



## **ESA BOARD MEETING - MINUTES**

**AT ESA OFFICE, MT BARKER**

**MONDAY 25TH NOVEMBER AT 7PM**

- 1. Present:** Wendy Schaeffer, Peter Graham, Naomi Mashford, Karin Edwards, Geoff Pannell, Wayne Copping, Helen Coleiro, Kirsty Dummin
- 2. Apologies:** Nicole Kelly
- 3. Conflict of Interest:**
- 4. Confirmation of Previous Minutes**  
Minutes from meeting 9<sup>th</sup> October, 2019 Moved accepted GP 2<sup>nd</sup> WS  
Minutes from special meeting 30<sup>th</sup> October, 2019 Moved accepted WC 2<sup>nd</sup> KE

### **Matters Arising / Action List**

- State Managers Report – Re WHS: First Aid Box now in Kitchen, Emergency protocols statement and Hazard Risk Register produced,
- Staff work hours – AG's contracted hours are from 10am to 4pm but by choice she is starting earlier discussion on time in lieu agreed that if she chooses to be there longer than contracted hours that is her choice and not in favour of time in lieu, she has already taken holidays in advance.
- KD to set up Drive with ALL staff records
- Christmas office closure – agreed close on 23<sup>rd</sup> December and open on 6<sup>th</sup> January
- ORS&R access to website – KE to update MyRecSport and Smarty Grants portals for access by KD
- RTWSA – Robin Bewick – NK offered to liaise with Employsure & Gallagher Bassett suggested and agreed that as PG & NM had done all previous communication it would be best if all 3 could work together to plan the best way to resolve this situation. HC stated that General Protection is biggest risk
- Governance Review, Timeline for implementation of recommendations HC & KD to put plan together and email to Board members for input / confirmation
- Independent Chair – ongoing
- Board Member / Discipline Committee Member – current member of both WC has valuable knowledge in regards to FEI / EA rules and regulations and current FEI / EA safety standards which is important to both the Board and the DC - ongoing
- Show Horse update – copy of letter to Kelly Nusbajtel received from Andrew Hamilton from EA Office stating that the pony eliminated for leaving the arena should be reinstated to third place as the judges judged the pony. Show horse DC have sent reply to AH but haven't

received reply. John Glenn has taken to issue to independent sport lawyer. The Board agreed that if it comes back to SA the SHDC should make the decision

- ESA DC Chairs Meeting being held on 4<sup>th</sup> Dec 2019, Next MD Clinic to be discussed at this meeting.
- After success of Coaches Update held on 21<sup>st</sup> Nov it was suggested that a General Membership update evening be convened for updating members of Safety rules etc in March or April 2020
- Insurance - According to State Legislation the ESA Disclaimer allowing parents / guardians to sign for members under 18 years is not allowed. Suggest NK contact Sue Brown who has raised this issue to obtain more details
- Complaints Policy has been updated by KD. Proposed by PG that the name be changed to Complaints Procedures Moved WS 2<sup>nd</sup> GP
- Awards Night – Hahndorf Old Mill booked for 1<sup>st</sup> Feb 2020. AG is gathering information for rugs and trophies. Pricing on sample trophies to be confirmed. Hills Trophies at Nairne has also been recommended for other Trophies and engraving as required

## **5. Correspondence In**

- EA National Discipline Committee Appointment Panels – SA reps nominated for Vaulting and Carriage Driving DC appointment panels
- ESA Office on Clarification of Agricultural Societies Affiliation – resolved by Stuart Platt
- EA Nominations for Directors – ESA voted for John Glenn & Ricky McMillian both elected to EA Board
- ENT re amendments to EA Constitution – discussed at meeting after EA AGM, all agreed that they should become independent of EQLD but debate on voting rights – will probably go to special meeting for decision
- Email from Liz Duncan – Dressage judges subsidy scheme proposed update – the Board supports the proposal – KE to respond to LD
- Emails from EA – re show horse complaint – noted ongoing
- Emails from Alison Emery – Measuring Bay - resolved by SHDC - noted
- Emails re ESA Governance Review – noted - completed
- AusCycling – research – to be discussed at DC Chairs meeting
- Gayle Manning – CV – Expression of Interest received – experience in writing Policy & Procedure and Fundraising, Showhorse Judge & Measurer and has Dressage interests Moved to invite GM to join the board by NM 2<sup>nd</sup> KE Majority in favour Carried
- DSA Minutes 7/10/19 and 4/11/19 comment from PG re use of comment “decisions approved by the board” when questions had not been put to and answers had not come from the whole board – to be clarified
- Employer’s Statement – Lyndal Clarke – KD to liaise with Stuart Platt to complete
- DSA – Complaint – General feeling was that this should be handled by DSA as the Board didn’t see a conflict – Follow protocol rider refusing to take directive from an Official – DSA could send back to AHDC with directives as to the correct process for resolving the situation

## **6. Correspondence Out**

- Email to EA – re show horse complaint - noted
- Emails re ESA Governance Review – noted

## **7. Resolutions Via Email**

- Appointment of Interim Chair – was completed by circular email with all Board Members agreeing with and supporting Vice Chair Wendy Schaeffer becoming Interim Chair

## **8. Finance**

- Current year to date position \$185,917.00 in credit
- FARMC to consist of HC, NK, KE, WS & NM
- Proposed that as has been done with Show Jumping the following Discipline Bank Accounts are to be set up Stuart Platt and Helen Coleiro as soon as possible under ESA main account with ANZ Bank
 

Eventing	Dressage	Show Horse	Vaulting	Dressage Judges
Carriage Driving	Coaching	Interschool		
Moved KE	2 <sup>nd</sup> WC	All in favour	Carried	
- Proposed that the ESA credit card is to be put into Kirsty Dummin's name
 

Moved HC	2 <sup>nd</sup> KE	All in favour	Carried
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- John Pugh is happy to prepare half year figures and requested that the Office commence doing the bank reconciliations
- FARMC meeting to be organised – HC
- Use of AfterPay facility for payment of membership
- If ESA formed a “club” we could incorporate Day Membership

## 9. Legal Matters Pending

- Nil

## 10. Other Business

- Dressage DC – Funding / Grant – this should be resolved with the introduction of the separate bank accounts and a % of funds from reserves and the HP balance being transferred into their account
- Dressage Judges Sub Committee becoming an official Discipline Committee  
Proposed that as the Dressage Judges Sub Committee has been working successfully for over 12 months that the Board wishes to formalise the Dressage Judges Sub Committee as a Sub Committee of the Board. Moved WC 2<sup>nd</sup> PG All in favour Carried  
KE to notify the Chair of the DJSC - Liz Duncan of the decision
- AIS Performance Pathways Funding and Performance Pathways and HP Forum 12/12/19  
Proposed that Wendy Schaeffer should attend this forum and that if the plane tickets are not provided by EA or AIS then ESA will pay for the flights  
Moved WC 2<sup>nd</sup> KE All in favour Carried
- Appointment of Interim Chair – was completed by circular email with all Board Members agreeing with and supporting Vice Chair Wendy Schaeffer becoming Interim Chair
- ESA Board Skills Audit – forwarded to NM by board members and a Board Skills Audit was compiled and forwarded to the Board via email on 24<sup>th</sup> Nov 2019
- Declaration of Interests – some concern as to where and how this information is to be kept and who has access to the data. Which regulation: The keeping of this data is a State Govt recommendation under Key Principle 2.9: Implement a conflict of Interest register, which is enforced
- ESA Strategic Plan on hold until after Implementation report for Governance review is completed and sent to ORS&R by 31<sup>st</sup> Dec 2019
- Report from EA AGM & Joint EO & Chairs meeting by KE email to Board members.  
EQLD offer free base registration (not compulsory) which could be introduced by ESA could charge small amount, for BioSecurity and traceability
- TRSA – are wanting to register ex racehorse with ESA – HC suggested OTT registration could be free for new owner with TRSA paying for registration – Business proposal / grant
- Racehorse retraining Clare Lindop – big in Eastern States with professional riders being able to retrain several horses at a time – could be done on a smaller scale in SA
- Oakbank Racing Club – Chris Dittmar – wish to meet with ESA – WS & WC to attend

- Appointment of acting Vice Chair – WS nominated KE Moved WC 2<sup>nd</sup> PG All in favour Carried
- Life membership nomination - PG nominated Stuart and Kaye Platt for Life membership Moved KE 2<sup>nd</sup> NM All in favour Carried  
Life membership Policy to be reviewed
- Craig Cook – The Advertiser – Once again has published incorrect information
- ESA Staff Christmas lunch – KD to organise – Board members to attend if available
- Interschool – Award rugs – Interschool currently in debt but again with Grant money and % from Reserve funds they will be able to afford the cost of the Award rugs. KE to notify Ty Manning
- Board member not fulfilling duties (Constitution 17.1(j)) WS reminded all Board members that there will be a large amount of work that will need to be done with the Governance Review recommendations and that everyone needed to be available to assist as required
- Evacuation of horses – bushfires. Magic Millions stables and yards at Morphetville are being opened on high risk / catastrophic days to be recommended by ESA
- Hall of Fame night was very successful, opportunity to promote ESA
- ESA Facebook posts – unfortunately some negative comments being directed at ESA staff in relation to ESA Facebook posts – suggested to block replies / sharing - has been tried without success – unfortunately it is a social media issue
- Erica Taylor has given a trophy to ESA

## 11. Next Board Meeting

18<sup>th</sup> December, 2019 at 7pm at ESA Office

**Signed Chairperson**

**Date**



## **ESA BOARD MEETING – ACTION LIST**

**FROM**

**MONDAY 25TH NOVEMBER AT 7PM**

1. KD to obtain new step ladder
2. KD to set up Drive with ALL staff records
3. KE to update MyRecSport and Smarty Grants portals for access by KD
4. RTWSA – NK, NM & PG to work together to plan best way forward to resolve
5. Governance Review - HC & KD to put plan together and email to Board members for input / confirmation
6. Suggest NK contact Sue Brown re state govt regulation for minors
7. Pricing on sample trophies to be confirmed KE to follow up
8. Dressage judges subsidy scheme proposed update – supported – KE to respond to LD
9. DSA minutes – wording on decision approval by board to be clarified - KE
10. Employer's Statement – Lyndal Clarke – KD to liaise with Stuart Platt to complete
11. FARMC meeting to be organised – HC
12. Discipline Bank Accounts are to be set up – SP & HC
13. ESA credit card is to be put into Kirsty Dummin's name – SP & KD
14. Dressage Judges Sub Committee formalised - KE to notify the Chair of the DJSC - Liz Duncan
15. ESA Staff Christmas lunch – KD to organise
16. Interschool Award Rugs - KE to notify Ty Manning