



## BRANCH COMMITTEE

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

### PROCEDURAL MATTERS

**Opened:** 6.40pm

**Present:** Chair - Theresa Marshall (TM), Vice-chair - Mark Warren (MW), SEC Director - Mike Caplehorn (MC), Hayley Lethlean (HL), Alistair McKinlay (AM), JWA Chair - Kevin Gianatti (KG), ShWA Chair - Sandra Button (SB), DWA Chair - Don Smailes (DS), Hamish Johnston (CEO), EvWA Chair - PollyAnn Huntington (PAH) arrived 7.15pm.

**In attendance:** Vanessa Fuchsbichler (minute taker), SEC Manager - Marcia Devenney

**Apologies:** Nil

### REPORTS

CEO Report

As tabled.

AM and CEO had a number of constitution additions. They will meet to discuss prior to next meeting.

Strategic plan will be worked on over the next few weeks. Final draft for 25 February. The aim from then is to present a series of newsletters informing the members of objectives with references to past and reasons for progression.

Awards Night was successful. DS believed this was the best to date. Attendance was up from 280 last year to 340 people this year.

CEO asked whether the summary of minutes has been well received. Chairs of Committees believed it has been received well so far.

EWA/PCAWA working party. The membership structure of this working party will be 3 EWA reps and 3 PCAWA to progress the relationship. This should be positive and constructive. First meeting suggested for 17 February. EWA representatives will be TM, PAH and the CEO.

CEO has sort clarification on payment of Committee representatives to National meetings. Discussion ensued that payments for committees' delegates to attend meetings is currently ad hoc. All agreed there were inconsistencies.

Motion

*Namely the EWA1 account will pay for one an annual flight, accommodation and transport for the chairs of the sport. Subsequent flights to be paid for from the sub-committee accounts.*

Carried

There was further discussion on the financial variances between states regarding travel costs. The Branch Committee agrees that this is unfair to WA due to the long flights and other travel overheads, including time spent travelling. There was consensus that the total costs should be evenly split across the states.

Motion

*EWA communicate with EA National that travel costs money is pooled and divided evenly or EA National pay for chairs to fly across and include accommodation and meal costs.*

Carried

	<p>EWA and SEC is supporting Gidgegannup Pony Club fundraising for Toodyay Bushfire victims, namely Toodyay Pony Club to rebuild their cross country course.</p> <p>Payment of officials has been contentious. Due to auditing management letter, EWA has asked officials providing services to EWA to supply an ABN, or complete a “statement by supplier” form (Hobby Form). <u>Resolved</u></p> <p>SEC rates saw an increase of 300%. CEO will contact CEO for City of Swan to appeal this increase amounting to an extra \$8909. The change in zoning was assessed by the Valuer General, we were zoned as a rural zone and now it is gross rental value.</p> <p>Special mention regarding the performance of EWA High Performance Manager, Miss Jenine Dilts. EWA High Performance Programme has recently achieved the highest number of riders on the National Youth Development Squads. The progression of the High performance pathways has been positive.</p> <p><u>Motion</u> <i>That the Chair write and congratulate Miss Jenine Dilts on successful management of High Performance Pathway.</i> <u>Carried</u></p>
<b>GENERAL BUSINESS</b>	
<b>Constitution</b>	<p>AM made recommendations to the Board and specific input from the Committee on 18 points was required. General discussion regarding constitution, with recommendations to for some amendments. AM will amend suggested changes. TM thanked AM for his hard work.</p> <p>CEO and AM will arrange to meet and review further prior to February meeting.</p>
<b>SEC Financial future</b>	<p>Pertinent for the SEC Manager, Ms. Marcia Devenney to comment. Outlined strategy to hold one event per quarter to be run by SEC Events. She also mentioned that by providing discounts that are well below commercial rates puts SEC under severe strain. At present two events per month at a commercial level are equivalent to four affiliated</p> <p>MW vital SEC moves to a net positive contribution. Need an annual return of \$200k. CEO although critical we need to aim to break even first. Consensus that Board’s aim is to have zero impact on members. CEO suggests we further investigate options outside the square. Our general hire rates only went up by \$1; not even CPI. This causes immense stress to cash flow.</p> <p>General discussion on national squads at the SEC. CEO advised that when national squads are conducted at other venues such as Brookleigh, EWA has to pay with no contribution from EA. The exception is para-equestrian. MC advised this is not just. Consensus that EWA should recoup costs. CEO to invoice EA for venue hire. <u>Resolved</u></p> <p>There was some discussion amongst sports that some committees are wishing to have their Squads held at alternate venues. Consensus from Branch Committee that this is not right, they should be at our SEC. Why would we conduct our own business elsewhere? It is confirmed that all squads must be conducted at the SEC. <u>Resolved</u></p> <p>DS Interschool advised they had looked at going elsewhere. CEO is surprised at this mentality - It is imperative that ultimately the user pays for it, we are all part of the big picture, why would you take our business interests elsewhere. It is a timely reminder that Sport Committees are not independent associations. Management appreciates costs, but it is detrimental to undercharge, when the user doesn’t pay it just goes to the membership to pay through their annual fees.</p> <p>Other suggestions were put forward include:</p> <ul style="list-style-type: none"> <li>- membership increase but it entitles all members free GSF.</li> <li>- food is where money can be made. CEO a field kitchen is in the planned upgrades.</li> <li>- look at school sports, fun runs on bike paths. CEO faecal matter complicates.</li> <li>- CEO the SEC has full control over the Avon Descent parking this year.</li> <li>- one particular issues is regional growth as identified in strategic plan makes the issue of strong encouragement of many key events at SEC somewhat controversial.</li> <li>- event cancellation fees</li> </ul> <p>TM thanked MD and MW for their contribution.</p>

<b>Health Policy</b>	Health policy has been on Google Docs (website) since last meeting. DS raised concern about horses and heat/extreme temperatures. CEO this is clearly articulated in FEI Code of Conduct for the Welfare of the Horse. Agreed amendment regarding Alcohol; unless competition rules say otherwise there will be zero tolerance while on horseback at EWA endorsed events. <i>Resolved</i>
<b>Strategic Plan</b>	CEO and MW will give a weekly media release providing information about the new strategic plan and our direction. <i>Resolved</i>
<b>Codes of Conduct</b>	All on Google Docs. To be endorsed next meeting. <i>Resolved</i>
<b><u>FINANCE &amp; ADMINISTRATION</u></b>	
<b>Key Financial Data</b>	CEO currently we have a very large debtors amount, due mostly because of grant payments. EWA has been promised first instalment of \$360,000 (ex GST) will transfer soon.  Current assets situation is good due to some new SEC equipment. Although it is worth noting we need to look at getting a new ute, due to our current ute receiving a yellow sticker.  Current EWA account position is strong but SEC account is of concern, with major loss in SEC account YTD. Sponsorship and new assets provided from grant provides a false impression of actuals.
<b><u>COMMITTEE MINUTES</u></b>	
Dressage	As tabled. Good response to Ms. Kartherine Marshall taking minutes.
Eventing	Yet to have meeting since December. PAH keeping up to speed on rules and regulations, FEI and national. Two officials approved to FEI status, fabulous for the sport. Two Judges, two CDs and two TDs also earned accreditation.
Jumping	As tabled. CEO to attend start of Jumping meeting. KG Good response to Rosalie Barnett seminar.
Show Horse	As tabled.
High Performance	HP meetings at 2pm make it impossible for DS to attend. Operational matter for CEO will discuss with HP Manager.
NCAS	As tabled.
Interschool	Minutes unavailable.
<b>Meeting closed 9.50pm.</b>	