

BOARD OF DIRECTORS MEETING MINUTES – AUGUST 2016

**Friday 12th August & Saturday 13th August 2016
Comfort Inn Glenfield – Toowoomba QLD**

1. Meeting Opened – Friday 12 th August - 3.06 pm		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, Steven Conn, Jodie Saville (minute taker). Attendance book signed for record purposes.	Noted	P

2. Apologies		ACTION	P/C
	Kerri-Ann Hobbs, Steve Conn (late)	Noted	P

3. Acceptance and signing of minutes from previous meeting – Mar 2015		ACTION	P/C
	Minutes of the previous BOD meeting of 27/28 th May 2016 reviewed. Moved: Fred Burton Seconded: Jeffrey Hall In Favour: All – Carried. Minutes from meeting held in May 2016 signed as true and correct by Malcolm Hume.	Noted	P

4. Business arising from previous minutes – 27-28 th May 2016		ACTION	P/C
		N.S	P
4.1	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
4.2	Previous item 4.4 Follow up on grievance letter template with Solicitor - ongoing	JS	
4.3	Previous 4.7 - PHAA Slogan – top 3 to be voted on by members	JS / NS	
4.4	Previous 4.12 Warning Card utilise to AQHA Card rule – JS to contact AQHA Office Manager Steve Conn to speak with Paul.	SC	
4.5	Previous 4.13 Master Amateur Rule ongoing	KAH	
4.6	Previous 8a i - National Show - HBGA still to pay for lighting	Ongoing JH	
4.7	Previous 11 a <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	MH	
4.8	Previous 11 b - <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	

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4.9	Previous 11 c - 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.	Office	
4.10	Previous 14a i - Insurance for affiliated clubs if we adopt our own show rules – ACTION Quotes from our insurer for advice on cost to clubs	Office	
4.11	Previous 14 c i - Updates on Directors packages – ACTION for all to review for next meeting	Ongoing MH	
4.12	Previous 14 c ii - PHAA rule book – AQHA Rule book being processed to go in the next journal	Ongoing JH	
4.13	Previous 14 c iii - Adding genetic testing results on the stud book again – ACTION check with ABRI on getting this to display online studbook	Ongoing JS	
4.14	Previous 14 e i - NS Ranch Sorting – TBC income at 25% of sales – ,<member> to provide P&L from ABCRA to the office.	Ongoing JS & JH	
4.15	Previous 14 f i - National Show Amateur Matter – Steve to follow up with <member>	Ongoing	

3.44pm Steve Conn joined the meeting

5 Matters of Urgency			
	i. Resignation of David Egan THE MOTION IS - The Board agrees to fill the casual vacancy on the BOD from a current financial member in accordance with Articles of Association 17. In favour – 2 Against – 3		
	ii. Ongoing BoD Matter – BoD discussed the issue based on legal advice and with a written submission from <member> It was decided a formal warning was given in relation to the matter discussed		

6 Financial			
	a. Financial statements – P & L and Bank Balances Discussion was held on the financial statements ACTION: To follow up on membership tally's from previous periods ABRI not providing accurate tally from the past	Office	
	b. Debtors and Creditors – advise in writing of credit to be used by Dec 31 st cr written off as per accounting recommendations	Office	
	c. Draft national Show P&L		

Meeting Closed 6.05 PM FRIDAY 12th August 2016.

The Board joined members for dinner in Toowoomba, thank you for Maxine and Trevor Albury and Heather Currie for making the trip and joining us for a social outing.

Meeting Reopened at 8.30 AM Saturday 13th August 2016

2. Apologies (Sat 13 th)		ACTION	P/C
	Kerri Ann Hobbs, Jeffrey Hall	Noted	P

7 Administrative Matters			
	a. Office report – find attached		
	i. General	Noted	

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	ii. Rental – ongoing	Noted	
	iii. IT – new server plus SLA for ongoing IT support ACTION Office to discuss pricing with provider Office raised question raised re IT Levy	Office	
	iv. IT – Webpage past the halfway mark in creation – sample pages shown	Noted	
	v. IT – ABRI reports creation completed	Noted	
	vi. IT – new POS machine	Noted	
	vii. IT – NBN – 75% done	Noted	
	viii. Membership – will rerun renewals in Sept and send	Noted	
	ix. Staffing – Leave as noted	Noted	
	x. Points – reports ready to run – preliminary checks look good	Noted	
	xi. Points – currently up to date on all points entry, still waiting on outstanding approved show results	Noted	
	xii. National Show – Sponsorship letters 1 st run have been sent, some response	Noted	
	xiii. National Show – paint \$ recoup better this year	Noted	
	xiv. Youth Trip – all money in, some paperwork still due	Noted	
	xv. Youth Trip all bookings made and paid	Noted	
	b. Approval of new members Applications from 1/4/16 to 30/6/16 moved Malcolm Hume seconded Steven Conn	Noted	P
	c. Approval of Amateur and Master Amateur Applications from 1/4/16 to 30/6/16 moved Malcolm Hume seconded Steven Conn	Noted	P
	d. Membership Stats – Active column only comparisons 2015 to 2016 will keep this as a report from now on if it proves accurate	Noted	P

8 Correspondence			
8.a	New Correspondence In		
	General		
	i. Letter – Racing NSW re change of Genetic Testing Provider	Noted	
	ii. RVPH Club – re Equitana Melbourne Stand ACTION – details for costs and actual needs of PHAA	MH	
	iii. Letter - Pitcher Partners – Bankruptcy ex Member <member>	Noted	
	iv. Letter – Western Plains Regional Council Amalgamation	Noted	
	v. Quotation – NAS Server and SLA proposal (see Office Manager Report) ACTION – Office to discuss with Reliance	ongoing Office to action	
	vi. 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)	MH	
	vii. Email – Werribee Park National EC Summer Horse Show	Noted	
	viii. Email – <member> – issue 1 – Champion and Reserve Awarding, issue 2, National Show Sponsor Co ordinator, Issue 3 suggestion for prizes. ACTION – Office to review and provide feedback on points	Office	
	ix. Email – SEQPHC – re PHAA membership	Noted	
8a	Members		
	i. Email – <member> re Amateur Status	Noted	
	ii. Email – <member> re <member> Amateur Status	Noted	

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	iii. Email – response re Stud Prefix – see Office Manager report proposal for life Fee for Prefix's	Noted action in OM report	
	iv. Email – <member> re Membership pricing ACTION – MH to write letter	MH	
	v. Email – request for membership refund new member <member> – note we have already refunded the horse registration fee. ACTION - office to advise no.	Office	
	vi. Email – <member> re <member> Facebook (Open) slander ACTION - office to advise noted	Office	
	vii. Phone Call – query amateur status at Clinics. ACTION – note exhibition only.	Office	
8a	National Show		
	i. Email - Dates locked in 19th April to 1st May. Cleaning Day 18th no incoming allowed. HBGA 19th Bump, 20th – 22nd Show, 23rd Bump. PHAA 23rd Bump, 24th to 30th Show, 1st Bump.	Noted	
	ii. Email – <member> re National Show Sponsorship and Judges	Noted Office	
	iii. Email – <member> re Perpetual Trophy “Justa Cowboy Memorial Congeniality Award” ACTION – MH to respond	MH	
	iv. Letter – <member> (mother of <member>) re Overall Junior Horse	Noted	
	v. Letter – <member> re 2017 Futurity entry fees etc ACTION JH to respond	JH	
	vi. Refund requests withdrawal prior to Show – <ul style="list-style-type: none"> • <member> – unwell – MC provided -YES • <member> – personal circumstance change see email ACTION MH to respond	MH	
8a	Incidents		
	i. <member> – reimbursement of Legal Fees (see also Corro out) ACTION – check with PO on letter collection	Noted Office	
8a	Youth		
	i. <member> – request for refund of incorrectly banked funds – ACTION – approved for refund	Office	
8.b	New Correspondence Out		
	i. Letter to <non member>	Noted	
	ii. Letter to <member>	Noted	
	iii. Letter to <member> – decision needed by BOD ACTION – letter from office that no prefix on horse rego till prefix is applied for and paid.	Office	
	iv. Letter to <member> – decision needed by BOD ACTION – letter no prefix on horse rego till prefix is applied for and paid	Office	
	v. Letter to <member> – no response – see Rego matters ACTION – 21 days rego to proceed, advise Renee also	Office	
	vi. Letter to Pitcher Partners re <member>	Noted	
	vii. Letter to <member> re horse transfer – all resolved	Noted	
	viii. Letter to <member> – was registered with need to sign – not collected or returned to us?	Noted	
	ix. Letter to ASIC re PHAA paperwork	Noted	
	x. Letter to WPRC re Office Manager Authority	Noted	

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9 Registration Matters		
	a. <member> re <horse> – approval from BoD to transfer horse to her after 3 years of ownership and no response from previous owner ACTION – to transfer with correct Rego advise previous owners with 21 days to respond	Office
	b. <member> – Seeking approval to Register a Colt foal (DNA proven parentage) that was out of a mare purchased through the sale yards no service certificate or correct PHAA Registration papers. Mare has been visually ID with current photo and images on file. ACTION – to proceed	Office
	c. Email – FYI only re <Horse> use in Australia	Noted
	d. New Registration from <member> - Missing Breeding returns (though pink certificate in office) from <Stud>, approval requested to register without BR – we could request DNA? ACTION – attach email confirmation with rego – can proceed	Office

10 Rule and Regulations		
	See Points Co ordinator's report	
	i. Disability ACTION – RDA to be added	Office
	Ranch Riding Cat 1 – Ranch Riding, Ranch Reining Cat 3 – Ranch Sorting Cat 3 – Ranch Boxing ACTION – Immediate Rule Change – Tania space in journal	Office
	NO to limited Am & Youth	Noted
	Di Hill – ROM to 20 to allow Novice Amateur ACTION – discussed and no change	Office

12 National Show – 2017		
	a. Kerri-Ann (hygain sponsorship)?	ongoing
	b. Steve Conn i. Sponsors – lists to Jodie for action ii. Products – grooming bag, bridle bags, halters, chairs – pricing to be confirmed iii. Buckles – noted, small conch or key ring as runner up high point	ongoing
	c. Nicole – Barastoc Feeds – 12 bags of feed to be collected from Toowoomba prior to show – allocated on top of normal prize classes to be advised.	Office NS JH
	d. Jeffery – see 14b i. Futurity Program ii. National Show Program ACTION: Jodie to give Jeff NS workers list and costs, draft contracts ACTION: Jodie to contact judges confirm flights etc ACTION Jodie to contact XX re Show Secretary Position ACTION Jodie to contact PR or previous company for sponsors action quote iii. Live Stream ACTION to confirm 4 days with provider ACTION – photography Tania Hobbs confirm dates	

13 General Agenda Items		
	NIL	

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14 Directors Portfolio & Agenda Items			
14.a	Malcolm Hume		
	i. Presidents Report		
	Membership Seminar briefing to be at next meeting	ongoing	

14.b	Jeffrey Hall – discussed on Friday 12th August.		
	<p>i. As supplied above in National Show</p> <ul style="list-style-type: none"> * There will be a Futurity Show followed by the National Show * 2 US Judges highly qualified good all round experienced judges: * XX will be our main judge and will be the Futurity Judge and will also judge some ridden classes at the NS but no halter classes * XX will be our National Show Judge for all Halter classes and most of the rest of the show. * XX will come on Board as the NS Secretary * XX will be coming onto the show team on the gate or as Show Manager * XX will be our announcer. * Program (draft) as supplied – comments as follows; * Having the Halter after the Dressage and then the Hacking after the Halter means unplaiting and re plaiting for some competitors - noted * Plan is to finish by 8.30 pm each night, though the Thursday could see a 9pm finish with HS Equitation. * All events are in the main arena except for Ranch Trail = outside arena, there could be some cross over issue with the Horsemanship classes if people are cross entering. * Junior Judging should slot in on Day 2 of the Futurities after the PB Weanling class. * Fancy Dress/Costume Class will go on Friday night before the start of the Nev Anning Trail – H Bentley sets the course * The office needs to organise two EFA judges for the dressage preferably local and one Hacking approved judge and confirm tests. * Trail patterns request Judges use the same floor pattern for each trail and ensure mandatory obstacles are in the pattern. * Open Barrels to be on Fri night after the Nev Anning Trail * Move the start of the Nev Anning to 5.00pm * Livestreaming we have been offered a great deal for live streaming of the NS, lock in 4 days of the NS. Sponsors can pay for sponsorship that will be shown during the breaks. * PR company or other to drive sponsorship again office to action. * Prizes: Patches will be awarded on each class, there will be 4 prizes choice for Champion on each class, office will maintain a pick up list (if items are large) within a \$40 price bracket. Reserve also have gifts within a \$20 price bracket. * Chocolate Buckles – Jodie to action mold and casting * Options for merchandise plus judges and workers gifts 	<p>Action SC JH Office</p>	

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14.c	Nicole Steinberger		
	i. Position descriptions for staff - ongoing	NS Office	
	ii. Procedures manuals to be developed after the PD are finalised.	NS Office	
	iii. Auditors review for this year as a tier 2 company the BoD must vote to conduct a review as opposed as full audit every year. 2015 was full Audit, 2016 could be a review as per ASIC guidelines. MOTION: That 2016 Financial year have a review rather than a full audit. MOVED NS SEC: MH All in favour - carried	noted	

14.d	Fred Burton		
	Payment of Show workers – the PHAA should move to a more auditable process of payment of show workers, creating invoices and payment via EFT where possible. ACTION: Office to reword the contracts for Show workers.	Noted Office	

14.e	Steven Conn		
	i. Amateur fundraising PHAA to organise. Clinics organised at Townsville, Caboolture, Gatton IDEAS for Nationals Prizes as already discussed. ACTION on 100 pts allocated received an award to be determined – vest embroidered (logo/horse name/100 pts) ACTION - RAFFLE: aim for products that people want such as electrical goods – Steve to follow up on donations Request for Sashes for Champion – Steve to advise office	Office SC	

14.f	Kerri Hobbs		
	Absent		

15 Any Other Business			
	ACTION On Show Approval form It is not the responsibility of the PHAA to ensure the club applying for show approval has insurance it is the clubs responsibility. The show approval is for points purposes only. Rewording of the approval form is to include rule 207.	Office	
	Office to contact National and State Reining/Cutting for highest placed paint horse reminder....	Office	
	Youth Portfolio – EOI for a member who is interested in taking on this portfolio	Office NS	

16 Next Meeting			
	Next meeting will be DUBBO – 9 th and 10 th December – Friday night dinner for all members also – location to be advised		
	President thanked everyone for their attendance		
	Meeting closed at 12.13 PM		