

RPSBS BOARD MEETING

Wednesday 20th September 2017

Venue: Mercure Sydney International Airport Hotel, Wolli Creek



MINUTES

Meeting commenced at 9.15 am

ATTENDEES:

Michael Smith, Robert Cockram, Alyson Emery, Christine Gibbons, Helen Moore, Renae Dorney, Helen Dohan

The Chairman, Michael Smith, opened the meeting at 9.15am, 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

APPOINTMENT OF ALTERNATE DIRECTORS:

Documentation was received from Tania Hay appointing Robert Cockram as her Alternate Director for the September 2017 Board Meeting

Helen Moore is attending as Second Director for WA.

The Directors were in favour of the appointments as noted.

MINUTES OF THE PREVIOUS MEETING HELD 17-18 June 2017

- **Motion:** "That the Minutes of the Meeting of the Board of Directors held 17-18 June 2017 be approved." Carried

BUSINESS ARISING FROM THE PREVIOUS MEETING

Helen Moore stated that she felt that by not offering a Registry service to German Warmbloods the Society had missed a big opportunity.

MOTIONS APPROVED SINCE THE PREVIOUS BOARD MEETING TO BE RATIFIED

- **Motion 24 June 2017**

"The RPSBS state committee payments to RPSBS Ltd for the 2017 audits by Galpins will be as follows: \$200 each for Victoria and New South Wales, \$150 for Western Australia and Queensland and \$100 for Tasmania and South Australia."

- **Motion 27 June 2017**

"That successful new applicants onto the Judges Panel be required to pay a fee of \$30 which will cover the cost of the Judge Handbook, postage and processing."

- **Motion 29 June 2017**

Foals, eligibility to show.

Foals which are not weaned and are shown on their dams may be shown prior to registration being finalised providing they are eligible for registration with RPSBS Ltd. Foals which are weaned must be registered RPSBS Ltd with the exception of those conceived by AI or ET which, if not yet registered, must have the registration application and hair sample for DNA received by the RPSBS with full payment. Only colt foals which are eligible on breeding for registration as Section A may be shown in classes restricted to colts.

- **Motion 11 July 2017**
That Liz and Eleanor each be paid the Technology reimbursement of \$xxxxxx for the 2017 Annual and honorariums of \$xxxxxx for each of the 2016 and 2017 Annual
- **Motion 3 August 2017**
That the public liability insurance be increased from \$10 mill to \$20 mill
- **Motion:** *"That the motions approved by the Board between meetings be approved."* Carried
- **Motion:** *"That Christine Gibbons invoice the States to reimburse the Board for the Audit and any BAS."* Carried

TREASURER REPORT

1. The Net Profit for the period April to August 2017 is \$24,584, after an adjustment of \$5682 being transferred to September figures. This is for the monthly payment for the Arab Horse Society for September, so just transferred so in the figures for next month and the current figures give an accurate reflection for the five months.
2. Points to be aware of, and which are of concern:
 - a. Total membership fees
 - i. 2016/2017 \$82,332
 - ii. 2015/2016 \$94,046
 1. Down \$11,713 on the same period last year
 - b. Total Registrations Received
 - i. 2016/2017 \$27,731
 - ii. 2015/2016 \$34,399
 1. Down \$6,668 on the same period last year
 - iii. Total Gross Profit reduced by \$20,875 for the period
3. Expenses:
 - a. Insurance has increased by \$1,400 which is a reflection of the increase in the Public Liability from \$10 million to \$20 million
 - b. Office Contract Payments, due to a change in offices, have reduced by \$20,536 for the five months. In view of the drop in income, it would be even more of a concern if the Society was still based in Victoria.
4. Expenses
 - a. All efforts are being made to reduce costs as much as possible, and Helen and staff have made suggestions, such as changing the type of bank accounts we have and thereby reducing fees.
5. Income
 - a. The main objective now, is to stem the loss of membership
 - b. The Board, in my opinion, need to establish what members want from the Society and how best to reflect what they want.
6. Budget
 - a. I prepared a budget at the start of the financial year and due to cost saving measures, I was expecting a profit of around \$68000 but as income is already down \$20,000 odd, I have revised down to possibly \$45,000

The Treasurer then presented the Budget, P & L reports and Balance Sheet.

The Term Deposit is due for renewal in January.

MYOB for States – NSW, WA, SA and Qld currently use MYOB, Victoria does not. Christine to assist in loading up new MYOB for Qld and Victoria.

Company Treasurer still needs to be a signatory on the State bank accounts. Each Director is to ensure this happens.

Helen Dohan requested that if payments are made from the main account that she doesn't have invoices for that they be entered in MYOB by the Treasurer.

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

DIVIDENDS

Payable on Full, Joint, Company memberships as at 31st August. Rate to be determined as per last year figures and adjusted if necessary for March payment. \$10/member if more than 400 members, \$12.50/member if 200-400 members, \$16.50/member if less than 200 members.

NSW	254	\$2540.00
QLD	113	\$1412.50
SA	40	\$ 660.00
Tas	19	\$ 313.50
Vic	180	\$1800.00
WA	64	\$1056.00

- **Motion:** *"That the Dividends as listed by paid."* Carried
- **Motion:** *"That the second Dividend be paid at the beginning of March based on the end of February figures."* Carried

MEMBERSHIP

Discussion as to whether the new and renewal membership fees were a deterrent to people joining or renewing membership.

It was decided that people who had not been members for 3 or more years be treated in the same way as new members.

- **Motion:** *"That the late members rejoining fee and new member joining fee be abolished."* Carried
- **Motion:** *"That new Ordinary, Joint or Company members, or those who have not been members for at least three years, pay 60% of the membership fee if joining after 1st January. Those joining as from 1st May will have their membership remain financial until 30 June in the following year."* Carried

TAX INVOICES

Sending receipts for all transactions is a waste of paper and printing as many people do not require them.

- **Motion:** *"That a tick box be incorporated into RPSB paperwork for people to advise is a Tax receipt is required."* Carried

STATE SHOW SUBSIDIES

Michael Smith reported that the Qld Champion of Champions show was cancelled due to lack of entries and that it will now be held in conjunction with Toowoomba Royal. There were only three entrants in the young Judge competition at Brisbane Royal.

Show subsidy requests were received from Qld, SA, Tasmania & Victoria.

- **Motion:** *"That the \$1000 Show Subsidy payments be made to Qld, SA, Tasmania & Victoria."* Carried

Submissions are required from NSW and WA for the January meeting for consideration.

STRATEGIC PLANNING REPORT

The report presented was discussed.

Strategies for the future:

Advertisements targeting the theme Why Breed a Riding Pony

Some sort of incentive scheme

Cash prize at State Riding Pony Shows for a number of years targeting youngstock

Horse Deals advertising targeting RPSB focus in conjunction with the Horse Deals promotion.

- **Motion:** *"That RPSBS Ltd advertise twice annually in Horse Deals, the contra advertisement and one paid advertisement with the advertisement designed by the Horse Deals." Carried*
- **Motion:** *"That the Strategic Planning Report be accepted." Carried*

JUDGE UPGRADE

Reports on XXXXXXXX were presented. The XXXX State committee has recommended that the be placed on the State Judge panel but the reports indicated that possibly this would be premature. XXXXXX is not currently a financial member of RPSBS.

- **Motion:** *"That XXXXXXXX not be considered for advancement to the State Judging panel until satisfactory Assessment Reports from at least two more assignments have been received and his membership has been renewed." Carried*

WORKING WITH CHILDREN CHECKS

Robert Cockram has spoken to Helen Heagany and the relevant government department in Victoria and explained what judging or stewarding a horse and child entails. This is considered "incidental contact" and the advice is that providing that it is not in the capacity of an instructor that a WWCC is not necessary. Judges are to be advised that although it is recommended that they have a WWCC it is not mandatory as far as RPSB Ltd is concerned.

- **Motion:** *"That WWCC no longer be compulsory in order to be a RPSB Ltd panel judge." Carried*

SPONSORSHIP GRAND NATIONAL / EA NATIONALS

Members at AGM felt that sponsorship should go to registered ponies and members. There is a need to ensure that registered ponies owned by financial members are supported and targeted.

At the moment RPSB sponsors EA Nationals. Helen Moore suggested that maybe reduced sponsorship for the show and increased sponsorship targeted at members.

- **Motion:** *"That vouchers to the value of \$200 be issued at EA National and Grand National for the highest placed exhibit in targeted classes. Animal to be registered and owned by a financial member for member to receive award. Breeder to also receive an award even if current owner isn't financial as long as the breeder is. Voucher is transferrable and can be used for any Society transaction but will have a 12 month expiry date, if it can't be used within the 12 month period, contact the Society. Voucher is not redeemable for cash." Carried*

Try to just donate the vouchers but if necessary will also do sponsorship for the show as well as vouchers. Eligible owners to receive voucher, rosette, medal/star. Alyson Emery will see what stars/medals Liz Francis has.

Two show and two hunter classes to be nominated each year and they are to change for the following year.

EA National 2017 – Show Pony 12-13hh, Show Pony 13-14hh, Show Hunter Pony ne 12hh, Show Hunter Galloway 14-14.2hh

Grand National 2018 – Show Pony ne 12.2hh, Show Pony 12.2-14hh, Show Hunter Pony 12.2-14hh, Show Hunter Galloway 14-14.2hh

Robert Cockram to speak to EA. Alyson Emery to speak to Bruce Flood re Grand National.

LIFE MEMBERSHIPS

Victoria has requested that the Board re-consider the Joint Life membership criteria and honour it while either party is still alive.

It was agreed that the membership number would need to change when the membership went from two to one name but the Life membership status would remain until both parties were deceased. No additional people could be added to the membership.

- **Motion:** “ That a Life Membership will remain active until all people listed under that membership are deceased. Should one person die then a new number will be allocated to the remaining member but the Life Membership status will be honoured. No new people can be added to an existing Life membership.” Carried

COLTS TO BE EXHIBITED

Victoria has requested that the Board reconsider the need for 2yo colts to be stallion registered in order to be shown. The Board determined that the Regulation not be amended.

CONTRACTS FOR SUPPLIERS

The Board confirmed that some form of documentation like a Memorandum of Understanding was required. This should clearly document the expectations of both parties in order to avoid misunderstandings in the future.

HEIGHTS AT ROYAL SHOWS & SHOWING RULES

NSW has requested that Sydney Royal puts on the schedule that the classes are conducted under RPSB rules but there is no way to dictate to Royals. A pony exhibiting on a Foal Recording lapsed registration was awarded Reserve Champion RPSB Gelding at Brisbane Royal.

The Foal Recording certificate is to be redesigned to state when it lapses and also that it lapses when gelded.

Ponies must be shown with the name of the recorded owner/lessee listed. Letters to be written when this is not complied with.

CORRESPONDENCE FROM VICTORIA

Letters from Sally Morphy and Maryjane Mitton were tabled for information. Sally Morphy has since resigned as Chairperson and Maryjane Mitton is Acting Chairperson with Rosie Metherall Acting Vice Chair. There will be a phone meeting to sort out the positions.

REFUND POLICY

Helen Dohan asked what the Society policy was with regards to refunds when a member changes their mind and a transaction has been started.

- **Motion:** “ That once a Registry transaction has commenced there will be no refund of fees paid unless the pony has died in which case \$20 will be retained to cover processing/administration fees.” Carried

MERITORIOUS UPGRADE

Correspondence received from Eleanor Gerry was tabled and discussed.

- **Motion:** " That Meritorious Upgrades of ponies not apply for the future." Carried

The Regulations are to be amended to reflect this alteration.

COLOURED RIDING PONIES

An email from Kerry Dunstan was discussed. It had apparently been discussed previously but no reply ever sent. The Board felt that the Standard of Excellence has not been compromised as far as type is concerned by including coloured Riding Ponies, only the colour criteria had been altered. One duty of the Board is to maintain financial viability of the Society but not at the expense of the integrity of the Society.

STATE COMMITTEE PROCEDURES

Renaë Dorney will review and update these and they will be circulated before the end of the year and amendments approved

REPORTS

CHAIRPERSON

It will be interesting to see if the Board can manage with a oneday meeting instead of 2 and how the change in venue to Sydney works for everyone. We welcome the Western Australian Vice-Chair, Helen Moore to the meeting replacing Eileen Morris whose ongoing treatment prevents her flying. Our best wishes and thoughts are with Eileen, her family and the WA committee.

Today's program is a heavy one with a lot of planning to be done for the coming year. Publicity, the Annual, Sponsorships, accounting practices and dividend Payments are all extremely important topics to be worked on today. Child Protection and State Committee Governance are 2 important policies that have to be developed and implemented. Another issue that still needs our ongoing attention is that of positive communication between the Board and State Committees.

Data: Membership figures are concerning. It is difficult to compare figures with last year as they still included nonfinancial members. The most accurate way I felt of assessing how we are going is by examining the amount of money we have received in memberships from June 1 to August 31 and compare it is the same time period last year. This revealed a 13% drop in revenue

EDITING

There don't appear to be any real problems at the moment and people are getting used to the change in the Stallion Nomination procedure.

The Equimark App is almost ready to launch.

QLD

State Committee Members: Committee as at September 1, 2017

Chair/Director – Mike Smith Vice- Chair/Sponsorship – Ashley Cooper Vice Chair/Publicity – Paula Anthony

Secretary - Kym Johnson Treasurer – Amanda Webb Judges – Kristen Taunton

Committee - Greg Smith, Eleanor Gerry, Peter Hudson

Treasurer Amanda Webb plans to resign mid October.

Account Balance: \$ 20,060

A new account has been opened with ANZ with the Company Treasurer as a signatory as per Board motion. Once the account is fully set up the present account with the Qld Country Credit Union will be closed.

RPSBS Qld is now using MYOB for it's accounting.

An email request from Eleanor Gerry to be co-opted onto to the Qld Committee was approved at a meeting held in late July.

State RPSBS Membership: June 2016: 265 June 2017: 272 an increase of 2.5%

Brief Description of Activities undertaken:

- State Riding Pony Show was held at the State Equestrian Centre on Sunday 9th July. See separate report for details of the show. This year it included the Young Judges Competition and a Overheight Newcomer Championship.
- Ashley Cooper and Mike Smith had a meeting with the RNA Ringmaster and Councillor, Ian Ferguson to discuss the details of the RPSBS Young Judges' Competition at Brisbane Royal. Discussions were also held with regard to using interstate judges for the RPSBS classes at Brisbane Royal in future. RPSBS Qld offered to provide sponsorship of up to \$1,000 to cover the cost of providing an interstate judge.
- Brisbane Royal Show Riding Pony Classes were held on Thursday 17 August with Leonie Walsh adjudicating. Adult classes were well supported.
- Significant sponsorship of \$250 for Led RPSBS classes Champions and Reserves were provided by RPSBS Qld to Beaudesert Show held on the first weekend in September.
- Champion of Champions Show that was to be held on Saturday 16th September which included the finals of the Young Judges Competition has had to be cancelled due to a lack of support. It is a very hectic showing time in Qld and the Show Horse Council Horse of the Year entries were due at the same time. Negotiations with Toowoomba Royal are at an advanced stage whereby our Champions classes and the Finals of the Young Judges' Competition will be held as a twilight show in the Main Arena on the evening before the Riding Pony classes. This is most exciting and special thanks must go to the Ringmaster, Catherine James for her support.

Plans for 2017:

- October: Youngstock Show in conjunction with WPCS Youngstock Show.
- Review of 2017 activities and 2018 activities. Dates and venues to be locked in.

Highlights: 2017 was a most adventurous year for RPSBS Qld to:

- Introduce the Young Judges' Competition
- Run 2 judges clinics
- sourced more cash sponsors
- ensured sponsorships were invoiced, received and acknowledged
- 1 major show and 2 Youngstock Shows
- Guaranteed an interstate Riding Pony Judge for Brisbane Royal 2018.

Concerns:

- Ongoing serious decline in support for our Riding Pony run shows.
- Serious decline in Riding Pony breeding in Qld.

Interesting:

The Committee's experiment of a 'By Invitation Champion of Champions' Show will be reviewed after Toowoomba Royal. There is good support from within the committee to extending the state show to 2 days with the second day catering for the children and the versatile ponies.

VIC

State Committee Members: *Sally Morphy (Chair, 2nd Director)*, *Maryjane Mitton (Vice, publicity)*, Rosemary Metherall (2nd Vice), Marlene Hart (Special Skills), Sandy Jamieson, Tara Kirk, Robert Cockram (1st Director), Appointed Secretary – Cathy Rae, Treasurer TBA

Account Balance: \$10,824.71 (Access account) \$18,126 (term deposit)

Brief Description of Activities undertaken: *Nil since last National meeting*

Plans for 2017: Youngstock Show (12th Nov), Ridden Pageant (25th Nov), Masters (16th Dec)

Requests to Board: Life membership – procedure for authorisation of 2nd person named on membership be sole member upon death of other.

Rule regarding 2yo colts be adult registered prior to be shown be abolished

NSW

The NSW Riding Pony Show will be held in November, the weekend before EA Nationals, in conjunction with Emmas. There is a new program and some excellent sponsorship.

The NSW Committee have allocated \$1500 sponsorship to Agricultural Shows if a suitable approved program is offered. There were hopes to meet with the officials of Canberra Royal to discuss the program but this never eventuated despite all efforts.

Sydney Royal has been requested to note that the RPSB classes are conducted under RPSB Rules.

WA

Helen Moore is deputising for Eileen Morris.

There will be a November Judge and Member seminar with a social evening

The Senior POY show had new ideas but still lacked numbers. An open breed show will be conducted in order to raise funds.

SA

After the last Board meeting three Committee members resigned as a protest to the Judge policy but then two members joined the Committee leaving a Committee of five.

The Riding Pony of the Year Show will be held in one ring with a Victorian judge

REGISTRY & MEMBERSHIP SUMMARY

DATA ANALYSIS -SEPTEMBER 2017

MEMBERSHIP as at 31 Aug 2017:

STATE	LIFE	COMPANY	JOINT	FULL	JUDGE	PARTICIPANT	TOTAL	Joint+Full
NSW	11	1	48	204	4	36	304	252
NT				1		2	3	1
QLD	9		24	89	3	20	145	113
SA	12		2	38	3	5	60	40
TAS	4		0	19	3	3	29	19
VIC	59		28	152	5	17	261	180
WA	5		12	52	2	9	80	64
UK	3						3	0
NZ	1						1	0
NONE					1		1	0
TOTALS	104	1	114	555	21	92	887	669

Membership Revenue: 1-6-16 to 31-8-16 \$ 102, 056
1-6-17 to 31-8-17 \$ 85, 954 drop of \$ 16, 102 or 15.8%

REGISTRATIONS:

No. animals registered: 1-6-16 to 31-8-16 692
1-6-17 to 31-8-17 605 drop of 87 or 12.6%

Registration Revenue: 1-6-16 to 31-8-16 \$ 34,400
1-6-17 to 31-8-17 \$ 27,731 drop of \$ 6,669 or 19.4%

- **Motion:** " That the Reports be approved." Carried

JUDGE RENEWALS & UNFINANCIAL JUDGES

All judges have been sent reminder notices if their membership has not been renewed.

- **Motion:** " That Judges whose membership is not financial be placed in an Inactive File. The judge status is to be automatically re-activated upon the membership being renewed.' Carried

ANNUAL GENERAL MEETING

To be held in Adelaide 16 June 2018 with a Board meeting on 17 June.
Alyson Emery to investigate possible venues.

XXXXXXXXXXXX

Helen Dohan presented a file on XXXXXXXXX with outstanding issues.

- **Motion:** " That upon payment of \$XXXXXXX, XXXXXXXXX will be reinstated as a member for 2017-18.' Carried

RPSB ANNUAL & PUBLICITY

XXXXXXXXXXXX

The Memorandum of Understanding submitted by Eleanor Gerry was tabled and the Board were in agreement with the document.

ANNUAL

1. The Board has no desire to take over the Annual nor to interfere and feels that the Annual should be a joint effort between the Annual team and the Board.
2. Suggestion to use quality but less expensive paper in order to reduce the cost of advertising. Advertising charges are the responsibility of the Board as is payment of invoices.
3. Agreed
4. Need to ensure that State Committees assist with the selection of animals and photographs
5. Agreed
6. Advertising seems to be the most successful when Eleanor initially contact people. Agree with Eleanor's suggestions regarding advertising but also feel that the Board needs to pay the cost of phone calls etc. Associated costs/reimbursement to be negotiated. A list of previous advertisers is needed. Need to try to find someone to assist with the advertising.
7. Agreed

PUBLICITY

1. Magazine & Catalogue Advertising – Eleanor/Liz to organise
2. Agreed
3. Agreed
4. Agreed.

The photos sourced and submitted on behalf of RPSBS Ltd are the property of the Board.

- **Motion:** " That Despina be contacted about the best method to store the photos and an associated cost.' Carried

XXXXXXXXXXXX

The meeting closed at 3.00 pm

Next meeting to be 10th January 2018 at the Mercure Sydney International Airport Hotel commencing at 9.00 am