

RPSBS BOARD MEETING
Thursday 12th April 2018
Venue: Mercure Sydney International Airport Hotel, Wolli Creek



MINUTES

Meeting commenced at 9.00 am

ATTENDEES:

Michael Smith, Robert Cockram, Alyson Emery, Christine Gibbons, Helen Dohan, Renae Dorney (part via phone)

The Chairman, Michael Smith, opened the meeting at 9.00am, called for apologies and asked if any Director had a conflict of interest with any item on the agenda.

CONFLICT OF INTEREST: Nil

APOLOGIES: Tania Hay, Eileen Morris, Renae Dorney

APPOINTMENT OF ALTERNATE DIRECTORS:

Documentation was received from Tania Hay appointing Robert Cockram as her Alternate Director, Eileen Morris appointing Alyson Emery as her Alternate Director and Renae Dorney appointing Robert Cockram as her Alternate Director for the April 2018 Board Meeting

The Directors were in favour of the appointments as noted.

MINUTES OF THE PREVIOUS MEETING HELD 10th January 2018

- **Motion:** "That the Minutes of the Meeting of the Board of Directors held 10th January 2018 be approved." Carried

BUSINESS ARISING FROM THE PREVIOUS MEETING

MOTIONS APPROVED SINCE THE PREVIOUS BOARD MEETING TO BE RATIFIED

Motion 15 January 2018

"That the scrolling photos on the National and State websites be updated by Show Pony Graphics at a cost of \$xxxx incl GST with Eleanor Gerry and Liz Francis tasked with the selection of photos to be used."

Motion 17 January 2018

"That the quote from Ready Steady Print of \$17359.00 for printing and distribution of the 2018 Annual be accepted with the deposit of \$4339.75 payable before 31 January 2018."

Motion 23 January 2018

"That the proposal outlined by Despina Mitrakis on 22/1/18 for the 2018 RPSBS Annual to include directories for stallions and producers, the Show Pony Graphics quote for the 2018 RPSBS Annual and the scale of fees for advertising in the 2018 RPSBS Annual be accepted."

Motion 15 February 2018

"That the 2018 Annual Media Kit be approved and distributed."

Motion 28 February 2018

"That RPSBS Ltd phone office hours be amended to 8.30am to 4.00 pm AEST."

Motion 14 March 2018

"That the March 2018 Dividend payments to the States based on membership numbers of 6/3/2018 be approved as follows:

NSW/ACT \$1,600.00, QLD \$ 887.50, SA \$ 675.00, TAS \$ 445.50, VIC \$ 1,720.00, WA \$537.50"

- **Motion:** "That the motions approved by the Board between meetings be approved." Carried

TREASURER REPORT

1. The Net Profit for the year April 2017 to March 2018 is \$40,573.26
2. The Net profit for the corresponding period last year was \$862.11
3. Points to highlight re income and expenses, corresponding with numbers down the side of the Profit and Loss
 - a. No 1 Total Membership – down \$20,011 – membership has declined over the past several years and I am not sure how to decrease the downward trend
 - b. No 2 Total Registrations Received – down \$8,356 – transfers down \$2,500 (rounded up these figures), registrations of mares down \$3,500, and the other income expenses vary by a few hundred dollars to bring the total down by \$8,356 overall
 - c. No 3 Total Income is down \$34,252 overall
 - d. No 4 Total consultancy/accountancy has been reduced by \$1,981
 - e. No 5 Office Contract Payments have been reduced by \$49,827 which has increased the bottom line by turning a very small profit last year (for National accounts) into a Net Profit of \$40,573
 - f. No 6 Merchant Fees have fallen by \$1,748
 - g. No 7 Postage has been reduced by \$3,139, which would be because email is being used where possible.
 - h. No 8 Printing – all, is down by \$5,073 and this can vary from year to year
 - i. No 9 Web Design and Maintenance - Expenses have increased by \$2,762 as I believe Despina has been working on the Web Pages
 - j. No 10 – Total Administration Costs have been reduced by \$63,198 for a number of reasons: savings on office contract payments being the main reason, but other expenses have also contributed to the reduction in costs
 - k. No 11 Total Expenses overall, fell from \$260,797 to \$187,213 being an overall reduction in total expenses of \$73,584
 - l. No 12 Net Profit for the year is \$40,573
4. While it is disappointing that income has decreased, it has been offset by the reduction in expenses.
5. We currently have \$160,000 in a term deposit and I would like to increase this by \$20,000 at the next roll over, which is on 11 April.
 - a. I would only invest for 3 months and then have a look at other banking entities but interest rates remain very low.
6. The Society is in a comfortable financial situation, especially with memberships which should commence being received in June/July 2018.
7. Current Bank account balances at 4 April 2018 are:
 - a. Cheque account \$118,332
 - b. Working account \$5,640
 - c. Investment account \$160,000

There is a need to see if ANZ bank fees can be reduced and to investigate other banks and credit unions for a better interest rate on Term Deposits.

- **Motion:** "That Christine Gibbons terminate the maturing Term Deposit and arrange a new one increasing it by \$20,000.00." Carried

Michael Smith thanked Christine Gibbons for the excellent job she is doing she is doing as Treasurer and keeping the Board informed of the financial situation. Christine Gibbons thanked the Society office for their assistance.

MYOB has a lot of potential for incorrect entry eg Board meetings can be allocated as Federal Board expenses or each state individually. It was determined that Board meetings should be as a Federal expense rather than each state.

Audit – the National audit information is with Christine Gibbons on a member stick. SA has submitted their audit paperwork. Christine Gibbons to chase the States for their audit paperwork.

- **Motion:** "That the Treasurers Report be approved." Carried

SAMMS

Discussion regarding online membership renewals once Paypal has been organised and emailing membership cards. The membership default needs to be that contact details are public.

- **Motion:** *"That online membership renewals be available for members and members be emailed membership cards."* Carried

Problem at Toowoomba Royal with a member trying to show an Approved stallion in RPSBS classes.

- **Motion:** *"That, if possible, a watermark be placed on the registration certificates of Approved stallions and Appendix mares signifying that they are ineligible to be shown."* Carried

SHOW SUBSIDIES

- **Motion:** *"That WA receive the Show Subsidy of \$1000."* Carried
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- **Motion:** *"That NSW receive the 2017 Show Subsidy of \$1000."* Carried

YOUNGSTOCK INCENTIVE

- **Motion:** *"That NSW receive the 2017 Youngstock Incentive Subsidy of \$1500 to assist with the support of Canberra Royal."* Carried
- **Motion:** *"That SA receive the Youngstock Incentive of \$1500."* Carried
- **Motion:** *"That Qld receive the Youngstock Incentive Subsidy of \$1500."* Carried

VOUCHERS

Query about how to handle Vouchers which will potentially be used for memberships, registrations etc. Christine Gibbons to speak with the AHSA Treasurer, Debra Watson, about the best way to enter these in MYOB as a liability.

- **Motion:** *"That vouchers distributed for shows after 2018 Grand National not be transferable."* Carried

Many exhibits are not being catalogued in the name of the owner as recorded by RPSBS but rather in the name of a family member, partner or the Family surname.

- **Motion:** *"That eligibility for vouchers be extended where horses are catalogued in the name of the recorded owner or immediate family including partners"* Carried

STRATEGIC PLANNING REPORT

This report will always include a re-examining the issues raised in the forum at the last AGM.

The issues raised during the forum at the 2017 AGM included:

- Maintaining the Standards of Excellence; and
 - Financial structure of the states' RPSBS accounts; and
 - The theme for 2017 – 2018 is Youngstock; and
 - Relevance of the Riding Pony Society; and
 - A number of one off issues being dealt with in the Agenda.
- Despina Mitrakis has offered to maintain the RPSBS National Facebook page. All request for posts on the National Facebook page are to go to the Registrar who will ensure any approvals, if necessary, are obtained and send the post to Despina. Despina is also the administrator for all state Facebook pages.
 - The progress on having the Company Treasurer as a signatory to each state account appears to be extremely slow. It is not an option but a requirement. It is hoped that 2018 will see all states using MYOB under a standard setup. At the moment the Company Treasurer is signatory on the Qld & SA accounts with Victoria working towards it.
 - It is important that the Board receives feedback from the states as to their thoughts and initiatives planned on promoting Youngstock. Up to \$1500 is available to each state to subsidise their Youngstock promotional activities. Victoria has received their grant and it is hoped all states will apply. A reminder that a requirement for receiving any

grants from Federal is that a report must be submitted outlining how the money was spent and what outcomes were achieved.

- The feedback on the RPSBS sponsorship of the EA Nationals was very positive. The acknowledgement of the breeder has been extremely well received. The focus must be on supporting our current breeders and encouraging new and past breeders and it is vital that we successfully communicate this and all our visions to our members.

- **Motion:** *"That the Strategic Planning Report be approved."* Carried

RULE BOOK – Breeder judging stock bred by them

Members appear to be overwhelmingly in favour of Judges not being permitted to judge animals that they have bred. Many would like this extended to stock by the judge's stallion but this would be impossible to administer as the judge may never have had any contact with the exhibit.

Stud Prefix to be added to the Judge list in order to assist exhibitors.

- **Motion:** *"No exhibitor may show a RPSBS Ltd registered exhibit bred by or leased from the judge or his immediate family in RPSBS events."* Carried
- **Motion:** *"It is the exhibitors responsibility to ensure eligibility for a class, and if ineligible, the exhibitor must withdraw. These rules apply to all classes restricted to RPSBS registered exhibits."* Carried

AGM

Any queries or submissions for discussion by members need to be received by the office prior to 4pm on 1st June 2018.

Alyson Emery to investigate the cost to video and record the meeting.

HOT WEATHER POLICY

Add the Welsh Society policy to the RPSBS policy

- **Motion:** *"That when the temperature reaches 35 degrees children 12 years and under must remove their jackets while competing. Judges, officials and other exhibitors are strongly encouraged to also do so."* Carried

RPSB ANNUAL & PUBLICITY

Report submitted by Eleanor Gerry was tabled and discussed. Advertising is very low and to date very little editorial has been received. Preparation is behind and a release date of early August looks to be in jeopardy.

Need to find someone to sell advertising – offer 10% commission or \$500 whichever is greater + phone

- **Motion:** *"That a person be sourced to sell Annual advertising. Remuneration to be 10% of income or \$500, whichever is greater, plus phone reimbursement for calls made."* Carried

Advise Eleanor not to stress about the advertising. The Board is committed to covering the shortfall in order to assure a good publication to members.

Email blast to members targeting small breeders and owners.

INCOMING CORRESPONDENCE – xxxxxx

Offending statement is to be removed from website minute summary. The Board is trying to advise members of Board happenings.

The Board is also concerned with declining memberships and would welcome suggestions from members on ways to reverse this trend. The Youngstock initiative with vouchers to owners and breeds appears to be popular and is aimed at increasing or maintaining registrations.

INCOMING CORRESPONDENCE

Correspondence between Helen Dohan and xxxxxxxx was tabled together with a reply from the Chairman, Michael Smith.

Renaë Dorney advised the Board via telephone linkup that all Directors are duty bound to report all information to the Board of Directors or they would be considered in breach of their Director duties pursuant to the Corporations Act. The Board is within its rights to hear all complaints, there is no obligation to have an external committee. The Board must, at all times, act in the best interests of the Society and membership.

Renaë Dorney to write a letter to xxxxxxx explaining these facts.

INCOMING CORRESPONDENCE – Cathy Rae re MYOB

Need to work out a method to standardise between the States and try to find an economical solution. Christine Gibbons to speak to Debra Watson. High Priority for Christine to try to resolve.

INCOMING CORRESPONDENCE – Cathy Rae re Treasurer Report

Treasurer Report was noted for completion as it related to concerns regarding future growth and income. The Board wishes to advise members of more Board happenings and wished to retain all information in the minutes apart from that which was confidential but will be more mindful of what should be edited out in future. The offending statement will be removed from the website.

INCOMING CORRESPONDENCE – Cathy Rae re State Delegate representation at Board meetings

Large Boards can be unwieldy and inefficient, this Board is working efficiently. Of more concern is the inability to send an Alternate Director if the Director cannot attend. All Board paperwork is distributed well before the meeting and where a Director cannot attend they have the option to send feedback for discussion and they are also contacted by phone during the meeting. Teleconferencing is not very efficient and encourages non-attendance. It would be unfair to members in smaller states if some states had more representation than others.

INCOMING CORRESPONDENCE – Cathy Rae re Constitution

The Constitution was re-written by a previous Board when the Society changed from being an Incorporated body to a Pty Ltd Company, this was not that long ago. The Board has been working through and examining the By-laws over the past year and reviewing the Rules and Regulations. Would the members of the Victorian Committee please advise which sections they feel require amendment and suggest any changes.

QLD STATE REPORT

As circulated. Ashley Cooper has moved to NSW so is no longer on the Committee.

The Judge Seminar with Show Horse Council was postponed, it will possibly now be held on 6th May.

VICTORIAN SHOW & STATE REPORTS

As circulated. The bank balance is slightly less than last year due to reduced sponsorship income.

TASMANIAN STATE REPORT

As circulated. Tania to be advised that the Youngstock Subsidy \$1500.00 is being held in trust and can be applied to subsidise sponsorship.

SA STATE REPORT

SA has \$4000.00 in the bank. They are combining with SA Arabs to run a Foal & Youngstock Show and with the SA RPG of the Welsh Pony & Cob Society to run a Foal Show.

WA STATE REPORT

WA nothing to report. They did have a Judge seminar in October 2017.

- *Motion: "That the State Reports be accepted." Carried*

BRAINSTORM SESSION

Membership – pay membership renewal by 31 July in order to be placed in a draw for a \$50 voucher per state (ACT with NSW & NT with Qld)

Next meeting to be 16th June 2018 at the Comfort Inn Haven Marina, Glenelg North, Adelaide commencing at 8.30am

The meeting closed at xxxxxxxxxxxx