



## **ESA BOARD MEETING - MINUTES**

### **TELEPHONE CONFERENCE**

**WEDNESDAY 18TH DECEMBER 2019 AT 7PM**

1. **Present:** Wendy Schaeffer, Helen Coleiro, Geoffrey Pannell, Kirsty Dummin, Karin Edwards, Gayle Manning, Naomi Mashford, Wayne Copping, Peter Graham, Nicole Kelly
2. **Apologies:**
3. **Conflict of Interest:**
4. **Confirmation of Previous Minutes**  
Minutes from meeting 25th November, 2019 read & accepted Moved WC 2<sup>nd</sup> PG  
Minutes from special meeting 4<sup>th</sup> December, 2019 read & accepted Moved WS 2<sup>nd</sup> GM
5. **Action List** from meeting on 25/11/19
  - a. KD to obtain new step ladder – waiting on new CC to be received
  - b. RTWSA – Agreed to for NK to be contact for Gallagher Basset going forward PG & NM to forward all info to NK. Resolution – ESA works with Gallagher Basset for best outcome for both parties. Proposed PG Moved NM 2<sup>nd</sup> GM All in favour
  - c. Governance Review – thank you to HC & KD for putting Implementation Plan together and emailing to Board members (discussion noted in Matters Arising)
  - d. Sue Brown re state govt regulation for minors – WC to ask Sue to send evidence
  - e. FARMC – It was noted that before the FARMC teleconference on 12/12/19 the members of this committee were changed by WS and those that had been removed were not consulted and the board did not approve any of the new additions to the FARMC. After discussion it was agreed that the following Board members would make up the FARMC: HC, WS, KE, GP & GM Moved NM 2<sup>nd</sup> NK
  - f. Discipline Bank Accounts are to be set up – Extract of Minutes to be forwarded to SP by KE to start the process
  - g. ESA Staff Christmas lunch – postponed due to heat
6. **Matters Arising**  
State Manager – Board Report received
  - a. Sponsorship and Funding Opportunities – noted – NM to forward her sponsorship template to KD and board for their perusal
  - b. WHS Policy – Policy reviewed and endorsed Moved GP 2<sup>nd</sup> KE
  - c. Manual handling policy – Policy reviewed and endorsed Moved GP 2<sup>nd</sup> KE
  - d. ESA new Members as presented by accepted – Moved PG 2<sup>nd</sup> GP
  - e. Policy register has been created and will continue monitoring and updating as per recommendations and implementation plan of Governance Review
  - f. Personnel HR folder created. KD meeting with PC document to be sent to Board. AG meeting in new year.
  - g. Awards Night – Kylie Taylor to be asked to attend by WS

- h. Met with Sue Hameister from ORS&R, Sue also to attend board meeting before 30/3/20
- i. Possibility of Partnering for Member Benefit – to be investigated further
- j. KD to forward minutes from CEO meeting to board when available
- h. KD has spent approx 2 hours working on WH & KN complaints
- k. Holiday Pay for KD & AG, to be paid for Public Holidays and Holiday Days that they would work in their normal week. Yes it will be leave in advance but this should work out over the rest of the year

Implementation Plan – Discussion on and assignment of responsible people to oversee the completion of various sections in the Implementation Plan. Suggested to Reject reducing the number of Discipline Committees as felt this would be difficult to implement and not be seen as useful by the members and to Reject Board members attending Discipline Committee meetings as standard procedure and this has been tried before unsuccessfully and it was felt that the group DC Chairs meetings and the DC Chairs attending Board meetings for a set amount of time was more effective

HC to update as agreed and forward to board for review before lodging with ORS&R on 31/12/20

Governance Review to be put up on ESA website for 31<sup>st</sup> December 2019

(All agreed following day via email to put on ESA website before AG was on holidays with a note that any questions would be answered after 6/1/20)

WH Update - Letter to WH by HC to meet with Board

Judges and Ground Jury couldn't achieve a decision referred to Appeals committee – ESA board supported Appeals Committee decision

KN Update - Compensation request

Letter to KN by HC stating reason for our decision, reason for compensation, pay for saddlecloth, uniform and caravan deposit – receipts from KN

Welfare Issue – raised by WH (originally to EA not ESA)

Letters to rider and owner re scaring on horses side as a written warning

Website and Facebook posts re horse Welfare

Contact professional photographer in regards to content of photographs for publication

Complaints Procedures – WS is working with Briston – QLD CEO

AIS Performance Pathways Funding | Performance Pathways and HP Forum 12/12/19 attended by WS – good positive meeting – also looking at performance pathways below HP

Oakbank Racing Club – WS & WC met with Chris Ditmar, ORC is working on a large Grant for the facility and want to include equestrian.

Could also become an OTT training centre

KE to forward original State Equestrian Facility Proposal to all board members.

WC reported that Adelaide Polo Club Woodside Grounds for use by other equestrian bodies seems to be on hold

Danson Equestrian Centre (Heather Currie) is now also a State Training Facility along with Hallmark Farm (Megan Jones)

## **7. Correspondence In**

Jacqueline Behsmann – SJDC – letter to be sent referring to Discipline by Laws - WS

Wendy Hunt – Re Gavin Dallow – received and FB post done by WH

PCASA News Christmas Issue – HC to become liaison person with PCASA, WS to assist HC

Stuart Platt re EA Club Insurance – more questions to be asked of EA

DSA / Cheryl Hatswell – ESA people nominated for EA Awards receive a certificate / award at ESA Awards night – noted and will be included

KN letter re compensation (17/12/19) discussed reimbursement for purchase of uniform and deposit on caravan but not legal fees, NK & HC to work on proposal, to be emailed to board for ratification and approval

## **8. Correspondence Out**

## **9. Resolutions Via Email**

## **10. Finance**

HC raised issue re contracts and payments to Board Members, which includes events and purchases being organised by Discipline Committees, arrangements need to be approved at Board meeting

KE reported that the Multi Discipline Clinic held in October 2019 was originally planned to be held at Strathalbyn Polo Grounds but due to small entries and the cost of hiring these grounds being approximately \$1800.00 it was discussed with the DC's that were involved in running the Clinic and suggested that Kirkcaldy Park could be used for \$165.00 / day and it was agreed by the DC's that this was a more viable option, a payment of \$330.00 was made to Kirkcaldy Park which is owned by KE – unfortunately I didn't realise at the time that this needed to also be approved by the ESA board.

WS was also a coach for the MD Clinic this was also organised by the DC's that were involved in the clinic at a cost of \$400.00 / day and again was not approved by the board as they didn't realise that Discipline involved expenditure that involved board members needed to be approved by the board

The following board members have been asked to provide the following which will require payment to the individuals:

WS has been asked to coach at Show Jumping DC YD weekend cost \$400.00 / day

KE has been asked to hire facility for Show Jumping DC YD weekend \$175.00 / day

Moved GP 2nd WC All in favour

DC Bank Accounts – as per attached Extract

Moved KE 2<sup>nd</sup> HC All in favour

6 Month reduced Membership fee structure as per email WS

Competitive Senior - \$200 (+\$25 - if new or lapsed by more than 1yr)

Competitive Junior - \$105

Participant Senior - \$132 (+\$25 if new or lapsed by more than 1yr)

Participant Junior - \$90

Recreational Senior - \$60

Recreational Junior - \$30

Supporter Coach - \$122

Supported Official - \$84

Supporter Owner - \$120

Supporter Other - \$96

Moved HC 2<sup>nd</sup> KE that the 6 month fee structure be updated on Nominate by SP

Query from GM in regards to Swabbing and the higher income than expenses

## **11. Legal Matters Pending**

## **12. Other Business**

ESA Strategic Plan – separate meeting to be organised

Contacting Ex Members

Joint meeting Board & DC reps

Selling Office to purchase land for Equestrian Centre

Benefactors

Base horse registration

(All these items held over till next meeting)

Meeting closed 11pm

## **13. Next Board Meeting**

22<sup>nd</sup> January 2020

Strategic Plan suggested for 8/1/2020

Signed

Dated



**ESA BOARD MEETING – ACTION LIST**

**FROM**

**MONDAY 18TH DECEMBER AT 7PM**

**Action List**

- a.** WS to ask Kylie Taylor from ORS&R to awards night
- b.** SH from ORS&R to attend board meeting before 30/3/20
- c.** KD to forward minutes from CEO meeting to board
- d.** Governance Review – Implementation Plan to be updated and lodged by HC
- e.** KE to forward State Equestrian Facility Proposal to all board members
- f.** KE to forward Minute Extract to SP