

**MINUTES OF THE COUNCIL MEETING
OF THE PONY CLUB ASSOCIATION OF NEW SOUTH WALES INCORPORATED**

DATE: TUESDAY 1st APRIL 2014

VENUE: THE CATHOLIC CLUB, (PHILLIP ROOM) CAMPBELTOWN

1. PRESENT:

Chairman	Mrs D Cullen (Zone 16)	Zone 15	Mr P Painter OAM
Zone 2	Mrs M Pestell OAM	Zone 16	Mrs M Whalan
Zone 3	Mr G Harmer	Zone 17	Apology
Zone 4	Mrs F Pennell, Mrs T Delany	Zone 18	Mrs S Woodhouse
Zone 5	Mrs J Alston	Zone 19	Dr F Kelleher, Mr A Newham
Zone 6	Mrs M Tanti	Zone 20	Mrs A Sutcliffe
Zone 7	Ms J Gorman, Mr P Logue	Zone 21	Mrs K Gready, Mrs G Habermann
Zone 8	Mrs J Morgan	Zone 22	Mrs M Marsh, Mrs J Wilson
Zone 9	Mrs K Wood	Zone 23	Mr M Syme, Mr G Temm
Zone 10	Mrs J Frankum, Mrs T Schipp	Zone 24	Mr P Petherbridge, Mr S McIntyre
Zone 11	Mrs M Clark	Zone 25	Mrs S Adams, Mrs A Jones
Zone 12	Mr F Smith, Mrs K Sutherland	Zone 26	Mr D Denby, Mr B Gribbin
Zone 13	Mr G Croft, Ms B Williamson	Zone 27	Mr J Kay
Zone 14	Mrs M Smith, Mrs K Taylor	Zone 28	Mrs P Durant, Mrs E Caswell

Visitors: Mr G Cullen, Mrs K Britton (Executive Officer)

Mrs D Cullen welcomed everyone attending especially the new Councillors and opened the meeting at 10.30 am.

APOLOGIES: Mr J Ford (Zone 3), Mr J Dixon (Zone 5), Mr D Sincock (Zone 11), Mrs J Waugh (Zone 27).

C1/14 That the apologies be accepted.

Moved: Mr D Denby Seconded: Dr F Kelleher (carried)

It was announced that there were 43 registered voters, including proxies and excluding latecomers or visitors.

2. MINUTES of Council Meeting held Tuesday 26th November 2013.

3. CONFIRMATION of the above Minutes.

C2/14 That the Minutes of the previous Meeting dated 26th November 2013 be adopted.

Moved: Mrs E Caswell Seconded: Mr D Denby (carried)

4. BUSINESS ARISING out of the above Minutes.

- Mrs K Britton provided an update on the new website noting that the designer had the prototype ready and was keeping the office informed of progress.
- Draw for RAS teams have already been conducted however Mrs J Frankum to request that the draw be picked from a hat for 2015.

- Mrs K Britton reminded Clubs and Zones that a Safety Checklist should have accompanied their Office Bearer forms this year and requested that this be followed up by Councillors.

5. REPORTS

i) Presidents Report- Mrs D Cullen – as read at the meeting

C3/14 That the Presidents Report be accepted.

Moved: Mrs D Cullen Seconded: Mrs K Taylor (carried)

From the Presidents report

Mrs D Cullen noted that since the last council meeting, the Executive had received a suitable application from Mr Anthony Newham and requested the ratification of his appointment as the Junior Mounted Games Coach by the State council.

C4/14 That Mr Anthony Newham be appointed the Junior Mounted Games Coach

Moved: Mr M Syme Seconded: Dr F Kelleher (carried)

Action – confirmation of appointment sent 30/4/14

Pony Club Australia - Mrs D Cullen wanted to remind Council that we had the opportunity to nominate a member to the Pony Club Australia board. However to be eligible for this position the member may not hold an elected position at state level, and asked if there were any interest in nominating for this position. It was decided that requests for Expression of Interest be sent to all members and posted on the Associations website – **Action** Mrs K Britton to complete, completed 15/4/14.

Mrs D Cullen also advised that at the May meeting of PCA, the new proposed Constitution will be discussed and voted on. The Executive had engaged Lander & Rogers to provide independent legal advice. After received this advice, they had have provided feedback and suggestions on the proposed Constitution, however our state has only one vote. If the Proposed constitution is passed unchanged, then NSW will need to implement a number of changes to bring our Constitution in line with the National Constitution. The Executive will be making a number of recommendations to council in relation to these changes later in the year.

NSW has been invited to send two representatives to the USA for their Quiz in July, Phoebe Wilkinson and Myfanwy Clark with Helen Wilkinson acting as Team Manager.

Equestrian Australia - Mrs D Cullen noted that Equestrian Australia have requested submissions in regard to their Governance review with Mrs J Frankum to provide a submission on Ready Set Trot on behalf of NSW, and any further submission should be sent via the office. The State Executive is talking to other NSW Equestrian bodies and possibly looking at signing MOU's to strengthen our position.

State Office - Mrs D Cullen said that the State Executive were investigating larger office premises and would keep Council updated with their progress.

Updated Data Base Mrs D Cullen said that the Global database was nearing the point where testing could take place and the Executive have agreed that if needed, a temp could be employed to test the database in tandem with the processing of memberships via the current database.

Handbook - The Executive have tasked Ms Jane Frankum (in addition to her role as state coach) with reviewing the complete handbook and the rules that apply to each discipline. At this stage the on line version of the handbook is up to date and the office will organise a small print run for any member who wishes to purchase a hard copy. The hard copies will cost \$50 including a folder and postage.

Meetings - Mrs D Cullen advised the meeting that she along with Mr M Syme and Mrs J Frankum attended a meeting with the NSW Minister for Sport Gabrielle Upton MP providing an overview on Pony Club and our aims. This is part of our regular meetings with state government personnel to promote Pony Club, its aims and objectives.

PCA NSW was successful in obtaining a \$10,000 grant for Administration Workshops and individual Pony clubs across NSW received a total of \$30,000 in Sports grants in the late round of grant applications.

Policy review – The Executive have approved a Hendra Vaccination scanning procedure which will be tested over the next few championships and updated if necessary upon review.

A new travel policy will also be developed to ensure the safety of our volunteers under WH&S.

ii) Financial Report

C5/14 That the Treasurers Report be as per the AGM audited accounts.

Moved: Mr D Denby Seconded: Dr F Kelleher (carried)

Mr D Dendy advised that he would not be standing for re-election for this position and thanked all the members for their support.

iii) Chairman of Chief Instructors Committee – as attached

C6/14 That the Chairman of Chief Instructors Report be accepted.

Moved: Mrs J Frankum Seconded: Mrs J Alston (carried)

From the Chief Instructors Report

Mrs J Frankum encouraged all zones to utilise the subsidised schools and clinics and reminded everyone that the first recipients of the NCAS Preliminary accreditation were due for renewal with forms available on the association's website which would need to be sent to the Coaching Coordinator at the office.

Recommendations from the Zone Chief Instructors Committee meeting for consideration by Council.

Mrs J Frankum noted that many of the Polocrosse umpires have indicated that they would not be willing to vaccinate their horses against the Hendra virus as per our policy therefore after discussion at the ZCI Committee meeting it was decided to recommend that the Polocrosse Championship be cancelled for 2014.

C7/14 That the 2014 State Polocrosse Championship be cancelled.

Moved: Mrs E Caswell Seconded: Mrs M Tanti (carried)

C8/14 That for Stepping Stone Dash at State Mounted Games Championships it is mandatory to use inverted hardened plastic pots that conforms to recommendation with dimension approximately of 230mm base, 150mm top and 230mm high with a roughened base (e.g. plywood with sand, sandpaper or a grinding disc) securely adhered to the 150mm top. It is recommended that this also be used by clubs and zones.

Moved: Mr P Logue Seconded: Mr P Petherbridge (carried)

C9/14 That for the 2014 Mounted Games Championship – Milk the Cow Race and Nine Ring Race be replaced by Spillers Race and Tack Shop.

Moved: Mr P Petherbridge Seconded: Mrs S Adams (carried)

C10/14 That at Mounted Games a line of bending poles may remain in place for the duration of the event.

Moved: Mr P Logue Seconded: Mr A Newham (carried)

C11/14 That Pony Club Association NSW recommend to Pony Club Australia that candidates renewing their NCAS certificates have a minimum of 4 rally days instruction/training days in the 4 year renewal period as a mandatory requirement for renewal.

Moved: Mr P Petherbridge Seconded: Mrs J Alston (carried)

Ratification of appointments

C12/14 That ratification of appointments for Chief Gear Stewards at State Championships as follows:

Jumping Equitation - Mrs M Clark
Showjumping – Mr P Petherbridge

Moved: Mrs J Alston Seconded: Mr D Denby (carried)

C13/14 That ratification of appointments the Paid Instructors Panel as follows:

Shaun France
Brianna Peet
Anna Fullerton

Moved: Mrs J Alston Seconded: Mr D Denby (carried)

Mrs J Frankum advised that Mr Brad Longhurst has been appointed as Course Builder of our Jumping Equitation and Showjumping Championships.

Jack Durr was selected as the NSW representative to the International Mounted Games Exchange in the UK and we wish him and the team well.

The ZCI Committee have formed a panel to review the section on the handbook in regard to instructor's qualifications for Club and Zone Senior Instructors to include NCAS qualifications.

The Updated Bit Dictionary is now available online and for purchase and our thanks goes to Mrs Lee-Ann Swan for her skills and all of the time that she put into this very professional publication.

No application received as yet for State Mounted Games Championship please note that without an venue the championship will not go ahead.

8. **RATIFICATION** by Council of appointment of the Chairman of Chief Instructors Committee and the Zone Chief Instructors Representative to the Executive.

C19/14 That Council ratify the appointment of Mrs J Frankum as Chairman of the Chief Instructors Committee and Mrs E Caswell as Zone Chief Instructors Representative to the Executive.

Moved: Dr F Kelleher

Seconded: Mrs M Tanti

(carried)

9. ELECTION OF OFFICERS

Mrs D Cullen thanked all outgoing Executive members for their hard work over the past year. Mrs D Cullen also thanked Mr D Denby who was not re-standing this year, for his tireless work over the thirty years that he has held this position.

Mrs D Cullen noted that written nominations were required, except in the case of no written nominations, then nominations from the floor can be made.

a) President

Only one written nomination received for President, therefore Mrs D Cullen elected unopposed.

C20/14 That the nomination from Mrs D Cullen for President be accepted.

Moved: Mrs S Woodhouse Seconded: Mrs J Alston

(carried)

b) Vice President x 2 Positions

Written nominations received from Mr M Syme, Mr J Kay and Dr F Kelleher for Vice President(s). Mr J Kay withdrew his nomination, and Mr M Syme and Dr F Kelleher therefore elected unopposed.

C21/14 That the nominations from Mr M Syme and Dr F Kelleher for Vice Presidents be accepted.

Moved: Mrs E Caswell Seconded: Mrs K Taylor

(carried)

c) Treasurer

No nominations for received for this position. Mr D Denby as previously noted will not be standing for the position. Mrs D Cullen called for nominations from the floor, no nominations received, so the position was declared vacant.

d) Council Representative x 2 Positions

Written nominations for the position received from Mrs M Clark and Mr J Kay for the position of Council Representative therefore elected unopposed.

C22/14 That the nominations from Mrs M Clark and Mr J Kay for Council Representative be accepted.

Moved: Mrs E Caswell Seconded: Mrs K Taylor (carried)

10. **FIXATION OF HONORARIUMS FOR 2014**

C23/14 That the fixation of Honorariums for 2014 be increased as follows:

	2014
President	\$7,500
Chairman of Chief Instructors	\$7,500
Treasurer	\$6,500

Moved: Mr P Petherbridge Seconded: Mr M Syme (carried)

11. **NOTICES OF MOTION**

Zone 6 Motion

C23/14 That competitor's helmets could be officially checked for compliance as accepted approved helmet at state of each year and subsequently tagged by a specific tag (e.g. PCANSW with the year date on it).

Moved: Mrs M Tanti Seconded: Mrs K Taylor (lost)

Zone 7 Motion

C24/14 Mounted Games Section 12
That the following in the heading Layout of Competition Arena
DELETE "It is advised that the demarcation lines be a minimum of 15 metres apart for
each lane the minimum"

Be replaced by

Mounted Games Section 12
That the following in the heading Layout of Competition Arena
"Lanes to be 12 metres apart as a minimum."

Moved: Mr P Logue Seconded: Mrs M Whalan (carried)
(note: this motion has the effect of rescinding motions C78/12 and C77/12)

Zone 24 Motion – The Chair ruled that as the Zone 24's motion had been passed in the AGM, changing the age of associates to "up to the end of the calendar year in which they turn 25 years of age." all the current by-laws need to be updated as the constitution automatically over ruled any by-law. Therefore a motion to that effect was not required.

Zone 28 Motion

C25/14 That PCANSW introduce an Introductory Showjumping grade, 25cm – 45cm high 45cm max spread.

Moved: Mrs E Caswell Seconded: Mrs M Smith (deferred)

Mrs J Frankum advised that the rules in the handbook regarding jumping were being reviewed and moved that this motion be deferred until the review had been completed.

That motion C25/14 be deferred until the review had been completed.

Moved: Mrs J Frankum

Seconded: Mrs E Caswell

Carried

12. CLUBS NOT FINANCIAL as per 28th March 2013

As per list read.

13. AGENDA ITEMS

- Work Health and Safety – Mrs K Britton updated the meeting on the SSO workshop that she had attended noting that compared to a number of other organisations, PCANSW already had many sound policies, templates and information in place. Other SSO's also spoke about the difficulty of motivating volunteers to complete the required paperwork, they all seemed to feel that in most cases volunteers were doing the correct things they just weren't filling in paperwork to back up the processes used.

One of the SSO's, Australian Karting Association NSW had a Risk Management Policy and Procedures that was noted as excellent and this has been circulated to those in attendance and Mrs K Britton said that she would map this across to our own policy and procedures. One item that was discussed which is of considerable concern to PCA NSW relates to our 'workers' travelling long distances especially after volunteering, judging or officiating in some way all weekend at a state championship, Mrs K Britton said that we needed to look at developing a travel policy. Discussion held that we already offer judges the option of staying an extra night after the championship however this needs to be formalised and extended to all officials including the executive – State Executive looking into developing a travel policy for review.

11. CORRESPONDENCE

1. PCA - information on International Quiz Competition and rule book - tabled
2. Nerida Winter – feedback in relation to Showriding Handler Class and judging – tabled and already being investigate via Showriding advisory committee
3. PCA – Minutes of Coaching and Delegates meeting - tabled
4. Maddy Prell – thank you re State Camp - tabled
5. Angela Begg – thank you re State Camp - tabled
6. Brenda Gamble - thank you re State Camp - tabled
7. Jaime Clark - thank you re State Camp - tabled
8. Phoebe Wilkinson - thank you re State Camp - tabled
9. Barry Collier MP – re introduction as new Shadow Minister for Sport & Recreation (replied seeking meeting 17/1/14) - tabled
10. BCS – re AGM agenda for body corporate - tabled
11. Tarago PC – minutes of Special meeting winding up club

C26/14 That PCANSW ratify the winding up of Tarago PC

Moved: Mr J Kay

Seconded: Mr P Logue

(carried)

12. Zone 28 Shoalhaven PC – application for Cross Country Course grant

C27/14 That application from Shoalhaven PC for a Cross Country Course grant be accepted

Moved: Mrs E Caswell

Seconded: Mrs T Delany

(carried)

13. Adele & Myf Clark - thank you re State Camp - tabled
14. Brewarrina PC – club in recess

C28/14 That PCANSW ratify the winding up of Brewarrina PC

Moved: Dr F Kelleher Seconded: Mr P Logue (carried)

15. Carolyn Earl – State Camp Dressage Coach report - tabled
16. PCA – Sports Marketing Australia re possible support from Councils for sporting events - tabled
17. Frances Barnard – thank you re State Camp - tabled
18. Kate Johnson – thank you re State Camp - tabled
19. Zone 22 PC riders – thank you re State Camp - tabled
20. PCA – teleconference agenda, application for IMG coach T Moreton, information on EA Governance review - tabled
21. Imogen Hanna – thank you re State Camp - tabled
22. Mitch & Pat Carraro – thank you re State Camp - tabled
23. PCA – final draft constitution – tabled and discussed in Presidents report
24. Lander & Rogers – constitution review summary – tabled and discussed in Presidents report
25. BCS – land valuation and notification of pest control treatment - tabled
26. SIEC – re changes to South Truck Camping - tabled
27. Bribbaree PC & Zone 2 – letter re Cross Country Grant application

C29/14 That application from Bribbaree PC for a Cross Country Course grant be accepted

Moved: Mrs M Pestell Seconded: Mrs E Caswell (carried)

28. Zone 8 PC – letter re opposition to mandatory Hendra vaccination – tabled and discussed and it was noted that only horses attending State Championships and Camp needed to be vaccinated and therefore members still had the choice as to whether to vaccinate or not
29. PCA – information on Becoming a Community Coach via Ready Set Trot – tabled
30. DSR – information on Club Grants category 3 funding – tabled
31. Zone 5 re map and information on lane way for microchip checking for Dressage Championship – tabled
32. Zone 4 – letter in regard to confirmation of process for ZCI – tabled with process under review by ZCI Panel with further information to be supplied.
33. Updated Bit Dictionary – tabled
34. Racing Administration Amendment (Sports Betting National Operational Model) Bill 2014 – tabled
35. Mimi Tym – thank you letter re State Camp & Nationals – tabled
36. Hon. G Upton MP – re grant for workshops/administration schools – tabled
37. PCA re preliminary meeting notice 24/25 May and change of venue to SA – tabled
38. Role of the Not-for Profit Chairman Course – tabled
39. Update on WWCC phase in schedule – tabled Mrs K Britton reminded everyone that volunteers needed to comply to the changes from 1/4/15 and that the Office of Children’s Guardian were happy to supply information and workshops to associations, zones and clubs on child safe practices, exemptions and the phase in schedule. Mrs K Britton said that further information would be circulated via mail outs, newsletters and during Administration Workshops.

12. GENERAL BUSINESS

- Mrs J Alston asked when the Year Book orders would be filled Mrs K Britton said that the closing date for orders was after these meetings and that all orders received prior to that date would be filled in the next week or so. Further orders may be placed with the office.

13. CLOSE MEETING

There being no further business Mrs D Cullen thanked everyone for their attendance and closed the meeting at 12.50pm.