

Pony Club Association of Victoria

PCAV STATE COUNCIL MEETING

PCAV STATE COUNCIL

MINUTES

Meeting held at Werribee Park National Equestrian Centre
on Tuesday 14th November 2006 at 10.00am.

1. OPEN MEETING

2. PRESENT / APOLOGIES

Present: (Chair) President – Jan Faulkner, Vice President – Kammy Cordner-Hunt, Vice President – Neil Clinton, BZ – Philip Cobbledick, CZ – Norm Glenn, EGZ – Stephen Bragg, MZ – Kaye Blanchard, NMZ – Linda Smith, NZ – Fiona Matheson, NEZ – Jess Hull, SMZ – Tony Curwen, WZ – Anthea Sutherland, WGZ – Vicki Kneebone.
EO – James Fitzpatrick, SCD – Clare Lewin
Apologies: Treasurer – Janice Ray

3. CONFIRMATION OF THE MINUTES (29th August 2006)

Moved Anthea Sutherland
That the Minutes of the meeting held on 29 August 2006 be approved.
Seconded Jess Hull

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 Risk Management Analysis
- 4.5 Procedure for Recession of Clubs
- 4.6 Photography at Events

5. ITEMS FOR CONSIDERATION AND DECISION

- 5.1 Training for the Future
Hosted by Mr Les Bee, Sports Education Manager, Victorian Institute of Sport.
Les, James and Clare will write up the role descriptions and skill sets for zone representatives and develop a framework of competency based training for officials. The training courses will provide a knowledge base with a skills competency based assessment for key roles in the movement.
- 5.2 Dates for Training in Zones 2007-2010
The Executive Officer to explore dates with zones.
- 5.3 Vice President Election Formal Notification
Congratulations to Kammy Cordner-Hunt who was successful in the election for Vice President over John Barlee. Thankyou to John Barlee, Philip Cobbledick, Peter Smith for nominating for the position and we wish them well in their current pony club positions.

- 5.4 Thankyou from Stephen Coffey for the Gift
The State Council acknowledged the letter of thanks from Stephen Coffey as outgoing President.
- 5.5 Membership numbers in clubs
It was noted the lower membership numbers as we are some 330 lower than the previous year after many years of membership increases. There are many factors including drought, rising fuel prices, cost of feed, the end of the saddle club marketing etc that may be affecting membership numbers. Membership numbers will be closely monitored and commented upon at the February Meeting. Some solutions suggested are better marketing, improved club management, increasing local newspapers, increasing club profiles.
- 5.6 Club Annual Returns to late to Consumer Affairs
That each zone representative contact the listed clubs to ensure they comply with statutory obligations.
- 5.7 NMG Assistant Coach Nomination
Moved Stephen Bragg
That Kelly Morris be approved as NMG Assistant Coach for 2007. The position is subject to not being a NMG Team / Dev Squad rider and completing a National Police Check. A travel subsidy is not available for the position.
Seconded Neil Clinton **Carried**
- 5.8 NMG Development Squad Co-ordinator Nomination
Moved Norm Glenn
That Andrew Rodaughan be approved as NMG Development Squad Co-ordinator for 2007. The position is subject to not being a NMG Team / Dev Squad rider and completing a National Police Check. A travel subsidy is not available for the position.
Seconded Anthea Sutherland **Carried**
- 5.9 DCI Nominations
Moved Tony Curwen
That Loretta Routh and Natalie Lees be approved as DCI's.
Seconded Philip Cobbledick **Carried**
- 5.10 Distinguished Services Award
Moved Jess Hull
That "name withheld" be awarded a Distinguished Services Award at the State Horse Trials.
Seconded Kammy Cordner-Hunt **Carried**
- 5.11 State Awards
Moved Kaye Blanchard
That after approval of the State Council, a State Award should be presented at the nominated appropriate State Function.
Seconded Neil Clinton **Carried**

5.12 Sub-committee Nomination Process

Moved Anthea Sutherland

That the Rules Sub-Committee draft a rule for 2008 for the election of State Sub-committee Members based on the following assumptions and this will be included in the next Handbook of Bylaws.

PCAV SUB-COMMITTEE NOMINATION PROCESS

The following guidelines are for the election to a State Sub-Committee

The Sub-committees under which these rules apply are

State Flat Teams, Musical Ride and Games

National Mounted Games

Inter-Zone Teams Horse Trials

Each sub-committee must have a minimum of 4 members and a maximum of 12 members.

The Executive Officer must send out a nomination form annually

Candidates must apply on the official nomination form.

A rotation system may be implemented if the sub-committee has this approved by the State Council.

Nomination must be endorsed by a club or zone executive office bearer or by an existing sub-committee member.

Must be lodged by the due date specified on the nomination form.

In the case of where there are excess nomination for a sub-committee, the State Council will vote on the nominations received.

Seconded Linda Smith

Carried

5.13 Nomination for PCAV InterZone Teams Horse Trials

Moved Philip Cobbledick

That the nomination from Glenda Perry for member of the Interzone Teams Horse Trials be approved.

Seconded Fiona Matheson

Carried

5.14 Update on Joint Games Meeting

There will be a joint meeting between the State Flat Teams, Musical Ride and Games Sub-Committee and the National Mounted Games Sub-committee to be held on an acceptable date prior to the February State Council Meeting. This has not taken place due to the National Competition being staged by Victoria in December of which many people are contributing enormous efforts.

The current sub-committee members remain in place as per the current list, awaiting the outcome of the joint meeting. New nomination forms will be supplied to the February State Council Meeting.

5.15 Polocrosse Update

Moved Philip Cobbledick

That a Polocrosse State Event be held at a time/venue to be agreed with Polocrosse Victoria in the first half of 2007.

Seconded Stephen Bragg

Carried

- 5.16 History Update
Janice Ray has been provided with the 1975 Pony Club Annual and she is discussing the format with potential publishers. We anticipate a resolution at the February State Council Meeting.
- 5.17 Interschools Update
There is a sub-committee meeting scheduled for after the State Council Meeting.
- 5.18 State Jamboree Update
Remove from Agenda
- 5.19 EFA AGM Vote
Moved Kammy Corder-Hunt
The PCAV delegate, Neil Clinton, is instructed to vote in favour of the constitutional change at the EFA.
Seconded Jess Hull **Carried**
- 5.20 InterPacific Rally
Note the closing date for Expression of Interest is 30 November 2006 and candidates must have a completed B Certificate at the time of applying.
- 5.21 Nationals Co-ordinator
Moved Philip Cobbletick
That Neil Clinton be the co-ordinator of the Nationals Sub-committee. Assisting on the sub-committee will be a number of co-opted helpers. Clare Lewin is to report back to February State Council Meeting with Selector List. Rider Expressions of Interest to come back through the Zone Representative to the office on 1 March 2007.
The office will not be providing paid support to this event except for the standard entry forms, uniform contacts, and payment of expenses.
Seconded Jess Hull **Carried**
- 5.22 Reminder for zones to supply Grade 1 and 2 Horse Trials events for the website
- 5.23 Report on Showjumping and Dressage Championships
Moved Tony Curwen
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|-----------------|-------------------|--------------------|
| PA | Showjumping Judge | Mr Stan Fear |
| PA | Course Designer | Mr Jim Brown |
| PB | Showjumping Judge | Mr Rob Holland |
| PB | Course Designer | Mr Jim Brown |
| PC | Showjumping Judge | Mr Andrew Kneebone |
| PC | Course Designer | Mr Shane Trewin |
| Grade 1 | | |
| Test C | Jenny Oglesby | |
| Test F | Linden Hearn | |
| Grade 2 | | |
| Test D | Heather Buckland | |
| Test C | Jasper Hails | |
| Grade 3 | | |
| Test B | Fiona Normand | |
| Test D | Jan Mason | |
| Emergency Judge | | Janet Earle |

Dressage Tests are previously approved as follows:

1C and 1F

2C and 2D

3B and 3D

That the legal name of SMZ and registration number be supplied on the paperwork.

Entry forms coming out this week.

Seconded Linda Smith

Carried

5.24 Report on the State Horse Trials Championships

Moved Jess Hull

That the following positions be approved

SJ Judge

Graham Crawshaw

SJ Course Builder

Len Hogan

Dressage Tests are Grade 1 HT3 and Grade 2 C

Dressage Judges

Grade 1

Bronwyn Zorzutti

Leisa Young

Harold Craig (reserve)

Grade 2

Alison Van Weenan

Kristy Barwood

Harold Craig

Chris Wallis

TBA (reserve)

State Councillors to let Jess know regarding accommodation requirements.

Seconded Stephen Bragg

Carried

5.25 PCAV State Horse Trials Championships – interstate invitations

Moved Jess Hull

That NEZ be authorised to invite NSWPC to enter individual riders in the championships.

Victorians accepted first and interstate riders balloted.

Seconded Fiona Matheson

Carried

5.26 Report on State Flat Teams, Musical Ride and Games Championships

Moved Jess Hull

Due to not meeting the criteria as per Handbook of Bylaws 32.6.d, the games for 2007 shall be the same as 2006.

Seconded Vicki Kneebone

Carried

Moved Kammy Cordner-Hunt

That the current process be continued of changing only one game per annum to allow pony clubs a cost effective changeover of equipment. This shall be included in the Handbook of Bylaws in 2007.

Seconded Norm Glenn

Carried

5.27 Report on the Prince Philip Cup

The minutes of the meeting were tabled and the event is being well organised to-date.

Zone Representative need to RSVP to official dinner.

- 5.28 PCNSW Invitation to PCAV riders for the PCNSW State Dressage Championships in Canberra
Information available from the PCAV State Office.
- 5.29 Entry Form Interzone Teams Horse Trials
Supplied to Zone Representatives.
- 5.30 National Police Checks DC's
All clubs have completed the application for a National Police Check.
List of approved instructors has been posted on the website.
- 5.31 Update on Commencement of SRV Grants
The Executive Officer gave an overview of the commencement of the SRV grants. He has been to NEZ discussing squads. Going to NZ and WZ for discussions by the end of November.
- 5.32 New Government Grants
We have applied for a grant of \$5,000 from SRV for the preparation and production of training DVDs.
We plan to apply for a grant of \$50,000 from SRV for a Review of Facilities. The document would plot clubs, facilities with urban overlays and recreation data overlays to work through the significance of a pony club site to the pony club movement. This would allow us to target significant sites with low resources and to assist them in channelling government facility grants to these sites. The study would also highlight areas that require a pony club.
- 5.33 Property
The Executive Officer tabled the valuation of 12 Warleigh Grove, Brighton North undertaken by Sutherland Farrelly.
Moved Jess Hull
The Executive Officer is authorised to negotiate a sale of Irving House to the nominated potential buyer. Should the Executive Officer be able to reach agreement, the conditions of sale shall be as follows:
That the PCAV State Council grants approval to sell Irving House for the sum of at least \$560,000 with a 10% deposit and balance on settlement.
Included in the sale price is a free rental period to PCAV of 12 months.
The final contract to be approved by the PCAV Executive Sub-committee.
Linda Smith to assist with conveyancing.
Seconded Vicki Kneebone **Carried**
Moved Jess Hull
That the Executive Officer undertake more detailed investigation of new sites.
Seconded Vicki Kneebone **Carried**
- 5.34 Setting Membership Fees
Moved Philip Cobbledick
Based on advice from the Treasurer, setting of membership fees for 2007-2008 be held over until February 2007 State Council Meeting. Fees will be advertised on the PCAV website after 14 February 2007.
Seconded Jess Hull **Carried**

- 5.35 Audit Report from Clements Dunne Bell
Moved Linda Smith
That all investment accounts (not general trading account) must have two signatories or a shared passwords effective 1 December 2006.
Seconded Fiona Matheson **Carried**

- 5.36 Handbook Revision
There was a discussion on the policy and rules development by the State Council and the Rules Sub-committee.
The Chairman of the Rules Sub-committee outlined the upgrading of the Handbook of Bylaws and the range of issues that were historically or legally inaccurate.
That all State Councillors send written feedback to Norm Glenn by 31 December 2006. (mail@normglenn.com)
That State Council will spend the first session (up to 4 hours) on Monday 12 February 2007 to workshop the Handbook of Bylaws in Langwarrin at 8am.
That a final draft be circulated for approval at the February State Council Meeting after the Rule Sub-committee Meeting on the 19 January 2007.

- 5.37 Guidelines for State Showjumping and Dressage Championships
Held over

- 5.38 District Commissioner to Sign Entry Forms
Deferred to Handbook discussion in February 2007.
Executive Officer to write to Northern Zone.

6. TREASURER'S REPORT

- 6.1 Profit and Loss Statement, Balance Sheet as at 30 September 2006
Moved Janice Ray
That the financial reports as presented be approved
Seconded Norm Glenn **Carried**

REPORTS TO READ

7. MEMBERSHIP REPORT

Membership numbers show 7219 for October 2006.

8. PRESIDENT'S REPORT

9. COACHING DIRECTOR'S REPORT

10. EXECUTIVE OFFICER'S REPORT

11. SUB-COMMITTEE REPORTS

- 11.1 Pony Club Australia
Jan Faulkner and Clare Lewin went to Adelaide for the meeting.
NCAS Level O will be accredited with ASC and it will be competency based. This will take some time to write and will be an improvement for coaches as there will be 2 NCAS accreditation levels in Pony Club.
- 11.2 PCAV Executive
As per minutes

- 11.3 Equestrian Federation of Australia -Victoria
New Executive Officer is Stephen Nash.
- 11.4 Chief Instructors Panel
As per minutes
- 11.5 State Games, Flat Teams & Musical Ride Sub-committee
- 11.6 National Mounted Games Sub-committee
- 11.7 State Dressage & Showjumping Championships (2007 SMZ)
- 11.8 State Horse Trials Championships (2007 NMZ)
- 11.9 Inter-Zone Teams Horse Trials
- 11.10 Speed to Safety
- 11.11 Rules Sub-committee
- 11.12 Publications Sub-committee
- 11.13 Asset Review Sub-Committee
- 11.14 Polocrosse Sub-Committee
- 11.15 History Sub-Committee
- 11.16 Jamboree State Camp Sub-Committee

12. GENERAL BUSINESS

- 12.1 James will send a form to clubs and zones for them to list Club Life Members and Zone Life Members. These people will be automatically renewed each year by the state separate to Club Strength Returns.

- 12.2 Vicki Kneebone raised the new FEI Showjumping changes for the State Championships in February. All zone qualifiers and State Championships will be run under Section G of the PCAV Horse Trials Rules and remain unchanged.

13. CLOSE MEETING 5.30pm

14. NEXT MEETING

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| Executive | Tuesday 23 January 2007 |
| State Council | Monday 12 February 2007 at 8am (Langwarrin) |