

BOARD OF DIRECTORS MEETING MINUTES – MARCH 2016

Saturday 5th March 2016
PHAA Office – 1A Sterling Street, Dubbo NSW

1. Meeting Opened – Saturday 5 th March		ACTION	P/C
8.00 am	Meeting formally opened by Malcolm Hume (President). Chairman welcomed all directors and opened the meeting.	Noted	P
Attendance:	Malcolm Hume (President - Chairperson), Craig Dengate, Nicole Steinberger, Fred Burton, Jeffrey Hall, David Egan, Kerri-Ann Hobbs, Jodie Saville (minute taker). Attendance book signed for record purposes.	Noted	P

2. Apologies		ACTION	P/C
	Lee Wear	Noted	P

3. Acceptance and signing of minutes from previous meeting – Oct 2015		ACTION	P/C
	Minutes of the previous BOD meeting of 4/5 th December 2015 read. Moved: Malcolm Hume Seconded: Craig Dengate In Favour: All – Carried. Minutes from meeting held in December 2015 signed as true and correct by Malcolm Hume.	Noted	P

4. Business arising from previous minutes – 2 nd October 2015		ACTION	P/C
4.1	NSW Pinto Association reciprocal add for Journal Ongoing – Nicole to follow up with Greg	N.S	P
4.2	Previously 4.4 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. Lee to follow up. 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.	L.W L.W J.S N.S	P P
4.3	Previous Item 4.6 - Letter <Member> Malcolm to write a letter to <Member> to advise a Suspension will be put in place 21 days from the date of the letter if there is no response a 60 day suspension will be imposed – action for 30 days suspension as per the letter	M.H	P
4.4	Previous Item 4.8 Futurities Crop out buy in for the Weanling Futurities will be proposed at \$300 plus the normal \$150 fees, to be proposed at the AGM, also to be posted on FB to gauge interest.	J.H F.B J.S	P

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4. Business Arising cont..		ACTION	P/C
4.5	Previous item 4.9 Youth camp Lessons for the youth at the National Show. Kate Elliot has offered a session for \$440 for the Youth or 2 evening sessions to be suggested. Confirm date session time - Monday	L.W	P
		K.H	P
4.6	Previous item 4.10 Amateur Encourage Award Encouragement Award. See corro in	JS	
4.7	Previous item 4.12 Follow up on grievance letter template with Solicitor - ongoing	JS	

5 Matters of Urgency			
	Nil		

6 National Show – Carol Gleeson			
	Dates booked – HBGA hire the days off us.	Noted	
	Stables will be allocated to PHAA then HBG will allocate theirs. HBG have a stable bond – Craig as HBG will sign off on the stables as not damaged.	Carol CD	
	Class 40 and 149 to be ignored or horse allocated to appropriate age class	Noted	
	Day 3 official opening – Malcolm to action	MH	
	Patterns – Judge has been emailed, they will be posted on the web	Office	
	Trail Eq list from Appaloosa club, don't need extra equipment	Noted	
	Champion PB Hack can go through for Grand as all horse compete together now	Noted	
	Drug Testing classes – there will be 2.	Noted	
	Disputes Committee – Malcolm HUME, David EGAN, Craig DENGATE	Noted	
	Completed program to be done by Carol and then to Jodie, Craig and David for proofing	Noted	
	Sponsorship, follow up, artwork and information for bags	Office	
	Stables A, B, C – some day stables allocated near the arena and also for Katharine Bowe	Carol	
	Garlands, Ribbons, Trophies ordered	Noted	
	Buckles – Hi Points, Futurity's ordered	Noted	
	Yth Encouragement – Trophy Confirmed, invoice needed	Office	
	Amateur Encouragement Award – Trophy Confirmed	Office	
	Ranch Sorting – ABCRA will supply all workers/cattle etc, PHAA supplying arena and ribbons. 8.30 am start on Day 1	Noted	
	Dressage Equipment – one arena and letters on hire request to the Local Club no response to date	Office	
	Walky talky's supplied by Ralph Dunn	Noted	
	Carol to organise grass to be cut in front of container with Darren prior to show start	Carol	
	Meet and Greet – Billy, Suzie and Preston – Craig Dengate to email	CD	
	Malcolm to meet US judges at Tamworth airport	MH	
	Current rule book – HSAA – to US Judges where needed	Office	
	Lorelei Payne AQHA judge already in Tamworth and already has accommodation booked. Jodie to triple check	Office	
	Office to reimburse OS judges this week	Office	
	Workers – Still needing a First Aid person – Jeff Hall	JH	

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	Brian will be available as required such as trail and dressage but not for the evenings. Jan and Carol will work together to fill the ring steward role.	Noted	
	Peter Simpson, Tania Hobbs and Karen Gorrie contracts still to come back.	Carol	
	New contract has gone out to Tania Hobbs	Noted	
	Craig to give Carol details for Lorelei's contract	CD	
	Accommodation is all booked office has confirmed – Malcolm Hume to get 2016 spreadsheet to Craig	MH	
	Once entries are in hand over to Don Northy for run times for the show	Carol	
	Youth Mystery Auction – Jeffrey Hall	JH	
	Charity Barrel race – Moombi Barrel - Carol to work with Karen Gorrie for a contact for timing assistance etc – Entries close 1 hour prior to start that night, the gator needs to be available for the runs.	Carol	
	Draws as per program, dressage draw will be done prior and then posted on grounds and FB.	Noted	
	Youth Clinic to run at the show – Monday 25 th in the morning – FB interest, email youth, e news – funded by YDF	Office	
	Dispute form – added disclaimer – Jodie to email to Carol. The Complaint should be dealt with at the time.	Office	
	Official PHAA Complaint form emailed in from Malcolm to go on our Webpage if approved	Office	

7 Financial			
	a. Financial statements – P & L and Bank Balances Discussion was held on the financial statements	Noted	P

8 Administrative Matters			
	a. Office report – find attached		
	i. Air conditioning – Quotes attached for Reverse Cycle and Evaporative for warehouse, more to come. In principal BoD agreement for \$10K investment – Office to obtain further quote and come back to BoD	Office	P
	ii. ABRI – Report submitted office still to collate response to BoD in out of session	Office	P
	iii. Futurity – see Fred Burton 13e	Noted	
	iv. White circle – clarification sort on 20mm pink and 50mm white. BoD consensus was pink must cross the 20mm line doesn't have to fill whole area, white must pass through the 50mm line on both sides	Noted	P
	b. Approval of new members Applications from 1/11/15 to 31/1/16 moved MH seconded FB	Noted	P
	Action – Amateurs will have to be issued with a new membership number – office to work with ABRI for 1 August implantation	Office	P
	c. Approval of Amateur and Master Amateur Applications from 1/11/15 to 31/1/16 moved MH seconded FB	noted	P

9 Correspondence			
9.a	New Correspondence In		
	General		
	i. Email - Mudgeeraba Agricultural Show – request for Sponsorship	noted	P

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	ii. Quote – Cloudwise – Papervision upgrade and licences Investigate 2 year backpay and 1 year going forward costs or for 5 years if price can come down further. Office to investigate other filing options	Office	P
	Malcolm Hume left the room 10.10 am Jeffrey Hall chaired the meeting, Malcolm Hume returned 10.19am		
	iii. Email - Letter – <Member> re Mare not upgraded BoD stands firm on \$50 fee.	JS/CD	P
	iv. Letter – Edgar & Wood <Member>	noted	P
	v. Email - <Club> Amateur Rebate – for approval Need to check for application prior to event was received, including to meet the guidelines 10 financial members - check	JS	P
	vi. Letter – Mayor of Dubbo	noted	P
	vii. Email – <Member> – Breeder issues Civil matter and contact the office prior to confirm Registration	MH	P
	viii. Email – <Member> re Robert O’Neil Trading	noted	P
	ix. M Carmichael – request correspondence		P
	x. Email – <Club> – acknowledge receipt of <Member> Matter		P
	xi. Email – Blueline Heating and Cooling – Warehouse quotes see OM report		P
	xii. Email – Horse Deals Western Special	noted	P
	xiii. Email – <Club> – Outstanding Invoices MH request the letter of not good standing		P
	xiv. Letter – Dubbo City Council – Fire Prevention action prior to 31 May.		P
	Jeffrey Hall left meeting at 12.35pm, returned at 12.50 pm		
	Members		
	xv. Email – Hall of Fame Nominee – <Member> – re <Horse> - Meets Criteria <Horse> – Meets Criteria AGM presentation – frame picture and certificate, reflected on website and the heavy board in foyer. Malcolm to respond to <Member> for their submission.	JS MH	P
	xvi. Futurity Nomination – rejection – <Member> – update Jodie to contact <Members> again	JS	P
	xvii. Facebook – <Member> – youth payment contribution to National Show for Amateur.	Noted	P
	Points		
	viii. Amateur Owner Encouragement Award – <Member> Supported by the Board – To be present at the National Show – notify by Malcolm Hume	MH / JS	P
	Incidents		P
	xix. Outcome of <Member> Matter (as per Corro In)	Noted	P
	xx. Outcome of <Member> Matter (as per Corro In)	Noted	P
	xxi. NSW State Show – Social Media <Member> Sent warning letter on social media policy	JS	P
9.b	New Correspondence Out		
	i. Letter – <Member> current matter		
	ii. Letter - Qld Law Group – <Member>		
	iii. Letter – <Member> – Futurity Non Payment		
	iv. Letter – <Member> – Hearing Notification		
	v. Letter – <Member> revoke Rego, <Horse>		
	vi. Letter – <Member> re Service Certificate <Horse> to <Member>		

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	vii. Letter – <Member> Mare Not upgraded		
	viii. Letter – Mayor of Dubbo – opening request		
	ix. Letter – <Member> social media		
	x. Letter – ATO authority for J Saville		
	xi. Letter – AEGRC authority for J Saville		
	xii. Letter – <Member> Stud Prefix		
	xiii. Letter – <Member> re hearing outcomes		
	xiv. Letter – <Club> re Hearing Outcome <Member>		
	xv. Letter – Edgar Woods re <Member>		
	xvi. Letter – Christies Accountants		

10 Registration Matters			
	a. Old Prefix and assumed ability to change to Acronym automatically for Registrations – <Member> – action to follow up – check paperwork and to MH for decision	JS/MH	P
	b. Revoke Registration – <Member> – Notice of action taken	noted	P
	c. Insufficient White <Horse> – Notice of action taken. The Rule is not definitive when noting the not qualifying area.	JS	P

11 Rule and Regulations			
	See Craig Dengate Agenda Items		

12 General Agenda Items			
	PHAA Slogan – top 4 to be investigate for use by the office, back to BoD in out of session	JS	P
	National Show Program – Jnr Horse and 4 & 5 Year old classes, see 6 National Show.	Noted	P
	Saddler and Co submission for improvements – office to respond, undertake quote for fence removal and paving repair, new gates. Façade work to be at cost of Saddler.	JS	P

13 Directors Agenda Items			
13.a	Malcolm Hume		
	i. Complaints Form Format National Show Complaint form and Formal Complaint form this one to go onto Webpage.	Noted JS	P

13.b	Craig Dengate		
	i. Ranch Rules New Rule – from 1 August next Journal (May) and webpage plus e news Move a motion that these be submitted as a proposed Introduction of a new Rule - Ranch Horse Rules, new Rule 230a Moved Craig Dengate, Seconded Malcolm Hume 5 For and 3 Against – Jeffrey Hall, Nicole Steinberger, Kerri-Ann Hobbs	Noted	P
	ii. Card warning procedure Accept the intent of the procedure, with the policy to be worded for a final version to be approved electronically.	CD	P
	iii. Masters Amateur Draft the new Rule proposal	KH	P
	iv. HGBA Show points Request for double points for HBGA		

