan Densley: Highlighted Sally's HR and L&D skills as identified board need, plus coaching and education background.

Sally's Statement: Thanked members for opportunity, noted background in learning and development.

Vote: Clean majority in favour

Result: Sally Jones ELECTED to the Board

Appointed Director:

Helen Simmons: Previously appointed as casual director, now confirmed in permanent appointed director position (no vote required per rules).

6. ANY OTHER BUSINESS



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Issue 1: Coaching Accreditation Process

Raised by: Imogen Cannard

Concerns:

- Long-time coaches required to complete full accreditation despite teaching qualifications and 15 years' experience
- Two-year process frustrating and time-consuming
- Inconsistent information about requirements (lesson plans)
- Poor time management at assessment days (late starts)
- Process not respecting volunteer time
- Conflates number of people enrolling to coach vs. people wanting to continue coaching at their club

Board Response (Meaghan Densley):

- Acknowledged significant improvement needed in coaching pathway
- Two years is too long for youth sport accreditation
- Issue identified in strategic plan (pillar on coaching/officiating)
- PCA funded by Sports Commission to upgrade coaching education
- PCV (Meaghan Densley and Jill) to participate in PCA planning session
- Will seek feedback from coaches and prospective coaches
- Action plan to be developed in near term

Support in Chat: Multiple members expressed similar concerns.

Issue 2: Gender Balance on Board

Raised by: Peter Favaloro

Question: Does the board have a plan to address gender imbalance?

Board Response (Maree Fellows):

- Board is aware and has discussed the issue
- Challenge: Sport is female-dominated at all levels (participation, volunteers, officials, board)



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- Problem not unique to PCV; many sports face this challenge
 - Requires strategic approach as part of future planning
 - Funding and monitoring implications associated with gender imbalance
 - Important aspect that requires attention
-

7. ACKNOWLEDGEMENTS

Maree Fellows thanked:

Outgoing Directors:

- Jenn Batagol: Departing board member
- Anita Gisch; Former chairperson, significant contribution to strategic plan development

Incoming Director:

- Helen Simmons: Stepped in as casual director, now confirmed in permanent role

General Membership:

- Acknowledged tolerance for long meeting
- Thanked volunteers across all age ranges
- Recognized Victoria's strong representation of Pony Club values

Special Acknowledgement - Shari Mawson-Cannon:

- Current State Council representative on board, departing after tonight
 - Described as impressive, supportive, grassroots-focused
 - Taught board members about Pony Club culture
 - Will continue involvement in zone capacity
 - Recognized for significant volunteer contribution to PCV
-

8. CLOSURE

Meaghan Densley thanked all attendees. Minutes and follow-up information to be distributed.

Meeting Closed: Approximately 9:55 PM



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SUMMARY OF ACTIONS

1. **Kerpal Singh (Auditor):** Provide breakdown of miscellaneous income (\$71,000) and insurance recovery by email
 2. **Meaghan Densley:** Distribute meeting minutes
 3. **Meaghan Densley:** Release responses to financial questions
 4. **Board:** Release final strategic plan document (early January 2026)
 5. **Meaghan Densley & Jill:** Participate in PCA coaching pathway planning
 6. **Board:** Develop action plan for coaching/officiating improvements
 7. **Board:** Consider strategic approach to gender balance issue
-

ATTACHMENTS

- Strategic Plan Presentation
 - Annual Report 2024-2025
 - Financial Statements 2024-2025
 - Auditor's Report
 - Sally Jones nomination profile
-

Minutes Prepared by: Meaghan Densley, Executive Officer

Reviewed by: Maree Fellows, Chair

Minutes Status: DRAFT - To be confirmed at next AGM