



ESA BOARD MEETING - MINUTES

AT ESA OFFICE, MOUNT BARKER

WEDNESDAY 9TH OCTOBER AT 7PM

1. **Present:** Naomi Mashford, Karin Edwards, Peter Graham, Wendy Schaeffer, Helen Coleiro, Wayne Copping, Geoffrey Pannell and Nicole Kelly
2. **Apologies:** Nil
3. **Conflict of Interest:** Nil
4. **Meeting With:** State Manager applicant Kirsty Dummin
Kirsty presentation on her employment roles for the past 8 years
Board members asked questions in relation to the ESA role
Kirsty left the meeting. General discussion re Kirsty and the ESA role, all Board members in agreeance to offer her the position. Looking at \$40 - \$45 / hour part time, is within budget. Position is performance based. NM to put forward proposal to KD
5. **Confirmation of Previous Minutes**
Minutes from meeting 21st August, 2019
Minutes from AGM 18th September, 2019 (draft to be put on website – KE)
Minutes from meeting 18th September, 2019
Minutes accepted Moved WS 2nd PG

Matters Arising

- Lines of Communication - Important issues need to go through the Chair and copy Chair in on meetings that happen so that they have relative information if required
- Office – RTWSA – Robyn Berwick – ongoing – NK suggested we find out who our RTWSA insurer is and pass information on to them to resolve – NM to follow up
- State Manager – as above in 4
- Review – David Fishel findings report sent to NM
HR programmes missing – to be included
Changes to Board percentage of nominated board / skills specific board members - recommended
Board expense policy – to be included

- Multi Discipline Clinic – was held on 1st & 2nd October at Kirkcaldy Park, not as many participants as hoped but those who attended had a great time and learnt lots and we have had lots of positive feedback. Proposed to hold another one in January 2020 – KE to look at suitable dates also to discuss at next DC Chairs meeting
- Developing the EA Strategy meeting 6/9/19 – attended by NM & KE
Categories of membership, each state seems to have different categories
EA asking same questions that ESA have been asking
What is in it for the members ?
Why be a member of EA ?
Continued to effort to partner / link with Pony Club
EA Mission statement – Provide leadership, pathways and safe participation for our equestrian community
EA Vision statement – Delivering the best in horsemanship and sportsmanship
Extend 3 year plan to 5 years with Safety being priority no. 1
Sharing of resources between the states
- Complaints Policy – to be revised in-conjunction with bylaws. Perception of COI and bias – suggested DC's could pay for complaints to be resolved
- Awards Night – 3 Venues being considered
Longview Winery Macclesfield – access difficult
Auchendorrach House – largest room holds 130 people seated – too small
The Old Mill Hahndorf – room holds up to 200 people, room hire \$600 – large menu variety – suggested by WC free glass of wine / soft drink on entry – Saturday 1st February is preferred night - KE to follow up

6. Correspondence In

Email from Kelly Nusbajtel – show horse complaint

Email from Bridget Dunn – SJDC Treasurer membership

Email from Wendy Hunt – complaints policy

Email from Prim – permanent part time request (after discussion with NM agreed to stay casual – SP to be notified of wage rise for PC as per Sporting Organisation 2010 Sporting & Administration Award)

All received and noted

7. Correspondence Out

Email to Kelly Nusbajtel – requesting more information

Email to Bridget Dunn – confirming SJDC Treasurer must be an ESA member

Email to Wendy Hunt – complaints policy

All received and noted

Much discussion in regards to the many emails and phone calls to NM & PG in regards to show horse complaint. Individual board members being unfairly targeted, procedures need to be followed, complaints policy

8. Resolutions Via Email

- Andrea Gunson requested leave in advance to attend SJ competition – all agreed
- Anthony Thomas resolution to outstanding show jump cup invoice – all agreed

9. Finance

- Current position – circulated on Dropbox – Accepted All in favour
- Budget update – HC splitting into Admin and Discipline Committees
- FARMC matters – new committee HC, WS, KE & NK
- Risk Assessment process (risk register) – to be developed – Reputation & Financial risks
- DC Bank Accounts – HC & SP are working on these
- Engaging John Pugh to prepare quarterly or half yearly financial statements – HC to ask if he will do quarterly and / or half yearly and costing Moved WS 2nd GP
- PG asked if there was a plan for someone taking over SP's continued jobs – To be sorted when new State Manager starts

10. Legal Matters Pending

- ESA v SC matter – Friday 20/9 pre trial meeting – Settled - avoided court hearing
- Financial matters re past EO – some personal payments have been found in ESA accounts – Duty of Board to report the matter – Much discussion
The overall sum appears to be small – do we report to the Police or not ?
Put to Vote: Not to report the matter at the present time
4 not to report / 3 to report Carried

11. Other Business

- Board room chairs - Officeworks \$180 / chair for 12 chairs
Andrea to organise and GP to assemble and remove old chairs
- Australian Olympians dinner on 19/10/19 - \$95.00 / person at Morphetville racecourse. Some ESA board members and partners to attend
- Sports SA dinner – Some ESA board members and partners to attend
- Upgrade for Showjumping Officials – It is DC's responsibility for maintenance and upgrades for Officials – suggest that course fees are paid from DC funds. WS to respond to BD
- HC proposed that recording the memories of the older equestrian population would be good before they have all passed. To be discussed with new State Manager
- Each DC to be asked to provide List of current Committee Members – KE to email
- DC Chairs to be asked to attend joint meeting – suggested 4/12/19 – KE to email

12. Next Board Meeting

Wednesday 20th November, 2019 at 7pm ESA Office

Meeting closed 10pm

Signature of Chair

Date



ESA BOARD MEETING – ACTION LIST

FROM

WEDNESDAY 9TH OCTOBER AT 7PM

1. NM to present employment and wage proposal to Kirsty Dummin
2. KE to send to office Minutes from AGM 18th September, 2019 to be put on website
3. NM to follow up RTWSA to find out who our Insurer is
4. Dates for next Multi Discipline Clinic – KE to follow up
5. Chairs meeting proposed 4/12/19 – KE to follow up
6. Revision of Complaints Policy – All to consider
7. Awards Night Venue – Hahndorf Old Mill 1st Feb 2020 – KE to follow up
8. SP to be notified of wage rise for PC as per Sporting Organisation 2010 Sporting & Administration Award – KE to follow up
9. Risk register - FARMC
10. DC Bank accounts – HC & SP
11. John Pugh to be asked prepare quarterly or half yearly financial statements – HC to contact
12. Board room chairs AG to arrange purchase & GP to put together and remove old chairs
13. Upgrade for Showjumping Officials – WS to respond to BD
14. Each DC to be asked to provide List of current Committee Members to ESA office – KE to email
- 15.