



BRANCH COMMITTEE

Summary of minutes for the committee meeting held on 25 February 2010
At the SEC, 303 Cathedral Ave, Brigadoon WA

PROCEDURAL MATTERS

With the absence of the Chair, Dr Theresa Marshall, the EWA Vice-Chair Mr. Mark Warren will chair the meeting.

Opened: 6.40pm

Present: Hamish Johnston (CEO), Vice-chair - Mark Warren (MW), SEC Director - Mike Caplehorn (MC), Alistair McKinlay (AM), JWA Chair - Kevin Gianatti (KG), ShWA Chair - Sandra Button (SB), DWA Chair - Don Smailes (DS), EvWA proxy – Kerrie Robbins (KR)

In attendance: Vanessa Fuchsbichler (minute taker), WASF – Rod Lillis

Apologies: Chair - Theresa Marshall, EvWA Chair - PollyAnn Huntington, Hayley Lethlean

GENERAL BUSINESS

Finances

Mr. Rod Lillis from WASF was introduced to the Committee. Mr Lillis presented the project that he is undertaking thanks to DSR to assist with set up of our accounts.

The project:

- will run for three years
- is cash flow focused
(to help us ensure we have clearly defined and forward looking accounts information)
- will assist with preparation of clearer accounts
- will help clearly define our financial position
- will provide new software and accounting tool (that links with MYOB but is MS Excel based)
- is activity based
- will reflect the chart of accounts that suits this business
- will enable tracking by discipline

Rod was thanked for his efforts to date.

The DSR funded WASF project be continued.

Resolved

Codes of Conduct

All Codes of Conduct were endorsed with minor amendments as attached.

Resolved

Constitution

The draft constitution has been continually reviewed since the last meeting. Final updates will soon be ready to circulate.

As part of the review it was identified that the membership year doesn't match the competition year and this is causing excessive administration and increasing the risk that some competitors are not paid up members for part of the season.

The advantages include:

	<ul style="list-style-type: none"> • less administration for members (performance cards and memberships can be renewed at the same time) • less administration for the office • less risk that competitors will be competing without EWA membership <p>By providing information about why the change benefits the sport and providing notice of the change this concern can be reduced.</p> <p>The CEO is to mention in the next CEO email circular to members. <i>Resolved</i></p>
SEC Finances	<p>Suggestions were sought for increasing revenue to the SEC to improve the financial position. The objective is for the SEC to move from costing EWA to generating a small surplus that can be used to maintain the facility for the future.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> • Most weekends are booked • However the weekends are dominated by clubs that receive significant discounts <p>Suggestions discussed were: (NB: these were only ideas)</p> <ul style="list-style-type: none"> • Reduce the discounts to the clubs and/or to affiliates. Perhaps keep the discounts to weekdays only. • Introduce a compulsory levy on EWA memberships that gives either three free GSFs or perhaps 100% free GSFs at the SEC <ul style="list-style-type: none"> - will disadvantage non-SEC users and country members who don't use the SEC. - Although we may see an increase in the usage of the SEC • Vouchers for free GSFs with membership • Introduce an SEC membership fee (for non-EWA members) • Increase the GSFs • Special rate for Friday competitions • Encourage/promote NCAS coaches use the SEC <p>Financial modelling of the options to be presented at the next meeting.</p> <p>It was noted that some weekends may need to be used for high revenue generating non-equestrian activities.</p>
Membership	<p>It was noted that some states (as well as Eventing in WA) insist on full EA membership for all competitors (to ensure adequate insurance cover). This needs further discussion at a future meeting.</p>
<u>FINANCE REPORTS</u>	
EWA key financial data	<p>EWA Accounts</p> <ul style="list-style-type: none"> • Membership numbers are only 75 less than the total number of memberships last year and it is likely that we will exceed the 2009 figure by year end. • IT is exceeding budget and becoming a significant expense (yet is essential)
SEC key financial data	<p>SEC Accounts</p> <ul style="list-style-type: none"> • As stated in the pre-reading the SEC accounts are erroneous. • Dressage numbers at the Summer Series were high, Jumping numbers were low. • GSFs appear to have been misallocated. CEO to follow up with SEC Manager and Bookkeeper. • It was noted that the SEC Manager is doing a good job but working very long hours (with the risk of burn out or errors). CEO to assist SEC Manager to better manage workload and hours. • Branch is confident that the poor financial figures are a result of misallocation and delays in banking. • Urgent action is required by CEO to resolve and re-present to Branch Committee.

	<u>Motion</u> That SEC accounts NOT be accepted <u>Carried</u>	
<u>CORRESPONDENCE IN and OUT</u>		
Letter from National CEO: - The newly appointed National CEO, Mr Grant Baldeck and the EA Chair Mr. Paul Cargill are to visit each state in the coming months.		
<u>REPORTS</u>		
CEO Report	As tabled. Rates have increased by 300%. CEO to meet with City of Swan's CEO Mr. Mike Foley and discuss. IT system needs upgrade nationally. A roof has been added to the water tank and the bore control line has been buried. It was noted that the roof on the warm-up arena be reduced to 32m wide (due to changes in legislation). CEO to ensure that current price for roof is locked in. Nature Vet is a new sponsor.	
<u>COMMITTEE MINUTES / REPORTS</u>		
Dressage WA	DWA advised there have been increased instances of bullying. Branch reinforced that bullying (particularly of officials and volunteers) be brought before a discipline committee.	DS
Eventing WA		KR
High Performance Panel	Refer to tabled CEO report	CEO
Inter-school WA	Refer to tabled CEO report	CEO
Jumping WA		KG
NCAS	Refer to tabled CEO report	CEO
Show Horse WA		SB
<u>CLOSURE</u>		
Meeting closed – 9.50pm		
Next meeting – 25 th March 2010		