

## BOARD OF DIRECTORS MEETING MINUTES – DECEMBER 2017

### Saturday 2<sup>nd</sup> December 2017

Holiday Inn

O’Riordan St & Bourke Road MASCOT NSW 2020

1. Meeting Opened – 9.37 am Saturday 2 <sup>nd</sup> December 2017		ACTION	P/C
	Meeting formally opened by Nicole Steinberger (President). Chairman welcomed all directors and opened the meeting.	Noted	P
<b>Attendance:</b>	Nicole Steinberger (President - Chairperson) Fred Burton, Steven Conn, Chris Burton, Sharon Woodhams. Attendance book signed for record purposes.	Noted	P
2. Apologies		ACTION	P/C
	Jodie Saville, Malcolm Hume, Leanne Prime	Noted	P
3. Acceptance and signing of minutes from previous meeting – June		ACTION	P/C
	Minutes of the previous BOD meeting of 14/15 <sup>th</sup> October 2017 reviewed.  <b>Moved: Nicole Steinberger Seconded: Chris Burton</b> <b>In Favour: All – Carried.</b>  Minutes from meeting held in October 2017 signed as true and correct by Nicole Steinberger.	Noted	P
4. Business arising from previous minutes – 14/15 <sup>th</sup> October 2017		ACTION	P/C
4.1	<b>Previous 4.4</b> Warning Card utilise to AQHA Card rule – can be taken from the AQHA Rule Book. - Motion to implement a warning card rule. Three warnings for any infringement. On the third infringement there will be a suspension period and possible fine. If the third incident occurs at PHAA approved event, member will be asked to leave premises immediately. <b>Moved: Steven Conn Seconded: Leanne Prime</b> <b>All in favour: Motion carried.</b> <b>ACTION:</b> Leanne Prime to amend rule for PHAA for input for policy document – final copy to be circulated to the BOD for approval.	LP Ongoing	P
4.2	Rule Book as submitted approved for change to amalgamate AQHA Rule book changes with PHAA, need to display on webpage for review. <b>ACTION:</b> Decided not to create a PHAA rule book, but to work towards using AQHA rules for our show and performance guidelines starting 1 August 2018. Ongoing discussions in relation to terminology that may change (i.e. masters/select) if we go with AQHA book.	NS BOARD	
4.3	<b>Previously 7 v</b> - Building Upgrades – <b>ACTION:</b> As per office recommendation, building upgrades have been placed on hold as they are not actively pursuing it.	Noted	
4.4	Previously 8 (a) General iv Email 3/3/17 – Equimark App – no cost but provides an option for one stop images and registrations for members (at their cost). Jodie to approach Equimark and find out costs involved and get back to the board. Discussed if it is no cost to the association, <b>ACTION:</b> Jodie could liaise with Equi-mark to set it up as an additional service to our members.	Noted	

## BOARD OF DIRECTORS MEETING MINUTES – DECEMBER 2017

4.5	<p>Previously 11 vii i. Update Policy – Animal Welfare – AQHA Rules – see attached. Board discussed the updated policy and agreed it needs to be added to the old policy. <b>ACTION:</b> policy will be updated and brought to the next meeting.</p>	<b>MH</b>	
4.6	<p>Previously 7a - Rule change - Addition of Extreme Cowboy and Mountain Trail in Category 9 - Rule change – Addition of Western Dressage and Cowboy Dressage in Category 1 <b>ACTION:</b> As it is part way through the 2017/2018 points year, these changes will take effect starting 1 August 2018 for the 2018/2019 points year. Sharon to check with Jessica if points can be earned now (but not towards high point awards).</p>	<b>SW</b>	
4.7	<p>Previously 7a – i - New correspondence in Email – 11/7/17 – ABRI – Jack Allen re Deed of variation for 2017-2020 <b>ACTION:</b> Jodie to confirm a demonstration in Dubbo, board members can see the demonstration via web login.</p>	<b>JS</b>	
4.8	<p>Previously 7a – vii Email – 5/9/17 – AELEC works in progress Discussion on Bump in day for 2018 show – AELEC has allowed previous show to bump out by 9.30am . <b>ACTION:</b> Letter will be written to AELEC advising we are disappointed with the decision and if there are competitors still there after 9.30 that are not supposed to be there, what is the procedure they are proposing.</p>	<b>NS</b>	
4.9	<p>Previously 7a - x Email – &lt;Member&gt; – &lt;Horse&gt; for Transfer. Board has taken on advice from PHAA solicitor and agree that this is a civil matter and nothing will be done from our end. <b>ACTION:</b> Jodie to advise &lt;Member&gt; of same.  Motion that our rule 131 be updated to be the worded similar as the AQHA rule 23 and 24. Rule for update as at 1 August 2018. <b>Moved:</b> Malcolm Hume. <b>Seconded:</b> Nicole Steinberger All in favour – motion carried. <b>ACTION:</b> Malcolm to write proposed rule change and submit to BOD for electronic approval.</p>	<b>MH</b>	
4.10	<p>Previously 8a Letter – HoF nomination for &lt;Member&gt; Steve, Nicole and Chris to be appointed as HOF committee to investigate further. <b>ACTION:</b> Letter to go to &lt;Member&gt; with copy of HOF selection criteria and guidelines asking her to supply further information to above committee. Committee to peruse information once received and make a decision.</p>	<b>SC CB NS ongoing</b>	
4.11	<p>Previously 13 – Youth Sharon to look at the selection rule for top 10 youth and submit to the board. To be discussed in portfolio reports.</p>	<b>Noted</b>	
4.12	<p>Previously 14 b ii i. Staff Reviews. Reviews currently underway. Documents will be forwarded to the BOD when complete. - To be discussed in portfolio reports</p>	<b>Noted</b>	
4.13	<p>Previously 14 c iv</p>		

**CONFIDENTIALITY NOTICE AND DISCLAIMER** - The information in this transmission or document may be confidential and/or protected by legal professional privilege, and is intended only for the person or persons to whom it is addressed. If you are not such a person, you are warned that any disclosure, copying or dissemination of the information is unauthorised.

## BOARD OF DIRECTORS MEETING MINUTES – DECEMBER 2017

	<p>Affiliate Clubs</p> <ul style="list-style-type: none"> <li>- Affiliate clubs need to supply working with children checks, financials each year, AGM Minutes each year, current committee details, constitutions on file, insurance documentation and all as per rule 9. Office to ensure all current affiliates to have same on file now.</li> </ul> <p><b>ACTION:</b> Jodie to add to her procedure manual a follow up for each affiliate club each year before due date.</p> <ul style="list-style-type: none"> <li>- Jodie has sent letters as per above.</li> <li>- Discussion about appointing a director to take on Regional/Affiliate Club portfolio.</li> </ul> <p><b>ACTION:</b> Chris Burton to take on this portfolio.</p>	<b>CB</b>	
<b>4.14</b>	<p>Previously 14 c v</p> <p>i. Youth Accounts</p> <p>Fred to liaise with office about current youth accounts and where money has been received as per income statements and where it has been distributed and expenses that have been allocated.</p>	<b>Ongoing</b>	
<b>4.15</b>	<p>Previously 14 d ii</p> <p>i. Amateur raffle</p> <p>Amateur raffle to be up and running shortly – will be drawn at the national show. 1<sup>st</sup> Prize - \$1000 cash, 2<sup>nd</sup> Prize - Outdoor setting, 3<sup>rd</sup> Prize - Hot Wash. \$10 each ticket or 3 for \$20. All money to be collected and sent to the office. Nicole to liaise with office and arrange for advertising in journal and eNews.</p>	<b>NS Office Whole of Board</b>	
<b>4.16</b>	<p>Previously 14 e i</p> <p>Child Safe Standards</p> <ul style="list-style-type: none"> <li>- Leanne in process of developing a document for the PHAA. Will get back to the BOD as she progresses.</li> </ul> <p>Ensure that policy on alcohol use is in competitor pack for National Show.</p>	<b>LP Ongoing</b>	
<b>4.17</b>	<p>Previously 14 e ii</p> <p>Journal Tender</p> <ul style="list-style-type: none"> <li>- Tender process to start now, to be finalised by 1 July 2018 for new contracts.</li> </ul> <p>Discussions on journal issues and work in progress for future.</p>	<b>LP Ongoing</b>	
<b>4.18</b>	<p>Previously 14 e iv</p> <p>Merchandise – member ideas for new merchandise</p> <ul style="list-style-type: none"> <li>- Bridle/Halter bag up to \$60</li> <li>- Cancer council hat</li> <li>- New designs for stickers</li> </ul> <p>Keep the pattern round sticker and do a new one with different disciplines.</p> <ul style="list-style-type: none"> <li>- 45<sup>th</sup> National show sticker idea</li> <li>- New jacket and clothing ideas</li> </ul> <p><b>ACTION:</b> Leanne to continue with ideas.</p>	<b>LP Ongoing</b>	
<b>4.19</b>	<p>Previously 14 f i</p> <p>Futurity Nominations</p> <ul style="list-style-type: none"> <li>- Nomination list discussed for pre-nominated.</li> </ul> <p>Nomination list to go in journal with owner and horses name (or sire and dam for weanlings).</p> <p><b>ACTION:</b> Jodie to forward to Tania for addition in next journal.</p>	<b>Noted</b>	
<b>4.20</b>	<p>Previously 14 f ii</p> <p>Annual High Points Night</p> <ul style="list-style-type: none"> <li>- To be Thursday night of the show at Cascada Restaurant Tamworth approx. 7pm. Will be advertised facebook, website etc... high point of national show awards to be held after dinner. – Chris liaising with Sonia. \$40 per head. (kids menu available). Members to phone and book and pay</li> </ul>	<b>Office</b>	

## BOARD OF DIRECTORS MEETING MINUTES – DECEMBER 2017

	<p>directly – limited seats (approx. 130). Numbers need to be in two weeks before show.</p> <p>Runner up high point prizes for 2016/7 to be mini silver buckle keyrings – Steve to liaise with Jodie to order.</p>	SC Ongoing	
4.21	<p>Previously 14 f iii Points</p> <ul style="list-style-type: none"> <li>- Advise members of point earning ability and triple points at National Show etc.</li> <li>- Sharon to check on age limits of jumping in EFA and EA. – <b>age is minimum 4yo to compete jumping. Sharon to check points.</b></li> <li>- Leanne to include in journal, age limits for weanlings, and older horses competing in English etc..</li> </ul> <p>Possible rule change based on age limits from above.</p> <ul style="list-style-type: none"> <li>- <b>Note in rules that age limit for jumping is 4yo and older.</b></li> </ul>	Noted  SW  JS	

<b>5 Matters of urgency</b>			
	NIL		

<b>6 Financial</b>			
	<p>a. Financial statements - P&amp;L and Bank balances July to Oct 2017</p> <ul style="list-style-type: none"> <li>- Board would like breakdown of Staff Wages &amp; Expenses and Electricity.</li> <li>- Board moved safety net account be topped back up to \$40,000 from the General Account. Rent from the back office to be directly paid into the general account. <b>Moved:</b> Nicole Steinberger <b>Seconded:</b> Fred Burton All in favour: motion carried. <b>ACTION:</b> Jodie to arrange safety net to be topped up and rent to be paid into general account.</li> <li>- Board moved that we implement electronic approval with the bank – Jodie to input and authorise payments and finance director to log in and authorise. If finance director is not available – President to authorise. <b>Moved:</b> Nicole Steinberger <b>Seconded:</b> Fred Burton All in Favour: motion carried. <b>ACTION:</b> Jodie to arrange with Commonwealth to setup electronic authorisation and add Fred Burton and Nicole Steinberger for electronic approvals. <b>ACTION:</b> Jodie to top up Amateur Account for reimbursement for state show buckles as per last meeting minutes. <b>ACTION:</b> Jodie to top up the Youth Account for reimbursement for state show buckles as per last meeting minutes. <b>ACTION:</b> Jodie to confirm figures for NSW club held in trust. Fred to liaise.</li> </ul>	Ongoing  JS  JS  JS  FB	
	b. Debtors and Open orders	Noted	

<b>7 Administrative Matters</b>			
	<p>a. Office report</p> <ul style="list-style-type: none"> <li>- Staffing <ul style="list-style-type: none"> <li>o Office to shut down on Friday 22<sup>nd</sup> December and return on Tuesday 2<sup>nd</sup> January.</li> <li>o Jodie to provide a list of holidays accrued for all staff including a break down of time in lieu.</li> <li>o Nicole to advertise the roles of directors and advise member of who to contact for queries.</li> </ul> </li> </ul>	JS  NS	

## BOARD OF DIRECTORS MEETING MINUTES – DECEMBER 2017

	<ul style="list-style-type: none"> <li>○ Jodie to send the payslips each week for approval rather than the summary that currently gets approved. Need to include time in lieu accrued for that week.</li> <li>○ Staff reviews – Board to sign off on reviews.</li> <li>○ Staff bonuses – Board agreed on Bonus amounts</li> </ul> <ul style="list-style-type: none"> <li>- IT - Noted</li> <li>- Administration             <ul style="list-style-type: none"> <li>○ Board agreed on using the new paper for registration certificates.</li> </ul> </li> <li>- Facebook             <ul style="list-style-type: none"> <li>○ Board has agreed that Facebook names must match their membership names due to duty of care to members.</li> </ul> </li> </ul> <p><b>ACTION:</b> Jodie to amend membership forms and put a post on the Facebook page (with no comments allowed) advising members of same.</p> <ul style="list-style-type: none"> <li>○ Pending posts that are asking questions relating to specific portfolio's are to be directed to the appropriate director not posted to Facebook.</li> </ul> <p><b>ACTION:</b> President and Vice President to be added as admin for the Facebook page.</p> <ul style="list-style-type: none"> <li>○ Facebook is for promotion of PHAA, to inform members of changes or events not to ask a question about banding manes etc... all questions are to be directed as above. Nothing relating to sales or stud promotion.</li> </ul> <ul style="list-style-type: none"> <li>- Finance</li> <li>- Registration             <ul style="list-style-type: none"> <li>○ We need to go by the rules – if there is no genetic test results they are registered on phenotype. If there is any query on them, the board will decide via email with photos.</li> </ul> </li> <li>- National Show 2018             <ul style="list-style-type: none"> <li>○ Admin fee per entry of \$25</li> <li>○ Insurance fee per entry of \$25</li> <li>○ Arena to be open each night for members (Steve will nominate times) Will need board members to help on a roster basis for supervision.</li> </ul> </li> <li>- Futurity Entries</li> </ul>	<p>JS</p> <p>JS</p>	
	<p>b. Approval of membership Applications– lists from 11/10/2017 to 28/11/2017 Clarification on &lt;Member&gt; please. <b>Moved:</b> Sharon Woodhams. <b>Seconded:</b> Nicole Steinberger <b>All in favour – members approved except &lt;Member&gt; until clarification is given.</b></p>	<p>JS</p>	
	<p>c. Approval of Amateur &amp; Master Amateur applications – lists from 11/10/2017 to 28/11/2017 Clarification on &lt;Member&gt; Please <b>Moved:</b> Nicole Steinberger. <b>Seconded:</b> Steve Conn <b>All in favour – members approved except &lt;Member&gt; until clarification is given.</b></p>	<p>JS</p>	

<b>8 Correspondence</b>			
<b>8.a.1</b>	<b>New Correspondence In General</b>		
	i. Email – CBA confirming if we moved to ABRI's new system with a gateway there would be no additional merchant fees.	<b>Noted</b>	
	ii. Email – C Henry APHA re Youth World Show	<b>Noted</b>	

## BOARD OF DIRECTORS MEETING MINUTES – DECEMBER 2017

<b>8a.2</b>	<b>Members</b>		
	i. Email – <Member> re transfer of <Horse> - Copy of the transfer papers requested for circulation to the board via email for discussion. <b>ACTION:</b> Board to have access to all paperwork if requested.	<b>JS</b>	
	ii. Email – <Member> – membership value <b>ACTION:</b> Nicole to respond	<b>NS</b>	
	iii. Letter – <Member> re <Club> <b>ACTION:</b> Jodie to reply thanking for their letter. <b>ACTION:</b> 2 <sup>nd</sup> letter – Jodie to reply - Affiliate clubs have their own constitution and must be governed by them	<b>Noted JS</b>	
	iv. Email – <Member> – re resignation	<b>Noted</b>	
	v. Email screens shot from <member> complaining about <member> re social media policy/bullying.	<b>Noted</b>	
<b>8a.3</b>	<b>Rules</b>		
	i. Email – <Member> re Ranch Rules 2018 NS. <b>ACTION:</b> Nicole to email <member>, PHAA has never stopped trail or reining from cross entering. We will however have a rule that horses cannot cross enter from western pleasure to ranch classes.	<b>NS</b>	
<b>8a.4</b>	<b>Affiliated Clubs</b>		
	i. Email – <Member> – Paint Bred classes dropping off Western Club shows programs Jodie to reply thanking her for her letter.	<b>JS</b>	
<b>8a.5</b>	<b>Registration</b>		
	ii. Email – <Member> re a Paint Stallion being advertised – note Stallion owner is not currently financial & Fred has tried contacting them.	<b>Noted</b>	
<b>8a.6</b>	<b>Points</b>		
	i. Email – <Member> re High Point Awards at National Show Letter to be sent thanking <Member> for their suggestions and it will be taken on board.	<b>JS</b>	
<b>8.b</b>	<b>New Correspondence Out</b>		
	i. Email – <Member> re confirmation of National Show Sponsorship <b>ACTION:</b> Nicole to phone <Member> and discuss.	<b>NS</b>	
	ii. Letter to GJ Gardiner re Youth Sponsorship	<b>Noted</b>	
	iii. Email responses from October Meeting to <Members> ,	<b>Noted</b>	
	iv. Email to AQHA with additional information re points fraud.	<b>Noted</b>	

<b>9 Registration Matters</b>			
	i. New paper for Rego certificates - Approved by board as discussed above.		
	ii. <Horse> – new member trying to register and transfer horse.	<b>This is progressing</b>	
	iii. <Horse> – reclassification to Regular registry – see images - Horse meets regular registry, Jodie to advise member and arrange for new certificate.	<b>JS</b>	
	iv. <Horse> – registration without BR – has pink slip - Horse to be registered - Owner of stallion to be fined for not submitting breeding return.	<b>JS</b>	
	v. <Horse> – request name change - Name change not approved due to current rules - Jodie to advise	<b>JS</b>	
	vi. <Horse> – transfer to <Member> - Board approves transfer of horse on receipt of completed paperwork including fee for incomplete paperwork.	<b>JS</b>	

## BOARD OF DIRECTORS MEETING MINUTES – DECEMBER 2017

10 Points			
	i. Form for submission of point query – Sharon - Sharon and Nicole to create a form for points queries/disputes. Will bring to the board.	<b>SW</b> <b>NS</b>	

11 Rules and Regulations, Articles of Association			
	NIL		

12 National Show – 2018			
	i. Draft Program to be approved at this meeting as Final - Draft program approved.		
	ii. All additional Rules not covered under HSAA, PHAA to be approved at this meeting as Final - RWD classes page 116 rule 97 of AQHA rule book - Performance halter – will adopt APHA rule (to be written in Show program rules) - Ranch rules coming. - Will be finalised by next meeting.		

13 Youth			
	i. Youth Team Accommodation - Waiting on accommodation details/information.	<b>Noted</b>	
	ii. Youth Team Logo	<b>Noted</b>	
	iii. Youth Team Selection Criteria - Youth need to apply to be on the team and/or be nominated - Must attend the youth camp - Must show paint horse promotion during the years leading up to selection - Must attend National and/or State Show <b>ACTION:</b> Sharon to work on a new set of selection criteria based on the above and bring back to the board.	<b>SW</b>	

12 General Agenda Items			
	i. Child Safe Policy	<b>LP</b>	
	ii. PHAA Adoption of New Show Rule Book from AQHA - Discussed above in 4.2		
	iii. Chris to investigate if an Amateur is eligible to be on the Amateur world games team if they hold a judges ticket in Australia.	<b>CB</b>	

14 Directors Portfolio & Agenda Items			
	See below		

14.a Nicole Steinberger			
	i. Staff Reviews. – as above		
	i. Staff Bonus – as above		
	ii. New Member Pack Gifts - \$15 max spend for gifts – caps, stickers, pens etc... Nicole to look up websites and also look for little gifts for youth packs at the show.	<b>NS</b>	

14.b Fred Burton			
	i. National Show Budget - Looking at approx. \$75,000 for hire and lights, potential savings of approx. \$8,000. Sponsorship already up and prizes coming in.	<b>Noted</b>	

## BOARD OF DIRECTORS MEETING MINUTES – DECEMBER 2017

<b>14.c</b>	<b>Steven Conn</b>		
	i. Amateur matter <CLUB> <ul style="list-style-type: none"> <li>- Amateur owner &lt;member&gt; has ridden another members' horse in show at &lt;CLUB&gt;. Board believes it to be a breach of Amateur rules.</li> </ul> <b>ACTION:</b> Jodie to send letter advising of the breach as per our protocol. Member will be given 21 days to respond, response to come back to the board via email for decision. <Board Member> Abstained from the discussion.	<b>JS</b>	
	ii. National show update – as discussed above		
	iii. Sponsor update. – as discussed above		
	iv. Performance Halter – as discussed above		
	v. Ranch Rules – as discussed above		
<b>14.e</b>	<b>Chris Burton</b>		
	i. Points for Supreme Champion and Champion and Reserve Champion rule <ul style="list-style-type: none"> <li>- Proposed rule change effective as at 1 August 2018 –  <b>Rule 233 Champion and Reserve Champion</b>                “Champion to receive 1 point, reserve champion to receive ½ point and Supreme paint exhibit or supreme paint bred exhibit will receive 1 point.”  <b>Motion moved:</b> Chris Burton <b>Seconded:</b> Nicole Steinberger                All in favour – motion passed  <b>ACTION:</b> Jodie to publish proposed rule change on website and Facebook (no Facebook comments) for member input to come to the office for collation and distribution to the points director.</li> </ul>	<b>JS</b>	
	ii. Affiliated Clubs – as discussed above		
	iii. National Show fee travel incentive – Clarification on incentive. National show entries to have a check box if they wish to apply for the travel incentive. Travel incentive is to be from members registered home address. Any borderline cases go to committee (Chris and Nicole for approval).		
	iv. HIH for AO <ul style="list-style-type: none"> <li>- Category 11 needs to be deleted out of end of year high point calculations for Youth, Amateur and Masters Amateur as they are events that points are awarded to the horse, not the handler and we don't hold classes for youth or amateur.  <b>Moved:</b> Chris Burton. <b>Seconded:</b> Steve Conn                All in Favour – motion carried.  <b>ACTION:</b> Jodie to update rule book as at 1 August 2018.</li> </ul>	<b>JS</b>	
	v. Rule 238 update – immediate – 238 b Foal/Yearling progeny of paint bred horses are eligible if they have at least one PHAA regular registered or parent that is certified as carrying any paint specific gene (including but not limited to OLWS, Tobiano, Splashed white 1,2,3, sabino). <b>Moved:</b> Chris Burton <b>Seconded:</b> Steve Conn All in Favour – motion passed. <b>ACTION:</b> Jodie to update rule 238 as above.	<b>JS</b>	
	vi. Rule 238 update – immediate PHAA National Futurities will always be held in conjunction with the PHAA national Show. <b>Delete</b> and where possible these events will culminate on the Easter Weekend. <b>Moved:</b> Chris Burton <b>Seconded:</b> Steve Conn All in Favour – motion passed. <b>ACTION:</b> Jodie to update rule 238 as above.	<b>JS</b>	
	vii. Rule 238 update – immediate	<b>JS</b>	



## BOARD OF DIRECTORS MEETING MINUTES – DECEMBER 2017

	<p>Yearling Futurity – Open to all yearlings as per futurity guidelines. <b>Delete</b> from the previous years foal futurity.  <b>Moved:</b> Chris Burton <b>Seconded:</b> Steve Conn  All in Favour – motion passed.  <b>ACTION:</b> Jodie to update rule 238 as above.</p>		
--	--	--	--

<b>14.f</b>	<b>Sharon Woodhams</b>		
	<p>i. Rule 220 e (iv) and 222 b (ii)  Rule 220 e (iv) has been deleted in previous board meeting – Jodie to delete out of current rule book.  Just to advise that ABRI had the rule down incorrectly and there may be more horses eligible for the award. Database has been fixed.</p>	<b>JS</b>	
	<p>ii. Points dispute form – discussed above</p>		
	<p>iii. Change of Rules form – Sharon to email link to possible rule change online form.</p>	<b>SW</b>	
	<p>iv. Non Traditional awards –  - Proposal to add a high point – Non Traditional Youth. Year end award to be given to the youth who earns the most points in category 4 and 7.  <b>Moved:</b> Sharon Woodhams. <b>Seconded:</b> Chris Burton  All in Favour – Motion carried  <b>ACTION:</b> Jodie to include in rule book as at 1 August 2018</p>	<b>JS</b>	
	<p>v. Raffle – discussed above</p>		
	<p>vi. Affiliates – discussed above.</p>		

<b>15 Any Other Business</b>			
	NIL		

<b>16 Next Meeting</b>			
	Next meeting will be 10th February at Holiday Inn, Sydney.		
	President thanked everyone for their attendance		
	<b>Meeting closed at 6PM</b>		