

Pony Club Association of Victoria

PCAV STATE COUNCIL MEETING

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MINUTES

Meeting held at Glenormiston College, Terang
on Monday 13th February 2006 at 9.00am.

1. OPEN MEETING

2. PRESENT / APOLOGIES

Present: (Chair) President – Stephen Coffey, Vice President – Jan Faulkner, Treasurer – Janice Ray, BZ – Philip Cobbledick, CZ – Norm Glenn, EGZ – Stephen Bragg, MZ – Kaye Blanchard, NMZ – Linda Smith, NZ – Fiona Matheson, NEZ – Jess Hull, SMZ – Ron Gates, WZ – Anthea Sutherland,
EO – James Fitzpatrick, SCD – Clare Lewin

Apologies: Vice President – Neil Clinton, WGZ – Vicki Kneebone

3. CONFIRMATION OF THE MINUTES (8th November 2005 and 17th January 2006)

Moved Norm Glenn

That the Minutes of the meeting held on 8 November 2005 be approved.

That the Minutes of the meeting held on 17 January 2006 be approved.

Seconded Stephen Bragg

Carried

4. BUSINESS ARISING FROM THE MINUTES

Items not ready for Council requiring additional development

- 4.1 Rules re-write for governance motions
- 4.2 Zone Authority Motion – legal advice
- 4.3 Club Voting Rights – legal advice
- 4.4 Participation Survey
- 4.5 Risk Management Analysis

5. ITEMS FOR CONSIDERATION AND DECISION

5.1 State Re-imbusement Plan

The State Council discussed the question of the financial impost borne by Councillors and State Sub-committees in carrying out their duties, and in particular, the difficulties this created in finding volunteers willing to take on these positions.

Moved Philip Cobbledick

That the State Reimbursement Plan be approved as follows:

The President, Vice President's and Treasurer be approved a per annum re-imbusement from PCAV of up to a maximum of \$2000 for President and \$1000 each for Vice Presidents and Treasurer.

Seconded Jess Hull

Carried

Moved Philip Cobbledick

A re-imbusement of up to \$1000 each for "5 Outer Zones" (Wannon, Midland, Northern, North Eastern and East Gippsland) and \$500 each "5 Inner Zones" (Barwon, Central, North metro, South Metro and West Gippsland) paid by PCAV to the Zone Representative be approved.

Seconded Anthea Sutherland

Carried

Moved Philip Cobbledick

An allowance of \$200 per person per annum for total travel expenses excluding the first 200 kilometres per trip per meeting, based on 40 cents per kilometre. This policy applies to each Council ratified member of each of the three State Event Sub-committees (3 being State Flat Teams Musical Ride and Games, Interzone Teams Horse Trials, National Mounted Games) paid by PCAV and claimed through the office.

Seconded Linda Smith

Carried

Moved Philip Cobbledick

State Paid Fees effective from 1 March 2006

Instructors assisting with State Organised Instructional Clinics

Instructor fee \$75

Travel 40c/km

Examiners assisting with State Organised Certificate Examinations

Examiner fee \$75

Travel 40c/km

Deputy Chief Instructor/Zone Assistant (Club Visit),

Visit Fee \$25

Travel 40c/km

Seconded Janice Ray

Carried

Moved Philip Cobbledick

That the PCAV Executive finalise the budget with the National Mounted Games Sub-committee and prepare a 5 year financial history focussing on the operational clinics (ex interstate and international travel)

Seconded Janice Ray

Carried

5.2 State Coaching Directors Review

There was extensive discussion regarding the review of the position of State Coaching Director.

Moved Stephen Bragg

That the position description be approved for a full-time State Coaching Director and the position requires the State Coaching Director to spend a minimum of 20% of their time in the field.

Seconded Kaye Blanchard

Carried

Moved Norm Glenn

That a State Coaching Director be employed on a two year Individual Employment Agreement with conditions as contained in the Individual and Collective Employment Agreements.

Seconded Jess Hull Carried

Moved Norm Glenn

That the position be offered to and negotiated with Clare Lewin.

Seconded Ron Gates Carried

Recorded against Stephen Bragg.

5.3 2006-2007 Budget

Moved Janice Ray

That the budget showing a surplus of \$61,812 revised from today's decisions to be a deficit of approximately \$20,000 be approved.

Seconded Philip Cobbletick Carried

5.4 Membership Fees 2006-2007

Moved Philip Cobbletick

That the Membership Fees for 2006-2007 be as follows

Riding and Associate Members \$60

Riders Without Horses \$40

Adult Supporters \$0

Pro-rata fees from 1 March 2007 remain at

Riding and Associate Members \$35

Riders Without Horses \$25

Adult Supporters \$0

Seconded Kaye Blanchard Carried

5.5 Australian Taxation Office FBT

Noted that the request by PCAV to be a PBI was declined by the ATO. PCAV remains a not-for-profit sport, income tax exempt, pays GST and PAYG, rebate of 48% on FBT rate.

Moved Jess Hull

That a Special General Meeting be held on 11 April 2006 at 10am at Irving House to consider and vote upon a resolution to insert the following clause in the Rules of Incorporation:

"The assets and income of the organisation shall be applied solely in furtherance of its above mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as a bona fide compensation for services rendered or expenses incurred on behalf of the organisation".

Seconded Anthea Sutherland Carried

5.6 Rules Sub-committee Process for Rules Review

Norm Glenn tabled a document for discussion to avoid random rule reviews and sets up a process for full book reviews at key times.

On clarifying the current processes, the rules are made or modified by the State Council only. The Rules Sub-committee are to write or proof the actual wording and ensure that the rules are expressed clearly. The Rules Sub-committee will have final drafts approved by the State Council.

The State Coaching Director will offer clarifications on technical matters. The Chief Instructors Panel make recommendations to the State Council. Safety concerns are the only rule changes that can be done ad-hoc. All other rule changes will be done on an annual basis.

The Executive Officer to provide a copy to Clubs/Zones a list of the rule books in circulation.

The Rule Books in circulation are:

Rules of Incorporation
Handbook of Bylaws (January 2006) sand colour cover
Dressage for Pony Clubs (August 2004) pink cover
Dressage for Pony Clubs Addendum (January 2006) 2 page insert
Horse Trials Rule Book (December 2004) yellow cover
Horse Trials Rule Book Addendum (January 2006) 2 page insert
International Mounted Games Rules (December 2003) white cover
Pony Club Games (October 1997) green cover
Showing Guidelines (December 2004)
Gear Checking Guidelines (January 2006)
Membership Card Guidelines (2005)

- 5.7 Probationary Members Clarification
The new Bylaws state that a member of a probationary club may compete.
- 5.8 Pony Club Members competing in Open Sections (safety issue)
Moved Jess Hull
Handbook 3.2.c be amended to read:
Anyone knowingly allowing a PCAV Member to ride in a pony club conducted graded competition outside the conditions of their grading or without satisfying the eligibility requirements of rule 29 may prejudice their and the member's insurance entitlements under the policy or be left uninsured, in accordance with rule 3.1.b.
Seconded Stephen Bragg Carried
Against : Kaye Blanchard, Norm Glenn
- 5.9 Whips
Referred to CIP
- 5.10 Minimum Age of a Horse in Dressage
Referred to CIP
- 5.11 HRCav and EFA Recognition
Referred to CIP
- 5.12 Showjumping Disobedience
Referred to CIP
- 5.13 Showjumping Heights
Referred to CIP
- 5.14 Asbestos Report
Noted that the report has been undertaken on 12 Warleigh Grove, Brighton North and that only the switchboards (2) have a sheet of asbestos. Warning signs have been placed on the panels. The rest of the building has not asbestos.
- 5.15 Working With Childrens Bill Passed by State Government
The Bill has been passed by the Victorian State Government and will be implemented over a period of 5 years.

- 5.16 Horse Trials Riders in Grades 1,2,3 not permitted to ride Grades 4,5
The State Council requests that letters must be tabled from clubs to zones to State Council.
- 5.17 2006 Award of Merit Form
Approved and sent to clubs with the mailout. Change the form to include Associates or RWH.the reference to Associate Member off the form and replace with a person, riding or no-riding aged at least 19 and under 26 at the 30th June 2006.
- 5.18 Competition Templates
The competition templates are a guideline and to assist clubs. They have loaded to the website under resources and supplied in the Club Resource Kit. Games and Gymkhana templates need to be amended to delete the typo error of the age of riders.
- 5.19 Annual Returns by Club to Consumer Affairs
The following clubs are late with their returns to Consumer Affairs. These clubs should send a copy of their AGM Minutes and Financial Reports immediately to Consumer Affairs or they risk being unincorporated. Clubs how are not incorporated or become unincorporated do not have the necessary Victorian State Government Legislation protection required for committee members and risk late fines or personal action. The lists were taken from the Consumer Affairs website as at 3 February 2006.

Robinvale/Euston Pony Club	Northern Zone	30/01/1993
Warragul Pony Club	West Gippsland Zone	28/02/2000
Eltham & District Pony Club	North Metropolitan Zone	31/12/2002
Monbulk Pony Club	South Metropolitan Zone	31/12/2002
Dingley Pony Club	South Metropolitan Zone	28/02/2003
North Eastern Pony Club	North Metropolitan Zone	28/02/2003
Seville Pony Club	North Metropolitan Zone	28/02/2003
Woodend Pony Club	Central Zone	28/02/2003
Mansfield Pony Club	North Eastern Zone	31/12/2003
Longford Pony Club	East Gippsland Zone	31/01/2004
Dandenong Ranges Pony Club	South Metropolitan Zone	28/02/2004
Werribee Pony Club	Central Zone	28/02/2004
Apollo Bay Pony Club	Wannon Zone	31/03/2004
Broadford & District Pony Club	Central Zone	31/03/2004
Yarrawonga Pony Club	North Eastern Zone	31/03/2004
Donvale Pony Club	North Metropolitan Zone	30/06/2004

The following clubs are not listed by Consumer Affairs in Victoria as being Incorporated in Victoria.

Albury Pony Club	North Eastern Zone	not listed
Apsley Pony Club	Wannon Zone	not listed
Balranald Pony Club	Northern Zone	not listed
Barham Koondrook Pony Club	Northern Zone	not listed
Barooga Pony Club	Northern Zone	not listed
Boolarra Pony Club	West Gippsland Zone	not listed
Calivil Pony Club	Northern Zone	not listed
Deniliquin Pony Club	Northern Zone	not listed
Finley Pony Club	Northern Zone	not listed
Howlong Pony Club	North Eastern Zone	not listed
Moulamein Pony Club	Northern Zone	not listed
Nathalia Pony Club	Northern Zone	not listed
Tocumwal Pony Club	Northern Zone	not listed

That the Zone Representatives follow up on the clubs ensuring they are aware of the late return status.

That Zone Representatives discuss the incorporation status with "not listed" clubs to ensure that they are incorporated in another state or have a valid reason for not being incorporated.

Zone Representatives to provide a written report on the status of each club at the April State Council Meeting.

5.20 Interschools Review

Raises some issues for some zones with dates, rules, etc.
State Council will review at the April State Council Meeting.

5.21 National Mounted Games

It was with regret that the State Council acknowledged the resignation of Daniel Morris.
Moved Stephen Bragg
That Rosemary Cruise be approved to join the National Mounted Games Sub-Committee.
Seconded Jess Hull **Carried**

5.22 Public Liability for Open Riders

Moved Fiona Matheson
Pony Club Members with proof of membership may ride in open sections at their grade without paying a \$5 Fee.
Delete rule 3.2.b. and 25.2.a. The Rules Sub-committee will proof the Rule Books to check the impact on other rules.
Seconded Linda Smith **Carried**

5.23 Handbook Size, Font, etc

The State Council discussed the Handbook which is available in A4 or A5 size. The booklet sent to clubs in A5 is the most cost effective way to send rules. Any member may order a A4 version at a cost of \$5. Much time was taken to make the print in the A5 version as large as practically possible.

5.24 Monkey Grips

Monkey Grips may be used for pony club activities but not competitions. Referred to the Chief Instructors Panel.

5.25 History Sub-Committee

Deferred April Meeting.

6. TREASURER'S REPORT

6.1 Profit and Loss Statement, Balance Sheet

REPORTS TO READ

7. MEMBERSHIP REPORT

Membership numbers show 7788 as at 31 January 2006 which is 93 members higher than last year.

8. PRESIDENT'S REPORT

9. COACHING DIRECTOR'S REPORT

10. EXECUTIVE OFFICER'S REPORT

11. SUB-COMMITTEE REPORTS

- 11.1 APCC
- 11.2 PCAV Executive
- 11.3 EFA
- 11.4 State Games, Flat Teams & Musical Ride Sub-committee
- 11.5 National Mounted Games Sub-committee
- 11.6 State Dressage & Showjumping Championships Sub-committee (2006 WZ)
Thanks and congratulations to Wannon Zone.
- 11.7 State Horse Trials Championships Sub-committee (2006 BZ)
Championship planning going well. Entry form going out with Feb mailout. Councillor invites later.
- 11.8 Inter-Zone Teams Horse Trials
Volunteers are being co-ordinated by Ron Gates.
Entry forms sent to Zones, send in team lists and composites at the same time.
Closes 1 May 2006.
- 11.9 Speed to Safety
- 11.10 Rules Sub-committee
- 11.11 Publications Sub-committee
- 11.12 Re-imbusement Sub-committee
- 11.13 Building Sub-Committee
- 11.14 Jamboree State Camp Sub-Committee
- 11.15 History Sub-Committee
- 11.16 Asset Review Sub-Committee
- 11.17 Polocrosse Sub-Committee

12. GENERAL BUSINESS

- 12.1 Chiltern Pony Club is winding up in March 2006.
- 12.2 Guidelines for State Championships to be reviewed by the Rules Sub-committee. NEZ to send to Norm Glenn.
- 12.3 Midland Zone approved to book the AGM venue.

13. CLOSE MEETING

14. NEXT MEETING

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| Executive | Tuesday 28 March 2006 |
| State Council | Tuesday 11 April 2006 |