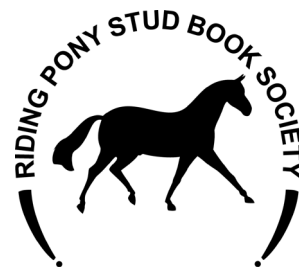


## RPSBS BOARD MEETING

Wednesday 2<sup>nd</sup> October 2019

Venue: Holiday Inn Sydney Airport, Mascot NSW



# MINUTES

**Meeting commenced at 9.03 am**

**ATTENDEES:** Michael Smith, Robert Cockram, Ashley Cooper, Jessica Campbell, Andrew Hunt, Debra Watson, Helen Dohan and Teresa Edwards

The Chairman, Michael Smith, opened the meeting at 9.03, called for apologies and asked if any Director had a conflict of interest with any item on the agenda.

**CONFLICT OF INTEREST:** Robert Cockram declared a conflict of interest in regard to the Victorian Committee correspondence

**APOLOGIES:** Eileen Morris, Tania Hay

**APPOINTMENT OF ALTERNATE DIRECTORS:** Ashley Cooper for Eileen Morris and Jessica Campbell for Tania Hay

**DECLARATION BY DIRECTORS RE ITEMS ON THE AGENDA:** Nil

The Chairman, Michael Smith welcomed Dr Andrew Hunt to The Board of Directors of The RPSBS.

**MINUTES OF THE PREVIOUS MEETING HELD 8<sup>th</sup> and 9<sup>th</sup> June 2019**

**CALL FOR CORRECTIONS TO THOSE MINUTES:** Nil

- **Motion:** "That no corrections or amendments are required and the Minutes of the Meeting of the Board of Directors held 8<sup>th</sup> and 9<sup>th</sup> June 2019 are to be approved." Carried

**MOTIONS APPROVED SINCE THE PREVIOUS BOARD MEETING TO BE RATIFIED**

20 June 2019

"That the statement on the Scale of Fees pertaining to registration of Section A ponies be amended to 'After 1/8/2019 a cumulative annual fee of \$25.00 will accrue additional to the normal registration fee to a maximum of \$125.00.'"

24 June 2019

"That the term deposit be deposited into whichever major bank will give the highest interest rate."

3 July 2019

"That xxxxxxxx be appointed to the RPSBS Ltd State Panel of judges."  
(Michael Smith & Ashley Cooper abstained)

15 July 2019

"That the payment of xxxxxx to Show Pony Graphics for the provision of editorial services for the 2019 RPSBS Ltd Annual be approved."

9 August 2019

"That Michael Smith be appointed Administrator for SA."

12 August 2019

"That SA RPSBS POYS, goes ahead under the auspice of RPSBS Ltd with Dr Andrew Hunt, as outgoing SA chair, appointed as our liaison officer for the show. "

31 August 2019

"That Show Pony Graphics Contract – 2019 be accepted"

**The following motion was not approved but should be included for the records**

12 August 2019

"That Alyson Emery be appointed Administrator for SA" – Lost (against xxxxxx, xxxxxx, xxxxxx)

- **Motion:** "That the Motions approved since the previous Board meeting be ratified." Carried

#### **BUSINESS ARISING FROM THE PREVIOUS MEETING:**

- Treasurers Report – a question was raised as to why the Online Saver had not moved forward yet. This has not yet proceeded because of the issues with signatories.
- Annual, Publicity and Promotions – Leader board closing date was moved to 21<sup>st</sup> April so that they were calculated and finalised prior to AGM's. We must write to Qld State Committee to explain this.
- Annual, Publicity and Promotions – Despina has attempted to work on publicity and promotion with Show Horse Council however, with their current situation they are too busy. Despina will be in contact with them in the near future "when the dust settles".
- Board Meeting Days:
  - January Board meeting to be held Wednesday 8<sup>th</sup> January 2020
  - April Board Meeting to be held Wednesday 1<sup>st</sup> April 2020
  - June Board Meeting to be held in conjunction with the AGM
  - September Board meeting to be held Wednesday 23<sup>rd</sup> September 2020

The Information Bulletin MUST include Board Meeting Dates as well as cut off dates for all submissions.

- Subcommittees of The Board – recognising the need to replace positions held by Alyson Emery, Andrew Hunt was asked if he would take up a position on the Editing Subcommittee. He confirmed.

- **Motion:** "That Dr Andrew Hunt replace Alyson Emery on the Editing Subcommittee." Carried

Andrew Hunt was then asked to take up a position on the Strategic Planning Subcommittee. There was some discussion as to what that involved, and Andrew accepted.

- **Motion:** "That Dr Andrew Hunt replace Alyson Emery on the Strategic Planning Subcommittee." Carried

- Terminology – deferred to January Board Meeting when Eileen is available.
- Signatories for Bank Accounts – a discussion regarding signatories recognised that the Company Treasurer was not yet a signatory on the South Australian Bank Account. Andrew Hunt believes his mother, is still recorded as a signatory, however, signatories will be confirmed and updated as required. Andrew also advised that he was in possession of the South Australian computer so Debra Watson would be able to look at the accounts whilst he was there.

- **Motion:** "That Alyson Emery be removed as a signatory on the RPSBS Ltd Bank Account." Carried

- **Motion:** "That Robert Cockram, Vice Chair of RPSBS Ltd. become a signatory on the RPSBS Ltd. Bank Account." Carried

#### **SOUTH AUSTRALIA PROGRESS REPORT:**

- Michael Smith and Andrew Hunt provided the Board with a review of the Special General Meeting and advised the Board on the procedure and outcome of the election held at that meeting. The Minutes of the meeting were presented and Andrew Hunt and Michael Smith both confirmed that those minutes did require one correction: xxxxxx

was listed incorrectly as an Apology but should have been listed as “Present By Proxy”. That amendment is to be reflected in the official Minutes of the Special General Meeting accordingly.

- Michael Smith advised that the meeting went well and thanked Andrew Hunt for taking up the role as State Chair.
- Andrew Hunt advised that Trish Bennet accepted to judge at the State Show, that EA are to pay half of the airfare for the judge and that all plans for the show were going well.
- Michael Smith advised that South Australian Bank Accounts were currently all being held by the administrator and handled by Debra Watson.
- Michael Smith also wished to thank Greg Crocker for stepping up and accepting the State Secretary/Treasurer role.

#### **TREASURER REPORT**

- Debra Watson, Treasurer, presented her report together with a Budget and Actuals Report, Balance Sheet, Profit and Loss Statement and Cash Disbursements Journal (previously circulated).
- The Society has improved its stable financial position with the Term Deposit of \$200,000.00 maturing on 17.5.20 and with the balance, the balance of the working account being \$116551.80 and the balance of the small account being \$4604.86, Debra believes that the finances are in a good situation.
- The Society and State Committee BAS for the April to June quarter were all lodged appropriately and on time to ensure the Society is ATO compliant.
- When the SA State Committee was disbanded the balance of funds were transferred to the federal account whilst the Society is administering. Debra will await instructions as to when the funds are to be transferred back. The SA Committee MYOB file was requested however the incorrect one was supplied. Andrew Hunt advised that he now has the laptop so Debra can have access today.
- Debra advised that Galpins (auditor) did flag a concern about the amount of cash transactions made by State Committees as there was no paper trail for the audit. Debra then presented all Directors with guidelines for their State record keeping, particularly cash transactions. Must document all cash payments even in they are not in a book. Cash cheques and Petty Cash must be re-banked and all money used must be accounted for. Debra also presented re-imburement form to be received with invoices to pay and explained the need to use a receipt book for on the day payments. It is also best to pay Judges with cheques and have the Judge sign the cheque butt, rather than pay Judges cash. In addition, no cash to be given as prizemoney, prizes must be given by voucher or cheque. Better record keeping by States will lead to lower audit costs to RPSBS.
- xxxxxx asked if it would be worthwhile having a State Treasurer and National Treasurer (Debra Watson) meeting? Michael Smith stated that he thought that it would be easier to have one on one discussions for those Treasurers that need to discuss procedures. xxxxxx thought that a group discussion could be more beneficial to discuss amongst them what works best in their State. Robert Cockram pointed out that he had only recently learned that entries must have GST paid and that he did not know that for many years. xxxxxx stated it was time to actions the recommendation from Galpins and Debra Watson. Debra agreed that that we need to work ATO compliantly, instead of doing what was “done previously”. The South Australian issue has brought this to light. Debra Watson suggested a conference via facebook messenger with the State Treasurers which she will organise.
- Further discussion took place regarding the South Australian State Committee Bank Accounts which concluded that they should be moved online with two signatories.
- There was also some discussion around show entry systems and SAMMS vs. Nominate, what works best particularly in regard to receiving of entry fees etc.
- Debra Watson asked if there were any queries regarding the Profit and Loss Statement or Cash Disbursement Journal. No questions. The Cash Disbursement Journal is to be signed off by Michael Smith and kept for the Audit.
- Debra Watson presented a Youth Fund Application Guideline and Application as a discussion point proposed that from now on States are to request funds for their Youth Grants and Show Subsidiaries in writing via an application and supporting documentation, rather than States simply asking and receiving the funds. Debra expressed the need to encourage accountability. Some Board members felt that budgets were sometimes fabricated however, Debra believes that whenever a budget is required, the writer is at least looking at that budget, planning, considering previous show expenses and updating as necessary. This makes States Committees “accountable”.
- Michael Smith stated that 13 years after changing to a Limited company we still have problems over the governance of States. We need to guide – not big brother.

- **Motion:** “That the Treasurers Report be accepted.” Carried

#### **STRATEGIC PLANNING:**

- Michael Smith was surprised by Despinas figures stating that only 30% of members open or read our Bulletins, but that we were approximately 50% above other groups where only 20% are actually opened or read.

- Michael Smith stressed the need for Governance and ensuring that all States follow all rules. xxxxxx was surprised that xxxxxxxx Committee allowed exhibitors to enter and ride without having RPSBS Membership verified.
- This led to further discussion about the SAMMS Show System and checking of registered ownership and membership status for entries. Andrew Hunt expressed his interest in obtaining access to SAMMS Show Administration. We are to arrange with Incheck Systems for Andrew Hunt to be provided access to SAMMS Show Administration.
- Michael Smith pointed out that the Membership figures provided do adequately reflect what is going on in the states.

- **Motion:** *"That the State Rebates presented at the meeting be approved and payed."* Carried

- Upon further review of the Membership Data and State Rebate Calculations Table, xxxxxx asked if we should consider dropping the Rebate Quota of 200-400 down to 300? xxxxxx thought it best to review this at the next meeting. xxxxxx also suggested taking a 10% bite from the rebates to re-direct to the Leader board.
- Michael Smith explained why he includes previous years data in the Membership Table and how that helps when reviewing the changes in numbers from year to year.
- Further discussion took place about the ongoing drought conditions, the rising cost of feed and how this is affecting show entries. This led on to discussions about deferring registration, the breeding trends and German Riding Ponies.
- Michael Smith asked if any Board Member had received any feedback regarding the back cover of the Grand National Catalogue. No feedback was provided to any Board Member and it was deemed that that advertisement had no monetary benefit.
- A discussion took place regarding the 2019/20 RPSBS Vouchers and the following was agreed to:
  - 2019 EA Nationals
    - Show Pony 12-13hh
    - Show Pony 13-14hh
    - Show Hunter Pony ne 12hh
    - Show Hunter Pony 14-14.2hh
  - 2020 SHCA Grand National
    - Show Pony ne 12.2hh
    - Show Hunter Pony 12.2-14hh
    - Show Galloway 14.2-15hh
    - Show Hunter 14.2-15hh

#### JUDGE APPLICATIONS:

- Teresa presented the Judge Applications, Upgrades and other Judge Happenings Between Meetings.
- Michael advised for Teresa and the benefit of any others who were not aware, that:
  - Judge applications are to be held until the applicant is financial.
  - The State Email is to be sent to the State Chair, State Secretary and the RPSBS Ltd. Chair.

#### UNFINANCIAL JUDGES:

- Teresa presented the List of Lapsed Panel Judge Members.
- It was requested that State Directors were to follow up with all unfinancial Judges on the list. xxxxxx advised that he would follow up with xxxxxx and xxxxxx.

#### JUDGES POLICY:

- xxxxxx led a discussion regarding the proposed changes to Item 10 of the Judges Policy. The change would see Item 10 - Selection of Judges be changed to read:  
 Except where international judges are being employed, State committees must select their judges for all RPSBS shows by means of a random selection process. The committees may decide from which states the judges are to be chosen but the actual selection must be by a transparent random process (e.g. use of a random number generator), minuted, and if the selection is not done in a state meeting it must be observed by at least one independent witness.
- **Motion:** *"To accept the proposed changes to Item 10, Selection of Judges in The Judges Policy."* Carried
- Further discussion regarding correspondence received from xxxxxx and the xxxxxx. It was agreed that we write to xxxxxx and the xxxxxx quoting the new Judges Policy wording.

- xxxxxx correspondence was discussed very briefly as extensions to a Judges Probation period is already covered in the Judges Policy. xxxxxx is to receive a letter Thanking him for his suggestion and advising that this is already policy.

**Meeting adjourned for morning tea at 10.35am.**

**Meeting re-convened at 10.58am.**

## **STATE COMMITTEE STRUCTURES AND PROCEDURES REVIEW:**

### **State Policies and Procedures**

- Michael Smith presented the Board with several proposals for changes to the State Committee Structure and Procedures document, along with a detailed preamble explaining the circumstances that led to the changes being proposed and why they are required. Items one to ten of the preamble were discussed.
- xxxxxx enquired as to whether the RPSBS Ltd should have a template for shows that meet RPSBS Ltd requirements. xxxxxx agreed, stating that it would be good to do in the future for 'State Shows' and 'Riding Pony of the Year' and that the template could also include items such as 'What is a Riding Pony Show' and 'What classes should be sponsored by RPSBS States'.
- Each proposed change was discussed by the Board as a whole, with wording amendments made to some of the proposed changes and some additional changes being added to various sections of the State Committee Structure and Procedures.
- There was a healthy discussion regarding the quorum of a State Meeting, with some Board Members wanting this to remain at three. xxxxxx felt that the proposal put by xxxxxxxx would be too hard for some states (e.g. SA with nine elected committee members) and the proposed change was agreed to.

### **Funding Application Guidelines and Funding Application**

- Appendix A - The Funding Application Guidelines and Application were presented and discussed. The introduction of these guidelines and application reflect Debra Watsons Treasurers Report, which proposes that States apply in writing, with supporting documentation, for any subsidies. This will encourage accountability.
- A minor wording change was made to Appendix A (Funding Guidelines and Application).

### **Ethics Policy**

- Appendix B - The Riding Pony Stud Book Society Ethics Policy for all Board Directors and State Committee Members was presented and discussed.
- Michael Smith, on behalf of The Riding Pony Stud Book Society Ltd. apologised to xxxxxxx for the inferences by Directors of The Board as to xxxr credibility. These inferences implied that xxxxxxx received funds directed to RPSBS Ltd. These funds were always in RPSBS Ltd bank accounts and the error was made by a third-party contractor to ANZ and the members own banking institution. xxxxxx stated that there was no need for Michael to apologise. Michael Smith stated that without xxxxxxx assistance, xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. . Michael also stated that the whole situation was unnecessary.
- xxxxxx explained to The Board about ex Board Members having access to confidential information on the Riding Pony Stud Book being removed.
- Michael Smith also mentioned how some Committee Members need to more mindful of conflicts of interest More emphasis needs to placed on recognising conflicts on interest at State Committee level.
- Minor word changes and removal of words were made to the proposed Ethics Policy and agreed to by The Board

- **Motion:** *"That The Board adopt the whole State Committee Structure and Procedures document, Appendix A – Funding Application Guidelines and Funding Application and Appendix B – The Riding Pony Stud Book Society Ltd Ethics Policy for All Board Directors and State Committee Members with the amendments proposed."*  
Carried

## **ADVISORY PANEL:**

- xxxxxx presented the idea of appointing an Advisory Committee whose expertise can be called on as/when required. These experts would provide pro-bono advice to the Board.
- The topic was discussed for some time.
- xxxxxx supported the idea, however, xxxxxx was concerned about supporting a motion today without further terms of reference, (e.g. What the experts roles involve, is this to be written by RPSBS Ltd and presented to the expert etc.).
- It was agreed that the objective was for a panel of experts be available to provide their expert advice to The RPSBS Ltd pro-bono in their area of specialty.

- **Motion:** “To form and Advisory Panel to provide pro-bono advice to The RPSBS Ltd Board in their area of expertise.” Carried

- The following experts were suggested:
  - xxxxxxxx – Solicitor
  - xxxxxxxx – Contracts
  - xxxxxxxx – Corporate/Disciplinary
  - xxxxxxxx – Hacking/Dressage Judge and Instructor
- xxxxxx asked if all Directors could please consider their contacts who may be suitable and able to assist with this panel. for a panel of experts be available to provide their expert advice to The RPSBS Ltd pro-bono in their area of specialty.

- **Motion:** “That Advisory Panel be approached.” Carried

- xxxxxx suggested that The RPSBS Ltd. not use RPSBS Ltd. Members on the panel, however, after further discussion it was deemed that this would be too limiting, and it was noted that The RPSBS Ltd. would not be using the whole panel at all times.

#### xxxxxxxxx COMMITTEE LAPTOP INSPECTION:

- Debra Watson completed her inspection of the laptop and reported that:
  - The laptop was operating on Vista and would require an upgrade
  - The information on the laptop was incomplete
  - 1<sup>st</sup> April – Petty Cash of \$200.00 was never re-banked
  - Early April - \$600.00 rug, garland not receipted (no receipts)
  - May Foal Show - \$150.00 rug, garland not receipted (no receipts)
  - 31<sup>st</sup> July - \$235.00 Cash Cheque, some xxxxxx honorarium etc. no receipts.

#### REGISTRY:

##### Gelding to Stallion Rule

- Correspondence and suggestions were presented to The Board regarding the Rules surrounding the re-instating of a stallion previously registered as a gelding.
- Some stated that this should not be allowed, citing such things as it being fraudulent to register as a gelding but sell entire or sell on the proviso that pony is gelded etc., however, as xxxxxx explained, this is not something that is done lightly and generally has or would only be done on the record so as offspring can be registered correctly. Once this was explained it was clearer as to why the rule change was made in the first instance, although it was also agreed that the rule change made previously should be removed. It was suggested that in that case, any time that a registration application was lodged for offspring sired by a pony only ever registered as a Gelding, it would require reference to the Editing Sub-Committee and Board of Directors for approval.

- **Motion:** “To remove the rule permitting Gelding registrations to be amended to Stallion registration and referring any such matters to The RPSBS Ltd. Board of Directors.” Carried

- xxxxxx explained EVA documents are available and that he would enquire/request with EVA if Gelding Certificates could include whether the horse had two descended testicles.

**Meeting adjourned for lunch at 12.40pm.**

**Meeting re-convened at 1.35pm.**

#### CORRESPONDENCE:

##### xxxxxx Correspondence

- Discussion about this matter was mainly focused on xxxxxx complaint that his registration application was altered by the registrar. xxxxxx and xxxxxx both defended the actions of the office staff and confirmed that although xxxxxx was aiming the complaint at xxxxxx, the registrar did not actually change the application and that another staff member processing the application did so, in accordance with standard procedures. It was explained to The Board that basic colour discrepancies and standard terms are corrected at the time of processing to save time for all parties involved. In this situation, it is believed that the pony could not genetically be dun and was altered to buckskin accordingly. If xxxxxx believed the pony was dun, he was advised to provide further evidence, which he did not.

- xxxxxx felt that the members attitude was disgraceful.
- xxxxxx will advise xxxxxx that the matter was discussed but to not comment about the discussion.
- xxxxxx recognised the threat of legal action and requested that both Solicitor and Insurers be advised with all future correspondence being sent via our Solicitor. No further action would be taken by The Board.

#### **REGISTRY Continued:**

##### **Appendix Registered Mares from NSW State Committee**

- The RPSBS NSW State Committee requested that The RPSBS Ltd Board consider reducing the fee for appendix registered mare used only for breeding. xxxxxx, xxxxxx and xxxxxx led a short discussion about Thoroughbred mare requiring registration and the matter is to be referred to The March Board Meeting when all fees are reviewed.

##### **Registering or Not Registering by Breeder from xxxxxx**

- xxxxxx suggested to The Board that Registrations be sent to purchaser on or before purchase and that unregistered ponies be marked as such and are never to be registered after that decision is made. This was discussed briefly and whether a pony is registered or not registered will always be the prerogative of the breeder and both the application for registration and a transfer application must be signed by The Breeder.
- xxxxxx is to be thanked for xxxxxx suggestion and advised that in all circumstances excepting a reciprocal registration it is the Breeders prerogative whether registration and transfers are signed.

#### **GERMAN RIDING PONIES:**

- Discussed at length with Registrar, Helen Dohan stating that she feels the matter should be taken back to the members.
- xxxxxx state that xxxxxx oppose GRP being included and that the feedback he has received supports them as an 'other sub-registry to benefit RPSBS' as 'we have other registries to register with'.
- Other comments included:
  - They are being used in breeding already
  - We have a standard of excellence that the judges must maintain
  - How do we accept them being used?
- xxxxxx suggested that we look at how to 'include' them into our studbook (full stud book)?
- xxxxxx asked 'How do we respond?'
- More consultation with State Committees is required on this issue so it was proposed to survey the membership.
- We will need to:
  - Need to define the German Riding Pony
  - Need to discuss how it affects RPSBS Ltd and the Studbook
  - Include balanced views from both sides
  - Then survey the Membership

#### **RPSBS ANNUAL, PUBLICITY AND INFORMATION BULLETIN**

- Despina presented The Board with a full Publicity Report, which included an Income and Expenses Report for the RPSBS Annual.
- Michael Smith started the discussion with calculating the cost of the Annual, noting that the reduction in cost from \$11.60 per annual to \$5.60.
- Other points of discussion from Despinas Report included:
  - How pleased Despina was with the response to Social Media
  - The problems faced with Despina not having access to the States Facebook Pages and the problem with getting access to those pages. Despina requests access to the WAS State Facebook Page in order to update all logos and make name uniform.
  - Distribution of State Logos to all Committees
- It is important to note that although some may feel that correct logos and standardised names are minor, they are not, they are quite important.
- EA Nationals RPSBS Medallions are to continue and Despina asked that eligible classes be confirmed. In order that Medallions can be presented at The Nationals, Michael Smith asked that an EA Catalogue be provided to the National Office so eligible exhibitors can be approved and a list provided. Despina to provide the catalogue to check.
- Discussion regarding other sponsorship followed.

- **Motion:** "That The RPSBS Ltd. provide \$1000 sponsorship for The Large Show Pony at EA Nationals and that RPSBS Medallions be awarded to the 1<sup>st</sup> eligible exhibit from the nine classes listed (Lead Rein Pony, Small

*Show Pony Championship, Small Show Hunter Pony Championship, Medium Show Pony Championship, Medium Show Hunter Pony Championship, Large Show Pony Championship, Large Show Hunter Pony Championship, Small Show Galloway and Small Show Hunter Galloway).*” Carried

- Another major item was Despinas plea to States to please plan what is to be published in the Newsletters.

#### **CORRESPONDENCE Continued:**

##### **Height Rules and Show Rules from xxxxxx**

- xxxxxx posed the following:
  - why there is a difference between breeding and showing ponies 14.2hh and under plus over 14.2hh - xxxxxx believes that it should be the same for each section.
  - why 14.2hh stallions cannot be shown unless they are Section A, however a mare or gelding of any breed that the Society has accepted can be shown and Over 14.2hh can only be shown if they are by or out of a Section A – xxxxxx why is this completely different to the 14.2hh and under and over 14.2hh rules
  - xxxxxx feels that ponies in another studbook or recognised by the RPSBS Ltd should not be shown in RPSBS Ltd Classes
- After discussing these points, The Board acknowledged the inconsistencies.
- xxxxxx stated that we would lose too many members, ponies and revenue if these horses weren't able to be shown.
- xxxxxx pointed out that accepting them and allowing them to show encourages people to enter the breed.

##### **RPSBS Ltd moving forward successfully from xxxxxx**

- xxxxxx wrote to The RPSBS Ltd in regard to the decline in owning stallions, breeding, showing and membership with a number of suggestions.
- These were all noted and acknowledged.

##### **Confidentiality and Integrity of Directors and Recording of Meetings from xxxxxx**

- xxxxxx wrote to The RPSBS Ltd regarding the confidentiality of decisions at Board Level and how decisions made at Board level should be handled as well as suggesting that Meetings be recorded and held by The National Office.
- xxxxxx is to be written to and advised the following:
  - Thankyou,
  - the inconsistencies of the Show Rules will be reviewed at the annual Review for Show Rules,
  - the current rules allow exhibitors to get appreciation and a good introduction to The Society,
  - point out that the RPSBS Ltd are increasing sponsorship at EA, Grand National and Leader board as well as providing incentives for membership,
  - The Board agrees that there is a standard of behaviour required from a Director and have implemented an Ethics Policy for all Directors and State Committee Members,
  - The Board believes that a Voice Recording is valuable tool, but it is to assist in the minute taking only and a true record of any meeting is the typed minutes.

- **Motion:** *“That voice recordings be destroyed after written minutes approved.” Carried*

##### **Complaint from xxxxxx**

- xxxxxx has written to The Board of Directors in regard to xxxxxx unfounded accusations and disruptive behaviour whilst an elected State Committee Member.
- A short discussion ensued, and xxxxxx responded stating that The Board takes responsibility seriously in setting standards of The Society. We now have a document that need to be signed by all Directors and State Committee Members giving State Chairs power to remove a member from a meeting. It is the responsibility of The Board to ensure that all State Committee Members are working for the betterment of The Society and that they treat each other with respect.
- Respond to xxxxxx and xxxxxx stating the above.

#### **LATE ITEMS:**

##### **NSW RPSBS State Committee - Risk Management Policy**

- NSW State Committee require a Risk Management Policy to affiliate with ENSW and run their show in conjunction with ENSW Country Hack Championships.
- xxxxxx and xxxxxx discuss the old policy and xxxxxx requested an update.
- xxxxxx has issues with much of the document.



- xxxxxx and xxxxxx believe that Affinity should be able to assist.
- xxxxxx asks why the national body, i.e. The RPSBS Ltd, can't affiliate and all states be covered. xxxxxx is to follow up with an enquiry to start an Affiliation with EA as national Body.

**QLD RPSBS State Committee – Judges Policy & Procedures, State Committee Structure & Procedures**

- Unfortunately, there was insufficient time to deal with all late items, however, we shall advise QLD that:
  - A previous motion and change to the Judges Policy address's their Judges Policy suggestion
  - A previous motion and changes to The State Committee Structure & Procedures documents addresses the Quorum
  - The Leader board end dates were set as such to be calculated in time for presentations at State AGM's
  - All other matters will be referred to the next Board Meeting.

**Meeting closed at 3:00pm**