

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

Date: 27th February 2019

<u>Time:</u> 6.30pm

Minutes

1.	Present: Peter Graham, Stuart Platt, Karin Edwards, Wayne Copping, Naomi Mashford, Wendy Schaeffer and Helen Coliero	
2.	Apologies: Jason Andrews	
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 No Discipline representatives attended this meeting	
5.	 Welcome Naomi and Helen to ESA board. Confirmation of Minutes Minutes / Notes from previous meeting held on 16th January, 2019 Read and accepted: Moved: WC 2nd SP All in favour. Matters Arising Office Staffing / restructure Prim – on subsidy for 26 weeks / 3 days per week – 1st claim lodged Robyn and Flic – ongoing Discussion of use of office. Rental of serviced offices to be explored. Computer search for documents option if required Discipline Committees to be reminded to forward signed minutes to the ESA office. 	

6	Correspondence / Memos In	
	1. EA National SGM has been cancelled due to the resignation of 3	
	directors.	
	 Vaulting minutes received, query on progress of review – PG to email TR. 	PG
	3. Eventing minutes received.	
	4. Coaching minutes received.	
	5. RAHS contract – PG to forward to board members for review.	PG
	6. Email from Tara ORS & R regarding review – PG to respond.	PG
	7. Fenwick – all parties agree to disagree.	
	 Dr A Hunt has resigned as BMCO – EA National will be required to appoint replacement. 	
	 Interschool – queried pro rata membership – advised not available but now EVic have introduced pro rata membership but ONLY for NEW members. ESA propose to look at pro rata / half yearly membership. 	
7.	Finances	
	1. Board requires a Treasurer.	
	2. FARMC – HC, NM, WS & SP to organize meeting.	
	 Bookkeeper – Proposed by SP Cheryl Bencetti, Bookkeeper, is to have access as a signatory to all the ESA Bank accounts. Moved WC 2nd WS All in favour. 	
	 Proposed by NM that one of the other 3 signatories will be required to review the bank account monthly. Moved SP 2nd WC All in favour. 	
	 Show Jumping SA (Tessa Fairweather) again requesting possibility of separate discipline account. Now that we have an independent bookkeeper SP believes that separate discipline accounts could become a reality and will set up an account for Jumping SA which will be trialled until 30th June 2019 - PG to reply to SJSA. 	SP & PG
	 6. Proposed that a specific bank account is provided for use by Jumping SA. This account will be either a) the existing Online Saver converted to a Cheque account or, b) a new account opened. Tessa Fairweather to be listed as a Signatory to this account <u>only</u> in addition to the existing signatories. Moved NM 2nd WC All in favour. 	SP
8.	Legal Matters	
	Mediation now being held on 1/4/19	

9.	Other Business	
	1. New members ratified from list presented	
	2. Request for more Dressage Performance Medals – Bronze, Silver, Gold.	
	Where is the relevant Dressage income stream? Clubs hold all the	
	money from entries. State dressage squad criteria is being looked at.	
	Clubs meeting being held in March. PG asked NM to put forward a	
	proposal re. collection of Judges Levies from clubs and what is required	NM
	to remain affiliated with ESA.	
	3. Office Cleaner – Relief Cleaning Services to be contacted by SP – re	SP
	hourly rate and availability.	
	4. Alarm discs – more required cost is \$15 - \$20 per disc and about \$100	
	for security company to come out and set up the discs. To be done as	PG
	soon as possible. PG to arrange All in favour.	
	5. Building valuation – required to be done every 3 years, should have	
	been done 2 years ago. PG to get quotations.	PG
	6. Discipline Committee Budgets due by end of April, SP to send out	C D
	Budget template to DC's.	SP
	7. New official emails have been set up for each Discipline Committee i.e.	
	showjumping@equestriansa.com.au	
	HC proposed that similar emails be set up for the board members	SP
	Moved NM 2 nd KE All in favour SP to process.	
	8. Job descriptions required for Office Staff.	
	9. Horse's mouth – is it still required? DC's write reports. Collated and	
	produced by ESA Office – noted as causing stress.	
	10. Social media person required – volunteer – expressions of interest –	
	monitor / guidelines.	
	11. Awards night – Thank you to KE and Prim Cromwell.	
	KE noted Evright Trophies extremely difficult to deal with. KE also suggested a Sub-Committee be formed for 2020 Awards Night.	
	12. Existing Grants from Rec Sport & Racing.	
	WS suggested corporate governance training for the board – NM	
	suggested to contact Regional Development Australia for corporate govt	WS
	training – WS to contact.	
	KE to forward further information re grants.	VE
	13. GRYDS – Prize winners to receive \$500 as per schedule. KE to liaise with	KE KE
	Prim to email the 6 winners to get bank account details.	
	14. Governance Review – discussed.	
	15. WC Requested 2017/2018 Balance of Off Horse money from HP to be	
	equally split between Dressage / Showjumping & Eventing.	
	16. Invites to DC Chair and 1 other representative from maybe Show Horse	
	and Interschool to next board meeting.	
).	Next Board Meeting 27th March, 2019 at 6.30pm	
	Meeting closed at 10.15pm	
1.		
	Signature of Chair Date	