

## BOARD OF DIRECTORS MEETING MINUTES – OCTOBER 2017

**Sat 14<sup>TH</sup> and Sun 15<sup>th</sup> October 2017**

**Holiday Inn**

**O’Riordan St & Bourke Road MASCOT NSW 2020**

1. Meeting Opened – Saturday 14 <sup>th</sup> October at 11.35 am		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, Leanne Prime. Malcolm Hume delayed joined at 12.10pm Attendance book signed for record purposes.	Noted	P
2. Apologies		ACTION	P/C
	Jodie Saville	Noted	P
3. Acceptance and signing of minutes from previous meeting – June		ACTION	P/C
	Minutes of the previous BOD meeting of 24 <sup>th</sup> /25 <sup>th</sup> June 2017 reviewed.  <b>Moved: Nicole Steinberger Seconded: Steven Conn</b> <b>In Favour: All – Carried.</b>  Minutes from meeting held in June 2017 signed as true and correct by Nicole Steinberger.	Noted	P
4. Business arising from previous minutes – 24 <sup>th</sup> /25 <sup>th</sup> June 2017		ACTION	P/C
<b>4.1</b>	<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> Office to include in policy document and create a proforma for members to use if they witness an incident.	Office	P
<b>4.2</b>	<b>Previous 4.10</b> Insurance for affiliated clubs if we adopt our own show rules – need Quotes from our insurer for advice on cost to clubs - Steve to investigate insurance from AQHA and get back to the board.  Investigations have shown non-viability to have our own insurance for affiliates. Will continue as has been in the past.	Noted	
<b>4.3</b>	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> Leanne Prime to liaise with Lee Ann Hall, Jodie and AQHA in relation to new rule book. Steve to find prices for AQHA to edit and print AQHA rule book for the PHAA. - Nicole to liaise with AQHA to request a draft of their amended rule book for the PHAA or if we can run under their rules (with slight amendment to their rule book to accommodate). Will bring to the BOD when ready.	NS	

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4.4	<p><b>Previously 7 v - Building Upgrades –</b>  <b>ACTION:</b> quotations and action on replacing bathroom windows, refitting the shower and installing kitchenette in warehouse.</p> <ul style="list-style-type: none"> <li>- Jodie had advised that she has asked our tenants to get prices from Bunnings for a small kitchenette. We will wait until they get back to us on costs etc..</li> </ul>	<b>Noted</b>	
4.5	<p><b>Previously 8a iv - Letter 9/1/17 – &lt;MEMBER&gt; - Novice Amateur, Capped A points</b>          Discussion on Novice Amateur, decided to be point earning, points to go on Amateur lifetime points. No end of year high point. National show classes to be Novice Trail, Novice Western Pleasure, Novice Hunter Under Saddle, Novice Showmanship.  <b>ACTION:</b> Steve and Nicole to discuss with Jessica in relation to recording.</p>	<b>Noted</b>	
4.6	<p>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.</p>	<b>JS</b>	
4.7	<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>	

### 5 Matters of urgency

NIL		
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### 6 Financial

a.	<p>Financial statements – Member Stats, P&amp;L and Bank balances April to June – Final and Draft July to Sept 2017</p> <ul style="list-style-type: none"> <li>- Bank balances seem to be incorrect, June 17 and Sept 17 figures appear to be the same and 16 figures have changed. Correct balances to be forwarded to BOD for review.</li> <li>- Nicole to liaise with Jodie to see how many members have not renewed and get back to the board. Possibility of mail out to non-renewing members.</li> <li>- Finance officer to look into putting rental income into safety net account to bring back to \$40,000 and then put back into the loan account.</li> <li>- Discussion was started about having part of the Amateur ticket to go into the Amateur Account. Decided to leave as is for now and if Amateurs require extra funds to approach the board.</li> <li>- Currently cost for buckles for State Shows have been drawn out of youth and amateur accounts. These costs should be taken out of the General Account.</li> </ul> <p>Motion to have the cost of the buckles reimbursed back to the youth and amateur accounts and revert to the cost of buckles to come out of the general account.  <b>Moved:</b> Nicole Steinberger. <b>Seconded:</b> Leanne Prime  <b>All in favour, motion carried.</b></p>	<b>JS</b>	
		<b>FB</b>	

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	b. Debtors and Open orders	<b>Noted</b>	
	c. National Show 2017	<b>Noted</b>	
	d. Youth Accounts	<b>Noted</b>	
	e. Insurance 2017-2018 (single folder also to review)	<b>Noted</b>	
	Meeting stopped for lunch 1.06pm		
	Meeting resumed 1.39pm		

7 Administrative Matters			
	<p>a. Office report</p> <ul style="list-style-type: none"> <li>- Hi Point award – Non-Traditional.</li> </ul> <p>Motion to approve addition of Non-Traditional Annual high point award in the database.</p> <p><b>Moved:</b> Nicole Steinberger <b>Seconded:</b> Steven Conn <b>All in favour – motion carried.</b></p> <p><b>ACTION:</b> Office to advise ABRI and include in 2018/2019 high points</p> <ul style="list-style-type: none"> <li>- Rule change - Addition of Extreme Cowboy and Mountain Trail in Category 9</li> <li>- Rule change – Addition of Western Dressage and Cowboy Dressage in Category 1</li> </ul> <p><b>Moved:</b> Leanne Prime <b>Seconded:</b> Malcolm Hume <b>All in favour – motion carried.</b></p> <p><b>ACTION:</b> Leanne Prime to contact relevant associations to be able to add rules in 230. For the above.</p> <ul style="list-style-type: none"> <li>- Sharon to become Points Support portfolio holder. Jodie to work with Sharon to create portfolio guidelines.</li> <li>- All directors are in agreeance to use TrueVote for 2018 and future AGM voting.</li> </ul> <p><b>ACTION:</b> Jodie to arrange.</p> <ul style="list-style-type: none"> <li>- Approval by board to change accounts to the Society Cheque Accounts as suggested.</li> </ul> <p>Jodie to continue process.</p> <p><b>ACTION:</b> Approval to include P &amp; L for National Show in financial papers for AGM. Board approves.</p>	<p><b>JS</b></p> <p><b>LP</b></p> <p><b>SW</b></p> <p><b>JS</b></p> <p><b>JS</b></p>	
	<p>b. &lt;MEMBER&gt; – Letter for approval re manner in addressing office staff and Board Member</p> <ul style="list-style-type: none"> <li>- No letter found in pack – letter to be emailed to directors for approval.</li> </ul>	<b>JS</b>	
	<p>c. Approval of membership Applications– lists from 17/06/2017 to 09/10/2017</p> <ul style="list-style-type: none"> <li>- Ensure members who have outstanding debts are contacted and advised non member services until they settle their accounts. Notice to be placed in next journal advising same.</li> </ul> <p><b>Moved:</b> Nicole Steinberger. <b>Seconded:</b> Malcolm Hume <b>All in favour – members approved.</b></p>	<b>JS</b>	
	<p>d. Approval of Amateur &amp; Master Amateur applications – lists from 17/06/2017 to 09/10/2017</p> <p><b>Moved:</b> Nicole Steinberger. <b>Seconded:</b> Malcolm Hume <b>All in favour – members approved.</b></p>		

8 Correspondence			
<b>8.a</b>	<b>New Correspondence In General</b>		
	i. Letter – 3/7/17 Appaloosa Association of Australia Ltd	<b>Noted</b>	
	ii. Letter – 4/7/17 Australian Appaloosa Association Ltd	<b>Noted</b>	
	iii. Email– 4/7/17 – <MEMBER> - DNA Profiling through Practical genetics		

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	<b>ACTION:</b> Jodie to reply to <MEMBER> re: reasons why Practical genetics cannot offer DNA for Paint Horses as per office report.	<b>JS</b>	
	iv. Letter – 6/7/17 – copy from AQHA re complaint against <MEMBER>	<b>Noted</b>	
	v. Email – 11/7/17 – ABRI – Jack Allen re Deed of variation for 2017-2020 <b>ACTION:</b> Fred Burton to discuss with Jodie in relation to a way forward and demonstration. Board agree in principal to go ahead with upgrade pending demonstration and discussions.	<b>FB JS</b>	
	vi. Email – 25/8/17 – AAA re Studbook Appaloosa's	<b>Noted</b>	
	vii. Email – 5/9/17 – AELEC works in progress <b>ACTION:</b> Steven to contact Mike to find out specific issues or interruptions to 2018 National Show.	<b>SC</b>	
	viii. Email – 15/9/17 – <CLUB> - Rewarding PHAA Members <b>ACTION:</b> Jodie to liaise with <CLUB> to find out if the club are Affiliated with PHAA. If not, encourage affiliation. PHAA to provide PHAA Champion sashes for their annual major show.	<b>JS</b>	
	ix. Email – <MEMBER> – <HORSE> 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 <MEMBER> 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 <b>All in favour – motion carried.</b> <b>ACTION:</b> Malcolm to write proposed rule change and submit to BOD for electronic approval.	<b>JS  MH</b>	
	x. Email – 5/10/17 - HBGA Letter for consideration re National Show 2018. If they are happy to sponsor both Regular and Paint Bred Supreme Led of show it would be fantastic. Board will discuss with HBGA.		
	xi. Email – 5/10/17 – AAA Letter re Studbook	<b>Noted</b>	
	xii. Renewal – APHA Membership paid	<b>Noted</b>	
<b>8a</b>	<b>Members</b>		
	i. Letter – 19/7/17 <MEMBER> re membership fees due for 2016/17 year. Board has agreed to extend her membership to expire 31 July 2018. All in favour. <b>ACTION:</b> Jodie to advise of same.	<b>JS</b>	
	ii. Letter – HoF nomination for <MEMBER> - Steve, Nicole and Chris to be appointed as HOF committee to investigate further. <b>ACTION:</b> Letter to go to <MEMBER> 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.	<b>SC CB NS</b>	
	iii. Email – <MEMBER> Suspension – plus support letters from 4 People. Board happy to have suspension stand as per previous BOD decision. <b>ACTION:</b> Jodie to advise <MEMBER> of same. Information collated by Jessica Miller to be forwarded in support of decision.	<b>JS</b>	
	iv. Letter – <MEMBERS> suspension. <b>ACTION:</b> Letter to be sent to <MEMBER> in response as per request.	<b>NS</b>	
	v. Letter – 10/7/17 – Walk/Jog/Trot classes at NS and to be points earning	<b>Noted</b>	

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	vi. Email <MEMBER> re personal FB Message from <DIRECTOR> - Discussion was held and all board members agree to remain professional and neutral if at possible.		
	Meeting closed for afternoon tea 3.50pm. Meeting re-opened 4.21pm		
	vii. Email – 30/8/17 – <MEMBER> – Re <MEMBER> of <LOCATION> nominated for Life Membership - Fred to follow up.	<b>FB</b>	
	viii. Email – <DIRECTOR> re <MEMBER> Facebook matter & comments from <MEMBER>	<b>Noted</b>	
<b>8a</b>	<b>Rules</b>		
	Email – 30/6/17 <MEMBER> re AO Lease and Rule 123. - Board have agreed to update rule 237 where appropriate – “the minimum lease period to be as per the lease document”. <b>ACTION:</b> Office to update Rule Book	<b>JS</b>	
	Email – <MEMBER> – re Rule 220. - Motion for rule change to be implemented for 2017/2018 awards. Rule 220 (e) iv – Delete. <b>Moved:</b> Leanne Prime. <b>Seconded:</b> Nicole Steinberger <b>All in favour – motion carried.</b> <b>ACTION:</b> Jodie to update rule book – rule change will be in effect for 2017/2018 awards.	<b>JS</b>	
	Email – 4/8/17 – WP Tas Proposed Rule Change Rach Riding Events – discussed in previous point.	<b>Noted</b>	
<b>8a</b>	<b>Affiliated Clubs</b>		
	i. Email – <MEMBER> re <CLUB> refusal of membership renewal. - Jodie to reply, thanking her of her concern and advising club is not a current affiliate. <b>ACTION:</b> Jodie to forward to all BOD a list of current affiliated clubs please.	<b>JS</b>	
	ii. Letter – 26/9/17 NSWPHA closure of club funds to be held by PHAA - Office to contact NSW Department of fair trading what is required in relation to the above and check with the NSWPHA constitution as to what was required to be done for windup of the club. BOD to be advised.	<b>JS</b>	
	iii. Email – 15/9/17 <CLUB> – Rewarding Paint owners proposal – as above.	<b>Noted</b>	
<b>8a</b>	<b>National Show</b>		
	i. Email – 31/7/17 Leah Helwig suggestions - Office to reply noting concerns.	<b>JS/KM</b>	
	ii. Email – 18/6/17 – Photo purchase with NS Entry. - Office to email Suzie and thank her for her suggestion.	<b>JS</b>	
<b>8a</b>	<b>Registration</b>		
	i. Email – 5/7/17 – Re Stallion – <HORSE>. <b>ACTION:</b> Office to email thanking <MEMBER> for her concerns. <PERSON> is not a member of PHAA and unfortunately we cannot follow up.	<b>JS</b>	
<b>8.b</b>	<b>New Correspondence Out</b>		
	i. Email to Toni Ross AQHA re <MEMBERS>	<b>Noted</b>	

### 9 Registration Matters

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	<p>i. Request for Board to transfer &lt;HORSE&gt;– Nicole has further info – Discussed above – no action as it is a civil matter. <b>ACTION:</b> Office to advise</p>	<b>Noted</b>	
	<p>ii. Request for Transfer of &lt;HORSE&gt; – cannot proceed for transfer due to current court case <b>ACTION:</b> Office to advise</p>	<b>Noted</b>	
	<p>iii. Request to register new horse out of the above mare – chq not present to bank - Board agrees to wait for the court case and Jodie to make a decision based on outcome of court case. <b>ACTION:</b> Office to advise</p>	<b>JS</b>	
	<p>iv. Request to register horse however there are altered documents. - Horse cannot be registered as paperwork is incorrect, no breeder signature, changes to breeding certificate and incorrect annual breeding report. - Jodie to advise of same.</p>	<b>JS</b>	
	<p>v. Request to Transfer &lt;HORSE&gt; – papers not provided to purchaser and seller will not respond to sign transfer form – Board approval to transfer. <b>ACTION:</b> Office to advise need to provide proof of purchase/ownership. If supplied office can transfer horse.</p>	<b>JS</b>	

<b>10 Points</b>			
	<p>i. Annual High Point Trophy and Runner UP for overall non traditional – Nicole - Discussed above.</p>	<b>Noted</b>	
	Meeting closed for Dinner 5.38pm		
	Meeting re-opened 9.01am Sunday 15th		

<b>11 Rules and Regulations, Articles of Association</b>			
	NIL		

<b>12 National Show – 2017</b>			
	<p>i. Draft Program including Tiny Tots - Board to put suggestions to members re: charity barrels - Tiny tots feature fully sponsored - Disputes committee, Clinton, Chris and Sharon - Awards night Thursday night</p>	<b>Noted</b>	
	ii. Show Team	<b>Noted</b>	
	<p>iii. Show Secretary Role - Office will do the pre-show entries, stabling etc. - Jodie to have handover to show secretary</p>	<b>Noted</b>	
	iv. Futurity Entries (see office report)	<b>Noted</b>	

<b>13 Youth</b>			
	v. Team manager confirmation – Leanne Bartlett, Sharon Marshall	<b>Noted</b>	
	<p>vi. Youth Camp - Sharon gave a wrap up of the youth camp, it was a very positive experience.</p>	<b>Noted</b>	
	<p>vii. Youth Team - Kids have been invited to have another training experience in the new year at Real Deal Performance Horses. - Leanne Bartlett has offered her services for those who cannot make it to Real Deal - Sharon to look at the selection rule for top 10 youth and submit to the board.</p>	<b>Noted</b>	<b>SW</b>

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	- Presentation of youth uniforms and buckles to be before Hunter futurities.		
	viii. Youth Paperwork as received - Most of the paperwork has been received, articles to be ready for early journal in 2018.	<b>Noted</b>	
	Meeting paused for meeting with HBGA 10.31am Meeting resumed 11.24am.		

<b>12 General Agenda Items</b>			
	i. HBGA Discussions. - Motion to accept the \$1500 from HBGA for settlement of the 2017 hire. <b>Moved:</b> Nicole Steinberger. <b>Seconded:</b> Malcolm Hume <b>All in favour – motion carried.</b> - HBGA suggested sharing our bump in day to hold a hack day. AELEC prepared to negotiate for them to use the outdoor arena. HBGA will hire a specific stable block, PHAA will not use that block for our show. Nicole to phone AELEC to discuss hire prices and logistics and get back to the board.	<b>NS</b>	
	i. Letter from <CLUB>. - Jodie to send through affiliate club information.	<b>JS</b>	

<b>14 Directors Portfolio &amp; Agenda Items</b>			
<b>14.a</b>	<b>Malcolm Hume</b>		
	i. Directors guideline document should reflect the policy and guideline document as on page 8 of 16. Jodie to update Guideline document.	<b>JS</b>	

<b>14.b Nicole Steinberger</b>			
	i. Update Policy to include - PHAA Bullying and Harassment - Board agreed to include the above policy in our policy documents. Jodie to amend.	<b>JS</b>	
	ii. Staff Reviews. - Reviews currently underway. Documents will be forwarded to the BOD when complete.	<b>NS</b>	
	iii. Confidentiality & Professionalism – As discussed yesterday.		
	iv. Tribunal Decision re <HORSE> - As discussed yesterday		

<b>14.c Fred Burton</b>			
	i. Meeting Regularity and location - Board agrees the next meeting to be 1 <sup>st</sup> weekend in December (2 <sup>nd</sup> and 3 <sup>rd</sup> ) at Sydney. Jodie to book and organise. - February meeting will be 10 <sup>th</sup> and 11 <sup>th</sup> February in Sydney. <b>ACTION:</b> Jodie to book and organise when closer to date.	<b>JS</b>	
	ii. Meeting Phone conference Call option - Option is there if needed.		
	iii. National Show Budget - In process, last year's show was approx. \$800 down, this years show to be on par if possible.		
	iv. Affiliate Clubs - 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. <b>ACTION:</b> Office to ensure all current affiliates to have same on file now. <b>ACTION:</b> Jodie to add to her procedure manual a follow up for each affiliate club each year before due date.	<b>JS KM</b>	
	v. Youth Accounts	<b>JS</b>	

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	<ul style="list-style-type: none"> <li>- 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.</li> </ul>	<b>FB</b>	
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<b>14.d</b>	<b>Steven Conn</b>		
	i. Amateur account - as discussed above.		
	ii. Amateur raffle <ul style="list-style-type: none"> <li>- Amateur raffle to be up and running shortly – will be drawn at the national show. Details to be advertised once finalised. Sharon to advise top prize costing next week.</li> </ul>	<b>SW NS SC</b>	
	iii. National show update – As discussed above.		
	iv. Sponsor update – as discussed above.		
	v. Prizes for national show - as discussed above.		
	vi. <MEMBER> futurity class – as discussed above.		
	vii. Points not to be accepted by text message in future.		

<b>14.e</b>	<b>Leanne Prime</b>		
	i. Child Safe Standards <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> <li>- Ensure that policy on alcohol use is in competitor pack for National Show.</li> </ul>	<b>LP</b>	
	ii. Journal Tender <ul style="list-style-type: none"> <li>- Tender process to start now, to be finalised by 1 July 2018 for new contracts.</li> <li>- Discussions on journal issues and work in progress for future.</li> </ul>	<b>LP</b>	
	iii. Proposed new Rule Book – as discussed earlier		
	iv. Merchandise – member ideas for new merchandise <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> <li>- Keep the pattern round sticker and do a new one with different disciplines.</li> <li>- 45<sup>th</sup> National show sticker idea</li> <li>- New jacket and clothing ideas</li> </ul> Leanne to continue with ideas.	<b>LP</b>	

<b>14.f</b>	<b>Chris Burton</b>		
	i. Futurity Nominations <ul style="list-style-type: none"> <li>- Nomination list discussed for pre-nominated.</li> <li>- Nomination list to go in journal with owner and horses name (or sire and dam for weanlings).</li> </ul> <b>ACTION:</b> Jodie to forward to Tania for addition in next journal.	<b>JS</b>	
	ii. Annual High Points Night <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.</li> <li>- Runner up high point prizes for 2016/7. Steve to liaise with Jodie to order.</li> </ul>	<b>JS SC</b>	
	iii. Points <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.</li> <li>- Leanne to include in journal, age limits for weanlings, and older horses competing in English etc..</li> <li>- Possible rule change based on age limits from above.</li> </ul>	<b>SW  LP</b>	

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<b>14.g</b>	<b>Sharon Woodhams</b>		
	i. Youth Camp Wrap UP – as above in youth	<b>Noted</b>	
	ii. Youth Team Selection & Criteria going forward – as above in youth	<b>Noted</b>	
	iii. Tiny Tots NS – as above in youth	<b>Noted</b>	
	iv. Youth Scholarships – Suggestion on a \$500 scholarship towards regular lessons or a camp for development of deserving youth. Sharon to bring proposal to the board.	<b>SW</b>	
	v. Youth Auction – Planning underway, Joy Conn again to run.		

<b>15 Any Other Business</b>			
	Sharon moved a motion to re-introduce a president buckle. <b>Moved:</b> Sharon Woodhams. <b>Seconded:</b> Steven Conn In favour: 5 Abstain: 2 <b>Motion carried.</b> Sharon to liaise with Jodie.	<b>SW</b>	

<b>16 Next Meeting</b>			
	Next meeting will be 2 <sup>nd</sup> and 3 <sup>rd</sup> December at Holiday Inn, Sydney.		
	President thanked everyone for their attendance		
	<b>Meeting closed at 1.30 PM</b>		