



ANNUAL GENERAL MEETING

*Held at the Mulgrave Country Club
Cnr Jells and Wellington Road, Mulgrave. 3170
Sunday 16th October 2016 at 10.30am*

MINUTES

1. OPEN ANNUAL GENERAL MEETING

10:35am

President Philip Cobbledick opened the AGM and welcomed all attendees making special mention of Pony Club Victoria Life Members Jan Faulkner and John Barlee and Pony Club Australia CEO Dr Catherine Ainsworth and Board Member Michelle Harper

2. PRESENT

Bacchus Marsh (Deirdre Davey – Secretary), Bairnsdale PC (Jan Bromwich – District Commissioner), Buchan PC (Peter Favalaro-Member), Chelsea PC (Paula Densley), Eltham PC (Tracy Hosier – Member) Gisborne PC (Katrina McDougall – District Commissioner), Kyabram (Rosemary Oram – Member), Lilydale Mooroolbark PC (Jim Page - Life Member), Little River (Coral Byrne – Life Member), Mentone PC (Graeme Johnstone-Club Zone Delegate), Numurkah PC (Peter Schwarz - Member), Pearcedale PC (Wayne Allen), Riddells Creek PC (David Stammer – President), Rosedale PC (Desley Tulloch), Shepparton PC (Kerry Bryant – President), Wyena (Jan Dear – Life Member)

Proxies – Coral Byrne for Barwon Valley PC and Leighdale PC, Rosemary Oram for Balranald PC, Deniliquin PC, Finley PC, Kerang PC, Nyah & District PC and Swan Hill PC. Sue Foley for Bealiba PC, Bendigo PC, Maldon PC, Mandurang South PC and Neangar Park PC, James Lang for Broadford & District PC, Kingston & District PC & Woodend PC, Peter Favalaro for Bushy Park, Chairperson for Colac PC, Leonie Lang for Kyneton PC, Melton & District PC, Trentham PC & Werribee PC, David Stammers for Lancefield & District PC,

Present – 38 Clubs in person or by proxy

Central Zone (Leonie Lang – Secretary) East Gippsland Zone (Val Armstrong-Secretary, Bev Milner- Chief Instructor)

State Council & Office (Philip Cobbledick-State President, Peter Favalaro-Vice President, Clare Lewin-Executive Officer, Coral Byrne-State Councillor-BZ, James Lang-State Councillor-CZ, Janine Bromwich-State Councillor-EGZ, Sue Foley-State Councillor-MZ, Catherine Schwarz – State Councillor NEZ, Rosemary Oram-State Councillor-NZ, Sue Muirhead-State Councillor-SMZ, Suanne Waugh-Marketing/Communications, Kate Wilson – Coaching Director

Life Members - Jan Faulkner, John Barlee

Guests: Dr Catherine Ainsworth – CEO Pony Club Australia, Michelle Harper – PCA Board Member & Secretary.

3. APOLOGIES

Cranbourne PC, Main Ridge PC, Myrtleford PC, Wodonga & District Pony Club, Yarram & District PC. Duncan Terry - NEZ, Paula Clarke – Melton PC, Paul Wallace – Bunbartha PC, Melissa Churchman – Nowa Nowa PC, Gary Mills – Boolara PC, Amanda Lieschke – Howlong PC, Jane Birks – Moe PC, Viv Cole – Stawell PC, Kerry Lunn – Finley PC, Greg Warren – Wodonga PC, Kylee Hickey, Liz Taylor– Cobblers Creek PC, Emma Flannery, Melanie Robinson – Neangar Park PC, Lis McCourt , Karen Medlyn– St Arnaud PC, Michaela Tankard, Huntly Spring Gully PC, Kira Chalmers – Maldon PC, Tina Wilde – Ararat PC, Bronwyn Cuthbertson – Beaufort PC, Sonja Reichbauer – Yarram PC, Debbie Weir – Bealiba PC, Nadine Jackson – SMZ, Carmel Hurley – Benalla, Natalie Bourke – Chralton PC, Linda Isaac, Rachael Taylor – Loddon PC, Alison lord – Horsham PC, Asrea Hilton-dormer – Harcourt PC, Sharee McFarlane – NyahPC, Alison Hilet – Bamawm Extension PC, Wendy Walker – Merricks PC, Michelle Bensley – Korumburra PC, Helen Powell – St Andrews PC, Leisa Atwell – Mount Evelyn PC, Nicole Dunn, Ian Dunn – Kergunyah PC, Michelle O’Riordan – Tooradin- Dalmore PC, Christine Staats – Wodonga & District PC, Linda Smith – State Councillor NMZ, Anthe Sutherland – State Councillor WZ,

4. CONFIRMATION OF THE MINUTES

Moved: Eltham Pony Club (Tracy Hosier)

That the Minutes of the AGM held on Sunday October 11th 2015 be taken as circulated and read.

Seconded: Mentone Pony Club (Graeme Johnstone)

CARRIED

Moved: Bendigo Pony Club (Sue Foley)

That the Minutes of the AGM held on Sunday October 11th 2015 be accepted as a true and accurate account.

Seconded: Mentone Pony Club (Graeme Johnstone)

CARRIED

5. APPOINT A RETURNING OFFICER

Moved: Buchan Pony Club (Peter Favaloro)

That the Coral Byrne be appointed Returning Officer

Seconded: Lilydale Mooroolbark Pony Club (Jim Page)

CARRIED

Candidates for Election Vice President – Even years - Wayne Allen and James Lang and Zone Representative North East - Zone Catherine Schwarz and Christine Staats.

Scrutineers were nominated for the candidates– Scrutineers appointed Sue Muirhead for Wayne Allen, Katrina McDougall for James Lang, Peter Schwarz for Catherine Schwarz and Kerry Bryant for Christine Staats.

6. FINANCIAL REPORT

Executive Officer Clare Lewin presented the PCAV Annual Audited Accounts.

The following points were noted: - Another year of consolidation with a surplus posted after depreciation of \$116,377. Pony Club Victoria Equestrian Centre posted a modest surplus of \$3,000. The overall surplus was about \$30,000 less than budgeted due to several factors. Continued drop in interest rates saw investment income drop by \$10,000, termination of the PCA Administration services in April equated to a \$9,000 loss, PCA National Championships were well subscribed and

exceeded the budget by \$10,000 and State Championship Events contributed a combined loss of \$10,000 due to lower than predicted entries and merchandise sales.

Moved: Mentone Pony Club (Graeme Johnstone)

That the Audited Financial Report be received.

Seconded: Numurkah Pony Club (Catherine Schwarz)

CARRIED

APPOINTMENT OF THE AUDITOR FOR 2016 - 2017

Moved: Chelsea Pony Club (Paula Densley)

That Crowe Horwarth Vic be appointed as auditors for 2016-2017

Seconded: Little River (Coral Byrne)

CARRIED

7. PRESIDENT'S REPORT AND AWARDS

President, Philip Cobbedick, presented his annual report of the year 2015-2016. Highlights of the year were the PCA National Championships with the Victorian riders winning the Roger Braham OAM Shield as the most successful State. Further improvements were carried out at PCVEC and the venue hosted the State Dressage & Showjumping State Championships and the Games, Flat & Musical Ride Teams State Championships. PCV was successful in several categories at the inaugural Pony Club Australia Awards – Best Achievement by and Athlete under 17 years – Darcy Wade (Stratford Pony Club), best Achievement by an Athlete 17-25 years – Lauren Clarke (Merricks Pony Club, Volunteer of the Year – Jim Page (Northern Metropolitan Zone) and Club of the Year Merricks Pony Club.

Philip thanked Pam Davey for her excellent job managing the PCV finances and for turning the organization around financially in her 6 years as Treasurer. He also thanked the State Council, Sub Committees and office staff for their help and support over the year.

He finished by thanking Pony Club members, volunteers and supporters for helping make Pony Club Victoria the great organization it is and is looks forward to another good year in 2017.

8. EXECUTIVE OFFICER'S REPORT

Executive Officer Clare Lewin presented the highlights of her report which can be found in more detail in the Annual Report.

Pony Club would not exist without thousands of volunteers in the field. Sport as an industry provides so much more than competition, there are other benefits to health and well-being that are being recognised by the State Government. The Victorian Public Health and Wellbeing Plan 2015-2019 was developed and sets out the Government's priorities and vision to improve the health and well-being of Victorians for the long term. The Supporting Victorian Sport & Recreation program contains initiatives that align with the priorities to increase participation in sport & active recreation.

State Council reviewed and updated the Pony Club Victoria 2015-2017 PCV Strategic Plan in February 2016 to align with the SVSR 2016-2019 funding period and initiatives from the government priorities of building a more sustainable sector. The Plan also aligns itself to the Pony Club Australia strategic plan.

Pony Club Victoria Equestrian Centre Committee of Management has been very committed and dedicated to establishing the venue in readiness to host events. Pam Davey played a daily hands on role project managing improvements and Linda Smith worked tirelessly co-opting volunteers for

working bees and cross country course building. Jim Page has spent a great deal of time at the Centre, assisting with the building of the Grade 3 & 4 Courses and building a Grade 5 cross country course designed by Neil Clinton.

As the facilities were up graded and more people began to use PCVEC it was recognised that an on-site presence was essential to ensuring the best outcome. Kylie Broxam was appointed to the position of Centre Manager in July 2015 with the responsibility for taking bookings, daily maintenance and venue set up for events.

The first PCV Event to be hosted at the centre was the Horseland Inter Zone Teams Horse Trials in September 2015. This was followed by the Horseland Dressage and Showjumping State Championships in March 2016. The centre has been well supported by Yarra Valley locals with the indoor arena hired regularly by individuals and groups. There are currently five regular non pony club user groups who hold training days

The dedicated team at the PCV State Office has risen to the challenges faced during another extremely busy year. Over and above our customer service role supporting members and volunteers there has been additional support required to prepare clubs to undertake the 2016-2017 membership subscriptions using the new national data base.

Suanne Waugh had a major role in the coordination and development of the data base specifications with the providers OMNI Sports on behalf of Pony Club Australia. This important project has been performed in addition to other duties and will be ongoing as the system develops. The major challenge was to incorporate the requirements of each state as pony club nationally does not have uniformity in any area from membership categories to types of competitions offered. Vicki Jans has spent many hours assisting club officials to create their club profiles and enter membership data as has Suanne. With any new system there have, and will continue to be, teething problems which will need to be addressed and resolved.

Clare thanked all members of the PCV staff for their team work, resilience and support throughout the year. Kylie Broxam – PCVEC Manager, Diana Hewson (Accounts), Jennifer Goard – Accounts & Shop, Vicki Jans- Membership, Suanne Waugh – Advertising & Sponsorship and Kate Wilson – Coaching Director. She also thanked State Council, Executive Sub Committee, Chief Instructors' Panel, PCV Sub Committees and all volunteers for their continued dedication and hard work to ensuring the success of Pony Club in Victoria.

9. COACHING DIRECTOR'S REPORT

Coaching Director - Kate Wilson presented her report. -

The Chief Instructor's panel have the responsibility of training officials and volunteers around the State. The CIP have created a Strategic Plan which compliments the PCV Plan and sits under Workforce Development.

Pathways, requisite training and accreditations will be developed to improve consistency and knowledge in the field. The CIP is currently working on accreditation for Gear Checking and Dressage Judging. Pilot programs will be run in 2016-2017.

The CIP strategic outcome was to conduct one PCA NCAS Assessment day per Zone. Assessments were organised in 8 Zones however, 3 were cancelled due to lack of numbers and 2 Zones did not secure a date. Overall the number of prospective coaches attending assessment days was well down on previous years. This low attendance resulted in the target of 20 Level 1 and 50 Preliminary Coaches equating to two Level 1 and 5 Preliminary coaches per Zone – falling well short of the mark. There were 29 Coaches assessed resulting in 2 Level 1 and 22 preliminary Coach Accreditations.

The CIP will work towards the target of one assessment per Zone in 2016/2017 seeking support from Zones and Clubs to support and actively promote this important activity.

Two State Training Workshops were held, the target was 4, with a total of 63 people in attendance. Again this number was down on previous years. Feedback forms continue to be positive from those who do attend with the networking opportunities always a highlight. The CIP will consider a

different approach to marketing and advertising the workshops in an endeavour to increase participation.

Moved: Lilydale - Mooroolbark Pony Club – (Jim Page)

That the President's, Executive Officer's and Coaching Director's reports be received.

Seconded: Bendigo Pony Club (Sue Foley)

CARRIED

Reports can be read in detail in the Annual Report which can be found on the website.

10. ELECTION OF OFFICE BEARERS

a) President (Even Years)

Nomination received by due date – Philip Cobbledick

As nominations did not exceed vacancies Philip Cobbledick was re-elected for another term.

Philip thanked the membership for their support

b) Vice President (Even Years)

Nominations received by due date were Wayne Allen and James Lang

c) Zone Representative North Eastern Zone

Nominations received by due date were Catherine Schwarz and Christine Staats.

The President announced the election results;

Vice President 2016-2018 - James Lang

North Eastern Zones Representative for State Council 2016-2017 - Catherine Schwarz

Wayne Allen and Christine Staats were thanked for their nominations and interest in the taking a role on State Council.

11. ELECTION OF ZONE REPRESENTATIVES

a) Nominations received by due date

- | | | |
|-------|-------------------------|---------------------|
| i. | Barwon Zone | – Coral Byrne |
| ii. | Central Zone | – David Stammers |
| iii. | East Gippsland Zone | - Janine Bromwich |
| iv. | Midland Zone | – Sue Foley |
| v. | North Eastern Zone | – Catherine Schwarz |
| vi. | Northern Zone | – Rosemary Oram |
| vii. | North Metropolitan Zone | – Linda Smith |
| viii. | South Metropolitan Zone | - Vacant |
| ix. | Wannon Zone | – Anthea Sutherland |
| x. | West Gippsland Zone | – Laurie Cruise |

The above named individuals form the elected State Councillors as nominated by Zone Clubs for the 2016-2017 Pony Club year. The candidates were introduced to the members attending.

South Metropolitan Zone did not have a nomination for the position at close of nominations. This position will be filled as a casual vacancy at the next meeting of State Council.

Outgoing Vice President Adrian Dowell and State Councillor Sue Muirhead (Southern Metropolitan Zone) were thanked for the contribution of their time and expertise to PAV.

12. CLOSE ANNUAL GENERAL MEETING

11:40am

13 **OPEN CONFERENCE**

Guest Speakers were invited to address the audience.

Michelle Harper

Pony Club Australia Board Member and Secretary gave a presentation on Governance in Sport which outlined the best practice governance models as recommended by the Australian Sports Commission. Good Governance leads to successful organisations.

Tracy Hosier

Chair of the Pony Club Victoria National Championships Advisory Committee reported that the subcommittee has some new members and have n=been meeting regularly to begin planning for the 2017 National Championships to be held in Toowoomba from September 16th 23rd 2017. Tracy has already visited the venue and met with the Chair of the Organising Committee. Details of the classes and PCV qualifications required will be released as soon as they have been confirmed by the event OC.

Suanne Waugh

Pony Club Victoria State Office – Advertising and Marketing – gave a report on the roll out of the national data base. The online membership component was used for the 2016-2017 membership year. The website function should be operational before Christmas , there are some technical issues that need to be addressed to ensure Clubs do not lose their current website. The online competition module is being trialled for the PCV Tetrathlon in December. Suanne called for volunteers from Clubs to pilot the events component.

Meeting Closed 14:00