



Location: ESA Office
Unit 2, 10 Cameron Road Mt Barker

Date: 1st May 2019 (April meeting)

Time: 7.00pm

Minutes

1.	Present: Peter Graham (phone) , Stuart Platt, Karin Edwards, Wayne Copping, Naomi Mashford and Wendy Schaeffer Guests from Interschool DC – Gavrielle Jaksic and Sandy Munro	
2.	Apologies: Jason Andrews and Helen Coleiro	
3.	Conflict of Interest Members are reminded of the requirements for disclosure by Members of direct or indirect pecuniary benefits in items listed for consideration on the Agenda.	
4.	Discussion with Chair & Representative from Interschool <ol style="list-style-type: none"> Others not supporting interschool discipline committee Gymkhana at Strathalbyn all went very well Issues with Selection for Nationals – leaderboard has been introduced and posted on FB. Performance cards NOT required – positive feedback Financials – working hard on getting back in the black State Champs – had to change date and venue, now June 1 & 2 at Strathalbyn – some negative feedback – but generally well supported Coaching & Funding Buddy up system / mentoring Youth development – what is happening – promoting through schools – need to be proactive Approx. 25 riders going to Nationals <p>Thank you to Gav & Sandy for attending meeting to discuss Interschool issues Gav & Sandy left the meeting</p>	

5.	<p>Confirmation of Minutes Minutes from previous meeting held on 27th March, 2019 Read and accepted: Moved: NM 2nd WC All in favour.</p> <p>Matters Arising</p> <ol style="list-style-type: none"> Office Staffing / restructure – who is managing Staff ? – Statistical data required (how many calls / walk ins etc) – Performance management Weekly report from AG and PC Directory for location of information to be put together – PG & NM to follow up with staff Proposed by NM that there needs to be persons on the board holding the following positions: Human Resources, Finance and Public Relations. Moved: WS 2nd: KE All in favour Proposed that NM take the HR position Moved WS 2nd KE All in favour Public Relations proposed by NM that WS take on this role, discussed and agreed that WS take up this role Moved KE 2nd PG All in favour Finance to be discussed further Staff on RTWSA –Report from Gallagher Bassett ORS & R – 3rd person for Governance Review – WS proposed Tanya Johnston – Moved SP 2nd WC All in favour KE also proposed Peter Teichert – but not required at the moment 	NM PG
6.	<p>Correspondence / Memos In</p> <ol style="list-style-type: none"> Resignation letter from Tessa Fairweather Jumping Committee - noted. Coaching – request for funding for coach educator and training assessors update – Moved NM 2nd KE All in favour Eventing March 2019 minutes & Chairs report received – noted 	
7.	<p>Finances</p> <ol style="list-style-type: none"> Cheryl is too busy to continue being our bookkeeper John Pugh – Anchor Business Systems – xero expert – is now our bookkeeper and BAS agent, also looking at how to improve the way we use xero, will also prepare books for Audit – this will be an extra charge SP is again entering invoices until Staff are trained as required John Pugh will provide xero training and support for office staff ANZ Bank Signatories: Proposed by SP that the following changes be made to the ANZ ESA Bank Signatories <ul style="list-style-type: none"> Removal of Cheryl Bencetti Removal of Tessa Fairweather Enrol – Andrea Gunson Enrol – John Pugh Moved KE 2nd WS All in favour FARMC meeting still to be organised – HC, WS & SP to organize meeting after 12/4/19 NM asked to be omitted from this committee if she is to do the HR role Budget templates to be sent to DCs – URGENTLY SJ State Championships – haven't received invoice from M Haese for course building at State Championships...has been finalized since 	SP HC HC
8.	<p>Legal Matters Still waiting for amended statement of claim (23/4) and Affidavit (17/5) to be lodged</p>	
9.	<p>New Members Nothing provided for ratification</p>	

11.	Other Business <ol style="list-style-type: none"> 1. W. Matten – no further correspondence 2. Coaching & Dressage Judges committee representatives to be asked to next meeting 	KE
12.	Next Board Meeting 29th May, 2019 at 7.00pm Meeting closed at 10.00pm	