



BOARD OF DIRECTORS MEETING MINUTES – DECEMBER 2016

Friday 9th & Saturday 10th August 2016
Paint Horse Office, 1A Sterling St, Dubbo NSW

1. Meeting Opened – Friday 9 th December at 2.45 pm		ACTION	P/C
	Meeting formally opened by Jeffrey Hall (Vice President). Vice Chairman welcomed all directors and opened the meeting.	Noted	P
Attendance:	Malcolm Hume (President - Chairperson) - late, Nicole Steinberger, Fred Burton, Jeffrey Hall, Steven Conn, Jodie Saville (minute taker). Attendance book signed for record purposes.	Noted	P
2. Apologies		ACTION	P/C
	Kerri-Ann Hobbs,	Noted	P
3. Acceptance and signing of minutes from previous meeting – August		ACTION	P/C
	Minutes of the previous BOD meeting of 12 th /13 th August 2016 reviewed. Moved: Fred Burton Seconded: Nicole Steinberger In Favour: All – Carried. Minutes from meeting held in August 2016 signed as true and correct by Malcolm Hume.	Noted	P/C
4. Business arising from previous minutes – 12/13 th August 2016		ACTION	P/C
4.1	Previous 4.3 - PHAA Slogan – top 3 to be voted on by members	JS / NS	
4.2	Previous 4.4 Warning Card utilise to AQHA Card rule – Steve Conn to speak with Paul Underwood	SC	
4.3	Previous 8a i - National Show - HBGA still to pay for lighting	JH	
4.4	Previous 4.8- <Member> - Rule 109 – change to Registration Rule must go to AGM, need to word the motion for 2017. ACTION – Current draft wording could include paint registered horse with tested paint specific genes such as overo, tobiano, Sabino, SW123 – To be finalised.	Ongoing NS & JH	
4.5	Previous 4.10 Insurance for affiliated clubs if we adopt our own show rules – need Quotes from our insurer for advice on cost to clubs	ongoing Office	
4.6	Previous 4.11 - Updates on Directors packages – ACTION for all to review for next meeting	Ongoing MH	
4.7	Previous 4.12 - PHAA rule book – AQHA Rule book being processed to go in the next journal	Ongoing JH	
4.8	Previous 4.13 - Adding genetic testing results on the stud book again – Check with ABRI on getting this to display online studbook	Ongoing JS	
4.9	Previous 8 iv Letter – <Member> proposal to change Membership due date ACTION – Malcom to redraft Article of Ass point 8 and 9 and set new membership due date for AGM and showing rights in grace period (standard rule change).	Ongoing MH	
4.10	Previous 8 viii - Email – <Member> – issue 1 – Champion and Reserve Awarding, issue 2, National Show Sponsor Co ordinator, Issue 3 suggestion for prizes. ACTION – Jessica to review and provide feedback on points	Ongoing office	
4.11	Previous 9c - Email – FYI only re <Horse> Semen use in Australia – suspend 2 horses without DNA	Office	
4.12	Previous 14 e i - 100 pts 200 pts etc for promotion in the journal – look for change in paper for these bronze, silver gold etc	Office	

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4.13	Previous 15 i ACTION On Show Approval form – rule 207 to be mentioned that we approved based on our release of liability Approval for the recording of points by the PHAA as submitted by the club.	Office to check	
4.14	ACTION: Recognition of lifetime points to reflect our ride Australia awards in principal. 100 = hat, 200 = polo, 500 = vest plus obtain bronze silver gold paper or similar for the certificates	office	
4.16	2017 National Show ACTION: add YISC classes for yearling and 2 year old, no weanling, 2018 must add 2 year old class	office	
4.17	Ride Australia should have a 250 point recognition, to add and follow up on recipients ACTION: Proposed Rule Change to 240. Ride Australia to include 250 hours.	office	

6 Financial			
	a. Financial statements – P & L and Bank Balances Discussion was held on the financial statements Moved: Fred Burton Seconded: Nicole Steinberger In Favour: All – Carried.	office	P/C
	b. Debtors and	office	
	c. FINAL National Show P&L	Noted	

7 Administrative Matters			
	a. Office report – find attached		
	i. General		
	ii. Rental – lighting reimbursement approved by BOD for Saddler & Co.	Office	
	iii. IT – Webpage Stage 1 is up and running – Stage 2 online membership is almost at draft stage	Noted ongoing	
	iv. IT – Webpage – development of Market place and stallion barn advertising ACTION – proceed with combined quote – listing \$20 per ad, \$50 per stallion, \$100 per stud	Jodie	
	v. IT – ABRI reports creation completed – some issue on lack of communication	noted	
	vi. IT – ABRI – quote on genetics on webpage - approved combine with below	Jodie	
	vii. IT – ABRI – quote to add genetic type approved , look to add genetically tested	Jodie	
	viii. IT – ABRI – quote to add signatures to forms 3 approved	Jodie	
	ix. IT – ABRI – Amateur & Master Amateur recording ACTION: to be recorded the same as youth, and from 1 August 2018. DOB compulsory for all members	office	
Malcolm Hume joined the meeting at 4.25 pm			
	x. IT – NBN – completed	noted	
	xi. Staffing – Leave as noted, Christmas shutdown 24/12 – 8/1/17 plus additional day 27 th Jan, pay rates discussion approved	Jodie	
	xii. Draft - Contract of Employment Draft – PHAA policies Draft PD's Draft – PHAA Office Manual	Approved	P/C

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	Moved: Nicole Steinberger Seconded: Fred Burton In Favour: All – Carried.		
xiii.	Directors Pack	ongoing	
xiv.	Daniel Kosta – Capitol Insurance joined the meeting by Phone hook up Insurance Review with Capitol Innovation – remove rewriting of documents, in business interruption, remove gross profit add cover to continue working and increase, increase building insurance, computer server and data ACTION: Jodie to reconfirm data saved offsite for all servers and reinstating of lost files quotation	noted office	
	FINANCE – Building Fund & Business Loan discussion ACTION: quotations and action on replacing bathroom windows, refitting the shower and installing kitchenette in warehouse. MOTION: To transfer \$15,000 from Building Trust Fund to Business Loan off the principal. Moved: Malcom Hume Seconded: Nicole Steinberger	Office	
	a. Approval of new members Applications from 1/7/16 to 30/9/16 Moved Malcolm Hume Seconded Jeffrey Hall	Noted	P
	b. Approval of Amateur and Master Amateur Applications from 1/7/16 to 30/9/16 Moved Malcolm Hume Seconded Jeffrey Hall	noted	P
Meeting Closed at 6.00 pm			
Meeting Reopened Saturday 10th Dec at 8.25 am			
xv.	Finance – Mini Admin Audit, Futurity Audit	Noted	
xvi.	Points – overall on track with entry of points Points – Report printing and posting out almost up to date End of Year Hi Points confirmed as correct Honour Roll Correct	Noted	
xvii.	AGM – date of and date of bump in Annual Hi points directly after (will be in lecture theatre) ACTION: AGM to be Sunday 23 rd commencing at 6.00 pm followed by BBQ and Annual High Points Awards	Noted Office to action	
xviii.	National Show	See 12	
xix.	Youth Trip - Reports	noted	
xx.	Lease of horse need clarification in rule book or policies that leases post 60 day are not back dated.	Approved, see Rego	
xxi.	Registration Certificate – disclaimer ACTION: ABRI to place disclaimer on bottom of certificate	Approved Office	
xxii.	Upgrading of Stallions for Breeding	Noted and discussed	
xxiii.	National Show – paint \$ recoup better this year	Noted	
xxiv.	Recording of coat pattern and genetic patterning	See 10	
xxv.	Registration Amnesty horses over 3years old for the cost of 6-12 mth – Office will advise month to members	Office	
	Membership Stats – Active column only comparisons 2015 to 2016	noted	

8 Correspondence			
8.a	New Correspondence In		
	General		
	i. <Member> re Euchuca Sales & Legal action– 3 horses	Ongoing	
	ii. <Member> re Canberra Show Classes	Noted	
	iii. Quotation Reliance IT for Web App Market Place	noted	
	iv. Booth Brown Legal re Grievance Letter	approved	

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	ACTION: – letter accepted to be used		
	v. Application – WA State Show applications received from both WAPHA & SPHA WA, issue with both WAPHA has affiliated and supplied program, but no dates, SPHA WA has dates and a program and payment, but affiliation is paid isn't complete due to no certificate of currency ACTION: Letter to clubs re working together or year and year about	For action - office	
	vi. Email – <Member> re customer service (2 incoming and 1 outgoing)	noted	
8a	Members		
	i. Email – SEQPHC – youth and Amateur Funding approval	Noted	
	ii. Email – M&DWPC – Youth Camp approval	Noted	
	iii. Letter – unsigned – re <member> Amateur Status	Noted	
	iv. Email – <member> re VPHA Life Membership ACTION: MH to respond directly	MH	
	v. Email – <member> – re <non financial member> Animal cruelty Charges ACTION: not a current financial member office to respond note on ABRI also.	office	
	vi. Email – <member> – response to letter of non refund of membership	noted	
	vii. Email – Statewide Paint Horse Club of WA Inc ACTION: MH to contact directly if unable to work together	Office MH	
	viii. Email – YAWBA – <member> re <member>	noted	
8a	Rules		
	i. Email – <member> re Article 8 for AGM – check wording ACTION: to be discussed further plus investigate 12 months renewal	Jodie	
	ii. Email – <member> re 2yr high point wording – this requires changes to the Rule Book ACTION: update rule book for classes that should not be there.	Jodie	
8a	Youth		
	i. Reports from overseas APHA Youth Trip ACTION: review letter and contracts	MH	
8a	National Show		
	i. Email – PHAA NS Ranch Sort P&L –with what entries we took is about our cut ACTION: Confirm Ambulance Levy income. Confirm who is responsible for Ranch Sorting & Ranch Classes for the 2017 NS	JH	
8a	Incidents		
	i. Letter – copy of letter from <club> to <member>	noted	
8a	Points		
	i. Email – <member> – re <horse> request to REVOKE Award as ACTION: to investigate Rule books pre 2012 to check on Champion criteria – Hunter in Hand was a performance category at one stage.	Office Jessica	
	ii. Approved Show – SEQAC Show 27th August 2016 – show results incomplete due to a computer error at their end plus committee has dissolved – approval from BOD to accept results from members if submitted by email/fax/post by 31 December 2016. ACTION: approved	Office Jessica	
8.b	New Correspondence Out		
	i. Letter to Canberra Royal Horse Show	Noted	

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	ii. Letters and Email to <member> re horses sold at Euchuca Sales & Legal action	Noted	
	iii. Email to Kerri-Ann Hobbs re attendance ACTION: MH to contact KH re attendance accept letter. Notation on AGM papers	MH office	
	iv. Letter – <member> re Stallion	noted	
	v. Letter – <member> re horse registration payment	Noted	
	vi. Letter - <member> – Service Certificate copy	Noted	
	vii. Letter – <member> re National Show Sponsorship	Noted office	

9 Registration Matters			
	i. <non member> - Exceptional circumstances gelding registration ACTION: Not an applicable registration	office	
	ii. <member> – dating of lease to 1/7/2015 – already denied by Rego Committee ACTION: No late dating of lease, registration committee decision is upheld ACTION: update rule book for leases and transfers up to 60 days	Office	
	iii. <Horse> – Horse Registered but should not have been ACTION: MH to contact <member>	MH	
	iv. <member> – <horse> Pending rego – breeders section unable to be signed ACTION: approved	Office	
	v. <member> – <horse> – pending no service certificate ACTION: confirmed return post the approved if so	Office	
	vi. <member> – <horse> - Rego pending as dam has no DNA and is deceased ACTION: Fine \$50 if gelding yes	Office	
	vii. <member> – <horse> pending rego – animal sold as un registerable, Mare and Stallion not upgraded at the time ACTION: no further action by the BoD	Office	
	viii. <member> – <horse> rego pending – No original Service Certificate and dam has no DNA and is deceased ACTION: Declined	Office	
	ix. <member> – <horse> – no previous owners to sign paperwork ACTION: approved	Office	
	x. <member> – <horse> rego pending, dam has no DNA on file no longer own mare. ACTION: DNA confirmation otherwise no	Office	
	xi. <member> – membership cancellation and revoke horse registration ACTION: declined	Office	
	xii. <member> – request for exemption of DNA testing a 20 year old mare based on rule 112 (a) and stating that rule 112 (b) is retrospective and unfair. ACTION: Declined, BoD voted no.	Office	
	xiii. <member> – <horse> – rego pending as no Breeding Return folder for the stallion. ACTION: Approved on DNA	Office	



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10 Rule and Regulations			
	i. Rule 109 (b) – Registration and showing rights of Perlino & Cremello animals that now have one parent in the Regular Registry or carrying Overo/Tobiano. These animals have been treated as standard solids since 2010 by the office this is correct. ACTION: removal of points only from Breeding Stock animals	Office Jessica	
	ii. Registration and recording of animal coat pattern via genetic proof ACTION: work with ABRI to develop best fit Rego Certificate and e news Rego clarification with members	Office ABRI	

12 National Show – 2017			
	a. Office Update Team 75% finalised – gear steward? Charity Barrel event? If so sponsored Entry forms – being revamped to be released in Jan Show Program for final approval Ribbons/Rosettes/Garlands for discussion Futurity Entries ACTION: Proposed Show Mgr family member showing, TBC Show Program as draft for feedback to members Charity Barrels No to Futurity sale, order of Buckles without date and map of Australia instead incl Tas. Add YISC classes for Yearling, 2 year Western Pleasure for 2017 and 2 year Western Pleasure 2018 Ribbons and Rosettes and Garlands approved to proceed, Fred to contact 2 suppliers for samples and prices	Office Show Sec JH	
	b. Steve Conn i. Sponsors – ii. Products – ACTION: 3 items to be ordered as choice of prizes for Champion plus the set item for Reserve Items may be swapped for \$40 credit with the National Show Office within the period of the Show. Office to confirm the number of items needed and proceed with ordering. Where items are printed, no year details.	Office SC	
	c. Jeffrey i. draft program with Comments ACTION: These comments will form the first part of the feedback process. ACTION: To advertise that there will be seminars each day (prior to competition) for classes such as Showmanship by international Judge: Jeff and Lee Ann to provide. ii. Show Team ACTION: see above	Office JH	

13 Portfolio Reports			
	Youth – Youth Camp proposed in 2017.		
	Futurity – Buckle Order as noted above		
	Journal – at printers, thoughts on how an e-copy could work bring to later meetings		

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14 Directors Portfolio & Agenda Items			
14.a	Malcolm Hume		
	i. Presidents Report Look into the feasibility of offering the Journal in an electronic format. Not considered viable at this time but investigation into a PHAA app could be looked into. ACTION: Malcom Hume 14a(ii) President proposed a Christmas bonus for the staff and after discussion an amount was agreed. Office Manager abstained from discussion. Approved by all. ACTION: Jodie	MH Jodie	
14.b	Jeffrey Hall – discussed on Friday 12th August.		
	i. Draft PHAA Show Rule Set As attached – ACTION: review period to go onto Webpage for formal feedback by members and BoD. To be reviewed at first meeting in 2017 then posted to webpage as final to be in place for 1 August 2017. Need to include Ranch Rules Should be separate to existing Rule Book, except where we need to add to it. ACTION: Mandatory Classes for Approved Shows Malcolm to short list.	Jodie JH MH	
14.c	Nicole Steinberger		
	i. Auditors review for 2017 – discussion on pricing	Noted	
	ii. Staff PD's etc as per Office Report	Noted	
14.d	Fred Burton		
	Futurity Audit request	Noted	
	High Points Reports request	Noted	
	Rule Change proposal to AGM – compulsory DNA for all animals on registration (excluding geldings at the point of registration) plus gelding notification compulsory. ACTION: to redraft wording and submit at AGM	Noted FB	
14.e	Steven Conn		
	i. Youth Matters – as above		
	ii. Sponsorship if not covered in National Show – as above		
14.f	Kerri Hobbs		
	Letter re absenteeism	noted	
15 Any Other Business			
	Need to invite Show Manager and Show Secretary to next meeting	agreed	
16 Next Meeting			
	Next meeting will be DUBBO February 17/18– Friday night dinner for all members also – Macquarie Inn Confirm best flights for all	Jodie	
	President thanked everyone for their attendance		
	Meeting closed at 2.18 PM		