

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

**Date:** 27th March 2019

**Time:** 6.35pm

### Minutes

<b>1.</b>	<p><b>Present:</b> Peter Graham, Stuart Platt, Karin Edwards, Wayne Copping, Naomi Mashford, Wendy Schaeffer, Jason Andrews and Helen Coleiro Guest from Office for Rec &amp; Sport – Sue Hameister Guests from Carriage Driving DC – Anne Lindh and Jackie Boyd</p>	
<b>2.</b>	<b>Apologies:</b>	
<b>3.</b>	<p><b>Conflict of Interest</b> Members are reminded of the requirements for disclosure by Members of direct or indirect pecuniary benefits in items listed for consideration on the Agenda.</p>	
<b>4.</b>	<p><b>Meeting with Sue Hameister (Office for Rec &amp; Sport)</b></p> <ol style="list-style-type: none"> <li>1. Expanding Industry Advisor Team – providing same and consistent messaging to all sporting groups from a script</li> <li>2. Looking at Gender diversity on Boards ORS recommend min 40/40/20</li> <li>3. Sports governance models – Sports Australia are looking at 1 model at the moment (this model is not supported by 5 of EA’s shareholders but still open for discussion) - Will support what best suits each organisation</li> <li>4. Updated Children &amp; Young Persons Safety Act / Policies</li> <li>5. Child Safety &amp; Prohibited Persons Act to come in from 1/7/19 – ORS will provide fact sheets and info sessions as soon as they have information</li> <li>6. DCSI screenings are still available</li> <li>7. Grants are being reviewed – Active Club Grant is currently open (to be put on website)</li> <li>8. Data collection (number of members etc), Strategic plan, to be updated on Myrecsport data base</li> <li>9. Obligation report to be completed 31/4/19 Funding services Development &amp; Inclusion report – smarty grants portal</li> </ol> <p>Thank you to Sue for attending meeting to provide information from OR&amp;S Sue left the meeting</p>	<p>NM PG</p>

<p>5.</p>	<p><b>Discussion with Chair &amp; Representative from Carriage Driving</b></p> <p>AL – Priority issues – rebuilding carriage driving membership numbers</p> <ol style="list-style-type: none"> <li>1. Looking at holding clinics and training days to encourage new members</li> <li>2. ACDS is cheaper for membership inc family and horse registrations</li> </ol> <p>JB – National CD Committee has an overall positive outlook</p> <ol style="list-style-type: none"> <li>3. Difficulty with judging and coach accreditation in SA</li> <li>4. Coach insurance is expensive with small requirement for coaches in SA</li> <li>5. Do ponies for Juniors need to be registered ?? (Low level eventing, dressage and show jumping doesn't require ponies / horses to be registered)</li> <li>6. Harness CD classes require a passenger – does that passenger require EA membership / insurance ? General feeling was yes as this is a competition so they should have at least the lowest level EA membership</li> </ol> <p>Thank you to Anne &amp; Jackie for attending the meeting to discuss CD issues Anne &amp; Jackie left the meeting</p>	
<p>6.</p>	<p><b>Confirmation of Minutes</b></p> <p>Minutes / Notes from previous meeting held on 27th February, 2019 Read and accepted: Moved: NM 2<sup>nd</sup> WS All in favour.</p> <p><b>Matters Arising</b></p> <ol style="list-style-type: none"> <li>1. Office Staffing / restructure NM reported on return to work program NM congratulated PG &amp; SP on the outstanding job they have done to manage this difficult situation over the past few months NM to contact Employsure regarding the staffing situation statement</li> <li>2. Governance Review – draft has been lodged with OR&amp;S – waiting for them to move forward</li> <li>3. Jumping SA bank account has been opened, they are using Main event for entries to SJ State Champs.</li> <li>4. PG wrote to CEO of EVic – Matthew Brown re rumours that the Vic DCs run their own bank accounts and finances – MB's reply was that this is not the case and the bank accounts are set up the same as ESA</li> </ol>	<p>NM</p>

<p><b>7.</b></p>	<p><b>Correspondence / Memos In</b></p> <ol style="list-style-type: none"> <li>1. Carriage Driving March 2019 minutes received - noted.</li> <li>2. Dressage WP &amp; Clubs March 2019 minutes received - noted</li> <li>3. Eventing Chairs Feb 2019 report received - noted</li> <li>4. Eventing Feb 2019 minutes received – noted – the HPP off horse session listed for 5<sup>th</sup> April has been changed to 13<sup>th</sup> May at Clive Reeds. In regards to GRYD winners it has been suggest that the prize could be increased by giving them free entry to events during the year – suggest to be discussed by DC’s and event organising committees</li> <li>5. Email – Rhys Vaudin 2016 CD GRYD winner re \$500 coaching prize – to be transferred \$500 as done with 2018 winner – All agreed</li> <li>6. VanDissel letter re invoice – HC to draft letter to send back to VanDissel</li> <li>7. Dressage Judges complaint – sent to Trevor Jenkins (independent investigator) who has spoken with both parties. PG has asked for full report and transcript approx. \$1000.00 – may need to go to National or a Disciplinary panel</li> <li>8. Building valuation – one quote received from Invol for \$625.00 ex gst suggested Duncan Shaw may be able to do – PG to contact</li> <li>9. Security Tags for alarm – quote for 5 new tags is \$420.00 Moved SP 2<sup>nd</sup> KE to go ahead with Tags – All in favour PG to follow up</li> <li>10. National Board – 27 applications for 3 positions – preferred applicants Helen Hamilton James (Risk Management Com) NSW - accountant John Glen – NSW – commercial Ricky McMillan – QLD – equine Note - ESA would like to support NT applicant as too many from NSW</li> <li>11. Letter from Lucy Warhurst saying well done for being on the front foot in reply to PG forwarding to Lucy and Alistar McKinley the OR&amp;S statement re ESA governance review</li> <li>12. Letter from Luke Jones re the Adelaide Polo Grounds at Woodside proposed Equestrian Precinct – General positive discussion re this</li> <li>13. Letter from Corey Wingard re SA Sport &amp; Rec infrastructure plan – upgrades and improvements – noted</li> <li>14. Staffing – The new bookkeeper Cheryl Bencetti has recommended someone with accounting skills be in the office. KE to contact Andrea Gunson who was previously interviewed for position in December 2018, to assist in the office at least for the short term, if available PG to follow up Generally agreed that going forward we would require a part time EO / Office Manager with knowledge re obtaining grants and other funding – Sandra Robinson suggested - to be discussed later. CPA or CA also required to get books ready for audit. Mr Clarke suggested if still registered CPA or CA – WS to ask</li> <li>15. After much investigation we received notification from EA of half yearly rates Proposed that we have a part year membership at 60% of full membership (rounded off) for all levels of membership Moved WS 2<sup>nd</sup> HC All in favour Details to be changed on nominate</li> </ol>	<p>HC</p> <p>PG</p> <p>PG</p> <p>KE</p> <p>PG</p> <p>WS</p> <p>SP</p>
------------------	---	---

8.	<p><b>Finances</b>                  Accepted as presented Moved NM 2<sup>nd</sup> WC All in favour</p> <ol style="list-style-type: none"> <li>1. Board requires a Treasurer.</li> <li>2. FARMC – HC, NM, WS &amp; SP to organize meeting after 12/4/19</li> <li>3. Budget templates to be sent to DCs – SP &amp; HC to follow up</li> </ol>	SP & HC
9.	<p><b>Legal Matters</b>                  Mediation being held on 1/4/19 PG to attend at Federal Court</p>	PG
10.	<p><b>New Members</b></p>	
11.	<p><b>Other Business</b></p> <ol style="list-style-type: none"> <li>1. Travel bookings – we don't have a central arrangement at present, looking at appointment of agent. WC declared COI and left the meeting. Ashley Copping works for travel firm in Vic and has submitted a proposal, discussed and agreed that 3 other quotes be obtained for the scope of work proposed and best proposal is awarded the work. HC to follow up. WC returned to meeting</li> <li>2. Dressage meeting discussion</li> <li>3. Future updates to Website and Facebook pages – NM to take this on PG to send details</li> <li>4. HPP funding and disbursements – WC to write report and send to Gina re spending of funds to be cc'd to board</li> <li>5. As more staff members have left email passwords to be changed</li> <li>6. NM suggested Strategic Planning Day to discuss future operational level, strategic level, goals as well as now situations that need to be resolved – decided against one day – will hold 3 x Wednesday evening meetings, 1<sup>st</sup> meeting on 3/4/19 at 7pm – NM to facilitate</li> <li>7. Mundulla Show report – Took financial belting because of extreme heat. Nominated as a qualifying round of Balharry &amp; Fosters Cups. Query if show jumping results be discounted because of lack of numbers – PG declared COI as he has a horse competing for Balharry Cup (didn't leave the meeting, as did not have a horse in this event) Decision made by Board members that as the riders entered the competition in good faith that in the interest of good sportsmanship the results be counted. Moved JA 2<sup>nd</sup> WC All in favour</li> </ol>	HC  NM & PG  WC  SP  NM
12.	<p><b>Next Board Meeting</b> 1st May, 2019 at 7.00pm                  Meeting closed at 10.00pm</p>	
13.	<p>Signature of Chair _____ Date _____</p>	