

BOARD OF DIRECTORS MEETING MINUTES – MAY 2016

Friday 27th May & Saturday 28th May 2016
PHAA Office – 1A Sterling Street, Dubbo NSW

1. Meeting Opened – Friday 27 th May		ACTION	P/C
2.22 PM	Meeting formally opened by Malcolm Hume (President). Chairman welcomed all directors and opened the meeting.	Noted	P
Attendance:	Malcolm Hume (President - Chairperson), Nicole Steinberger, Fred Burton, Jeffrey Hall, David Egan, 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 – Mar 2015		ACTION	P/C
	Minutes of the previous BOD meeting of 5 th March 2016 reviewed. Moved: Nicole Steinberger Seconded: David Egan In Favour: All – Carried. Minutes from meeting held in March 2016 signed as true and correct by Malcolm Hume.	Noted	P

4. Business arising from previous minutes – 5 th March		ACTION	P/C
4.1	NSW Pinto Association reciprocal add for Journal Ongoing – Nicole to follow up with Greg	N.S	P
4.2	Job descriptions for Office Staff The job descriptions should be reviewed each year by the Company Secretary and Office Manager and the performance of the staff member rated against the job description. The BOD agreed to this action. Proposal to develop a delegation manual It was previously suggested the association prepare a delegation manual outlining the authorities of the office staff and the BOD. The meeting agreed to have the Company Secretary prepare this manual in accordance with the PHAA articles association and rules.	J.S N.S	P
4.3	Previous 4.5 Youth training session 4 attended was very well received by those that attended, needs to be advertised better	Ongoing	
4.4	Previous item 4.7 Follow up on grievance letter template with Solicitor - ongoing	JS	
4.5	Previous 4.8 ABRI to created Amateur member in the database for 1 August implementation	JS	
4.6	Air conditioning work approval to spend as per quotes	JS	
4.7	Previous 4.11 - PHAA Slogan – top 3 to be voted on by members	JS / NS	
4.8	Previous 4.13 Complaint Form to go on Webpage to be postponed until new page is finalised	Noted	
4.9	Previous 4.14 Raffle – support to approach Tuza for similar opportunity. Check on each State's raffle/lotteries approvals - ongoing	KA H	
4.10	Previous 8A ii ongoing ABRI pointscore	JS	

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4. Business Arising cont..		ACTION	P/C
4.11	Previous 10a – Prefix and Stud name office to action to all	JS	
4.12	Previous 13b iii - Warning Card utilise to AQHA Card rule – JS to contact Office Manager Steve Conn to speak with Paul Underwood	JS SC	
4.13	Previous 13 b iii – MA rule ongoing	KA H	

5 Matters of Urgency			
	Nil		

7 Financial			
	a. Financial statements – P & L and Bank Balances b. Draft national Show P&L Discussion was held on the financial statements	Noted	P
	c. To investigate advertising new membership types	NS	

8 Administrative Matters			
	a. Office report – find attached		
	i. Air conditioning – Quote approval needed for higher approval - approved	Office	P
	ii. Warehouse – frame – Jeff Hall contact <non member>	JH	
	iii. IT – Upgraded MYOB, Webpage progressing well, Papervision upgrade due late June		
	iv. Membership – renewal letters to go out next week, will have an online portal for 2017/2018 year, new membership categories in ABRI waiting on quote.		
	v. Staffing – staff have leave in June/July		
	vi. Audit – went well very thorough		
	vii. Banking – updating of signatories		
	viii. <Member> check status – update database if needed		
	ix. Board meeting every 3 months		
	x. Meetings – nominal months set for attendance, AGM to be at AELEC as part of our hire agreement		
	xi. Points Awards – HiPt award and runner up 1/3 of the price not to set a monetary amount. Keep consistency of the awards for each category.	SC JS	
	xii. Futurity update rules for 2017		
	xiii. Rule Book update collation of all rule changes since August 2014, book will be update once a year prior to August each year.		
	xiv. National Show – PD for Show secretary & HBGA paid for hire, need to be charged for lighting also		
	b. Approval of new members Applications from 1/1/16 to 31/3/16 moved Nicole Steinberger seconded Fred Burton	Noted	P
	i. Note new membership types to be created in ABRI – cost approx. \$200 for approval	Approved	P
	c. Approval of Amateur and Master Amateur Applications from 1/1/16 to 31/3/16 moved Jeffrey Hall seconded Nicole Steinberger	noted	P

9 Correspondence			
9.a	New Correspondence In		
	General		

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	ii. Copy of PHAA Office Opening Article from Daily Liberal	noted	P
	iii. Email - <Member> – request for information and confirmation of <Club> official complaint – M Hume response by Email also – This request must by come via a Solicitor to the PHAA – Jodie to reply by email to <Member> to advise	JS	
	iv. NSW Street Smart Teen Handbook – requested for sponsorship	JS	P
	v. <Member> – <Club> – Malcolm to respond	MH	P
	vi. <Member> – Poor Condition of Horses to note only – Malcolm to respond	MH	P
	vii. <Member> – <State Show> – Malcolm to respond PHAA doesn't set Hi Point requirements	MH	P
	viii. Letter – unsigned re <Club>	Noted	P
	ix. SEQPHC AO Claim note PHAA Policy Guidelines not publically available. – Note pre approval is a must, PHAA to pay the amount due this time	Jodie	P
	x. Email – <Member> – points/award for disabled competitors – Jodie to respond, currently no, looking in to it, also go to AQHA for Rule on RWD to review at a future point ACTION for future meeting	Jodie	P
	xi. Email – <Member> - re Ag Shows and Paint bred classes – Malcolm to respond	MH	P
	xii. Letter – Dubbo City Council re Fire Certification approved and exempt from water charges for the upcoming year.	noted	P
9.b	Youth		
	Email – <Member> unable to attend NS due to work commitments	noted	P
9.c	National Show		
	Email – AELEC tentative dates for 2017 (not locked in). – Jeffrey to contact HBGA also	Noted	P
	i. Email – <Member> request for numbers from Futurities – eg number of nominations, numbers of final prior to and then at show. – Not handed out – have responded	Noted	P
	ii. Email – <Member> requesting second buckle for <NS Class> ACTION can order with \$50 admin fee	Jodie	P
	iii. Email – <Member> purchasing a buckle for a class won (non buckle class) ACTION - office to develop and order form plus set price of \$300 (based on current exchange rate) for any winner at NS	Office	P
	iv. Phone Call – <Member> requesting a second buckle for winning classes – ACTION can order with \$50 admin fee	Jodie	P
	v. Email – <Member> — ACTION Thank you & respond EFA rules	Jodie	P
	vi. Email - <Member> re prizes — ACTION thank you positive remarks Malcolm to respond	MH	P
	vii. Email – <Member> NS suggestions – ACTION thank you and advise versatility halter to be placed at NS, Rosettes to be ordered and ribbons posted	Office	P
	viii. Email – <Member> – re noise at the National Show – Malcolm has responded	noted	P

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	ix. Refund requests withdrawal prior to Show – <ul style="list-style-type: none"> • <Member> – Vet Certificate, - YES to <Horse> classes and stables • <Member> – Vet Certificate – YES to eligible classes, camping and stabling • <Member>, Vet Certificate – <Horse> YES - refund classes, stabling and camping • <Member> • <Member> – Refund classes, stabling and camping • <Member> – unwell • PENDING - ask again for medical certificate • <Member> – unable to get leave from work at last minute, YES – entries only refunded. • <Member> – YES camping only refunded 	Office to action	
	x. Refund requests withdrawal at Show – <ul style="list-style-type: none"> • <Member> – Vet Certificate – YES class entry fee refund 		
	National Show feedback from suggestions box – worthy of mention place in the e-news <ul style="list-style-type: none"> • Nicole to action if appropriate 		
	xi. Email – RacingNSW Blood sample results	Noted	P
	xii. Email – Cow Horse Committee – Malcolm to respond with thank you and address the error currently. ACTION - <Class> Hi Point correct winner buckle swap – Malcolm to contact Jodie to supply information	MH & JS	
9.d	Members		
	i. Email re member contacting a judge – Statewide Paint Horse Ass of WA, Malcolm has addressed this matter	noted	P
	Fred Burton Left the room 5.10 pm		
	ii. Email & Phone Correspondence – confidential – with Malcolm Hume – as discussed	MH	P
	Email <Club> – ongoing unpaid fees response – Malcolm will write to <Club> to advise the process	MH	
	Meeting closed until tomorrow – 6.15 pm		
	Meeting recommenced Saturday 28th at 8.30 am		
	Conversation - <Member> – PHAA to buy back Hi Point Trophies at reduced cost as she no longer wants them due to space constraints – NS to mention recycling old ribbons and trophies in e-news	noted	P
9.e	New Correspondence Out		
	i. Letter to <Member> re NS Complaint	noted	P
	ii. Letter re <Horse>	noted	P
	iii. Email to <Member> re Fine	noted	P
	iv. Letter to Picton HS re <Member>	noted	P
	v. Letter to <Member> re Social Media	noted	P
	vi. Letter to <Member> re Suspension	noted	P
10 Registration Matters			
	a. Email – <Member> – <Horse> – ACTION - office to correspond to <Member> within 30 days copy of any paperwork plus transfer form	Office	P
	b. Email – <Member> – <Horse> – proof of no contact with original owners then okay to transfer.	Office	P

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	c. Email – <Member> – <Horse> – solicitor must request copies.	Office	
	d. Email – Separation Matter – <Member> and <Member> – further information needed Office to circulate out of session	Office	
	e. <Member> long term lease of horses from <Non Member> further information needed Office to circulate out of session	Office	
	f. <Member> – Seeking Service Certificate for proven stallion breeding – further information needed Office to circulate out of session	Office	
	g. <Horse> – check AQHA breeding return or contact via AQHA	Office	

11 Rule and Regulations			
	a. See current list for update book prior to August 2016, move that the rule book only be updated once per year, all proposed updates still to be printed in the Journal. – ACTION – Office to collate, circulate and print for 1 August 2016	Office	
	b. <Member> AGM motions to be discussed 236 and 237. ACTION - Malcolm to contact no need for rule change 237 2 iii – not a breach for a youth to pay the show office directly for stabling and or entries. 229 no change	Noted MH	
	c. <Member> - Rule 109 – change to Registration Rule must go to AGM, need to word the motion for 2017. ACTION - Office to contact <Member> and advise, Nicole to draft new motion.	NS	
	d. <Member> – Rule 111 – ACTION - Malcom to write response	Office	
	e. Futurity Guidelines –Review payment and penalty schedule, as attached. See below	Office JH	
	e. Pink Copies of Service Certificate – move to accepting colour scanned copies to speed up the registration process and stop them becoming lost in the mail, cross checked against the original breeders on file. ACTION – Office to start new process	Office	
	f. Members points books to be numbered (auditable) to allow scanning and emailing to the office to speed up processing time. – ACTION new numbered books be ordered and registered 12 month grace period to move to the new book. ACTION - Auto email response on pointscores email to advise members that emails have arrived	Office & NS	

12 National Show – Wrap Up			
	a. Complaints book	Noted	
	b. First Aid Treatment	Noted	
	c. Results plus class end times	Noted	
	d. See National Show discussion points attached iii		

13 General Agenda Items			
	NIL		

14 Directors Portfolio & Agenda Items			

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14.a	Malcolm Hume		
	<ul style="list-style-type: none"> i. Presidents Report ii. AGM must be held in conjunction with NS as per constitution, look to hold it on site at AELEC at the Lecture theatre 		
	<ul style="list-style-type: none"> iii. National Show – discussed iv. Payment options for anyone to pay off a sponsorship ACTION - e-news, journal v. PHAA to Sponsor it's own show - PHAA will donate toward the National Show as the NS Committee see fit to use this donation of at least \$ 2000. vi. Colour classes - clarification at the NS for Overo and Tobiano – Entry to the class is based on Phenotype the class is judged 65% on confirmation and 35% on overall appearance, proof of genetics is not needed vii. Opening at Futurities – no opening for 2017. viii. Ribbons to 10th place – for futurities only, plus rainbow ribbons for all Youth entrants as National Finalist when outside placings ix. Ordering of Buckles for National Champion or Grand Champion available to all competitors – office to create form and administer, \$300 per buckle inclusive. ACTION – to advertise this in e-news and journal, KH to liaise with JS on the initiative x. Judges – see below xi. Futurities – see below 	<p>JS/NS/KH</p> <p>JH/DE</p> <p>JH/JS</p> <p>JS/NS/KH</p>	
	<ul style="list-style-type: none"> xii. Insurance for affiliated clubs if we adopt our own show rules – need Quotes from our insurer for advice on cost to clubs 	MH Office	

14.b	Jeffrey Hall		
	<ul style="list-style-type: none"> i. As supplied 		
	Youth Report tabled and accepted, NS proposed changes to be implement – of a max 10 classes and increase of ribbons to all competitors .		P
	Hallmark to continue Youth Sponsorship for 2017 NS		
	Judges – 1 Judge for the Futurity Classes and also the AO & Yth Halter classes. 1 Judge then for the remainder of the National Show Moved: Jeffrey Hall Seconded: Malcolm Hume		
	Futurities 2017 Guidelines revamp	JS JH	
	PHAA Show Rules – move to adopt where appropriate the AQHA Show rules from 1 August 2017 onwards, will need to notify members in the next journal.	SC Office	

14.c	Nicole Steinberger		
	<ul style="list-style-type: none"> i. Position descriptions for staff - ongoing 	NS Office	
	<ul style="list-style-type: none"> ii. Procedures manuals to be developed after the PD are finalised. 	NS Office	
	<ul style="list-style-type: none"> iii. The management letter from Crowe Horwath and the reply, 	noted	
	<ul style="list-style-type: none"> iv. Updates on Directors packages – ACTION for all to review for next meeting 	all	

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	v. PHAA rule book – need our own Rules Book for Show & Performance, insurance affiliation.	JS SC	
	vi. Adding genetic testing results on the stud book again – Check with ABRI on getting this to display online studbook	JS	

14.d	Fred Burton		
	Absent		

13.e	David Egan		
	i. Youth Report Engage Youth at NS for fundraising, aim to have a Youth auction night once Show Program is done in conjunction with an evening event in the ring Germany trip all going well 13 teams over 15 countries, fundraising up to date, 2 girls still to meet the \$5K requirement by end June.	Noted DE	
	ii. NS Ranch Sorting – TBC income at 25% of sales – DE to provide P&L from Hunter to the office	DE office noted	
	iii. Ranch events – this is an American event not an Australian Stock Horse Event		

14.f	Steven Conn		
	i. National Show Amateur Matter – Steve to follow up with Christine Peters	SC	

14.g	Kerri Hobbs		
	Absent		

15 Any Other Business			
	Meeting Frequency- confirming these are quarterly meetings Technically that means 4 meetings plus the meeting post AGM. So roughly that translates to Mar/June/Aug-Sept/Nov-Dec	Noted	
	PHAA Policy i. unpublished last updated March 2015. Needs to be reviewed so it can be published on the webpage and Facebook etc.	Office	
	Photo competition for 2016 as per existing guidelines	Office	

16 Next Meeting			
	Next meeting will be the proposed in Toowoomba, meet and great local members on the Friday. Proposed 12-13 th August.	JS NS	
	President thanked everyone for their attendance		
	Meeting closed at 1:20 PM		