

The Equestrian Federation of Australia Victoria Branch Incorporated

Werribee Park National Equestrian Centre
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AGM Minutes

The Annual General Meeting of Members of the Equestrian Federation of Australia, Victorian Branch Incorporated, to held at the Werribee Park Equestrian Centre, on Tuesday October 28th 8pm.2008

Special Quest Speaker: David Miller & Morris Clarke Genr8 Business & Marketing Senior Business Consultants who presented EFA Victorian Branch Strategic Plan after the formal AGM ended.

Roll Call

Bruce Chamberlain, Michelle Chamberlain, Barry Roycroft, Lady Clarke, Neil Clinton, Peter Gardiner, Jackie Woodhead, Reg Cleland, Roger Lavelle, Annie White, Sue Smith, Sue Leslie, Jan Smith, Jill Sinclair, Geoff Sinclair, Peggy Mills, David Miller, Brian Copeland, Morris Clarke, Chris Hartigan, Clare Hopla, Robyn Pearce, Julie Battans, Kevin Mito.

Apologies

Rob Allen, Caroline Coleby, Damien Nosedo, Judy Peel, Sue Chandler, Cathy Kalab, Sean McLeish, Cherie McKenzie, A. Wright, K. Anning, P. Hall, Jan Scoble, Liz Clancy, Rob Holland, Lee Howells, Joan Adams, Margie Bowen, Lyn Bennetts, Moya Jess, Lynday Webb, Barb Stemmer, Laura Hedberg, Christine Lucas, Mary Longden, Chris Mann, Sally Watkins, Jill Holder, Dean Johnson, Lyn Roycroft, Bill Roycroft, Ray Ansell, Fran Cleland, Paul Williams, Judy Smith, Susan Herbert, Tim Calkin, Michelle Hicks, Kate Welsh, Prue Chamberlain

Executive Director Jackie Woodhead

Minutes of previous Annual General Meeting

MOTION: *“That the minutes of the Annual General Meeting held 30th October 2007 be confirmed”*

Moved: Reg Cleland

Seconded: Peter Gardiner

Carried

Business Arising

President's Report

This has been a year of consolidating and enhancing the EFA brand as the peak equestrian body in Victoria.

One of the major examples of this was our role in the Equine Influenza response from August last year through to January this year. Our position at briefings and response meetings hosted by DPI and attended by PCAV, HRCV, VAS Ltd, Racing Victoria and the AHC was consistently one of responsible reaction and after removal of the lockdown, one of cautious resumption of equestrian pursuits.

Our cautionary but carefully reasoned response led us to take a leading role by developing a comprehensive event management kit that met agreed guidelines and contained a full set of documentation to assist anyone wanting to run an event. This kit was used not only for our own events but was provided back to DPI as a resource and made available by us to all who wanted to consider running an event.

We felt strongly that this was being responsible to all – the community, other horse owners and importantly, to those of our members who wanted to continue their equestrian pursuits where they safely and responsibly could.

It did of course impact for some time during the year on our financial results in membership numbers and of course, events, however indications are that this has now swung back to an increased participation, although not consistently across all areas at this stage.

We found that our website was enormously useful for dissemination of information during the EI crisis and subsequent control period. We intend to strengthen our ability to communicate both urgently and regularly with members via electronic means and to become an information source to all should crisis times arise again. Our organisational size and strengths mean that we can become the peak conduit for information to the equestrian community over time.

Our ability to respond to the EI crisis was enhanced by our position as Manager of Werribee Park National Equestrian Centre. At a meeting of WPNEC's Management Committee in October 2007, a decision was taken that due to the almost zero utilisation of the Centre because of EI, the position of employed Manager of the Centre was regrettably made redundant but that the EFA as an organisation would be contracted to manage the Centre.

Subsequent to EI, the involvement of the EFA as a management and support unit has enabled a better meeting of the needs of the Centre and its users.

The EFA of course continued and enhanced its flagship events - Dressage and Jumping with the Stars, Barastoc Horse of The Year and the State Show Horse Titles, the Melbourne Three Day Event and the Interschools Championship.

I congratulate Jackie Woodhead as CEO – beyond her enormous personal energy and dedication, I believe the concept of having a CEO who knows and is passionate about our two main products – our members and their horses, has greatly strengthened our service to our present, and future, members. Much of our Strategic Plan was sketched out initially with or through Jackie. This plan, which focuses on concrete and achievable steps to be taken over the next two years, demonstrates just how valuable an intimate knowledge of our sports and membership needs are at our executive levels.

I, our CEO and various members of our Board continue to be involved in regular meetings with EFA National and our peers in other Branches. We have a recognition that our meetings as peers is of the greatest importance in spreading and gaining knowledge and information and continuing the core purpose of being a Federation of Branches.

Some of our highlights have been our improved overall financial result which was however, not as good as it could have been because of EI. Increased discipline in budgeting and control of expenditure has helped to improve our results and will continue to generate advantages in the future. Our new Membership cards and our ezybonds relationship have taken us on further steps of increasing professionalism and enhancement of our sponsorship and marketing profile.

Our member servicing staff within the office continues to build as a team. Some relaxing of specialisation and a broadening of cross-knowledge will make more people available to help more members more of the time. Our new telephone system, implemented to help with streaming of inquiries will continue to be improved so that members are helped more quickly and more directly when they do need to talk to staff, whilst provision of better information and resources via our website will mean that they will need to be asked less.

We all write these sorts of reports for the information of present members and for posterity and in regard to our posterity, I am excited by and congratulate those involved with the conception and development of the EFA Hall of Fame. Although in its infancy, the enthusiasm of the formation group will ensure the ultimate collection of a treasure trove of our organisation's history. The establishment of the displays will take some time as we work through the technicalities such as privacy, provenance, ownership and insurance involved in such a venture. Our thanks go to the Essendon Football Club Hall of Fame and Racing Victoria's Legends exhibition for guidance and advice in these areas.

Finally, I commend to you being involved in more than just a participative way with your EFA (Victoria). I believe the structure it provides for participation in your chosen areas of equestrian pursuit serves you well and will grow and improve faster with your interest and involvement.

Bruce Chamberlain
President

Financial Report

Neil reported that the period July 2007- June 2008 had seen the EFA Vic Branch achieve the excellent result of turning the previous year's deficit of (\$171608) into the deficit contained in this report of only (\$7618). This is even more commendable when taken into account with the EI outbreak and the disruption to the EFA caused by that. This result is attributable to the actions of our CEO and the staff and Board- all who should be commended for this result. Neil was pleased to announce that a more streamlined and user friendly accounting reporting system is to be used this financial year which will be more informative to the Board and assist the EFA members and Committees in understanding their financial statements.

MOTION: "That the Financial report be adopted"

Moved: Neil Clinton

Seconded: Lady Clarke

Carried.

Executive Director's Report

Carriage Driving Report

Dressage Report

Eventing Report

NCAS Report

Show Horse Report

Showjumping Report

All reports delivered are in the Annual Report document;

Motion: That all of the above annual reports enclosed in the Annual Report document be received

Moved: Peggy Mills

Seconded: Barry Roycroft

Carried

Declaration of Poll for Election of Ordinary Members

Declaration of Poll – the following ordinary members nomination have been received.

- Paul Williams
- Michelle Chamberlain
- Bruce Chamberlain

There being three vacancies and three nominations declare all three ELECTED.

Declaration of Poll for Election of Constituent Members

Declaration of Poll – the following Constituent members nomination have been received.

- Carrmut Riding Club
- Western Victoria Dressage Club

There being three vacancies and only two nominations declare all two ELECTED.

General Business:

- Bruce Chamberlain congratulated Geoff Sinclair on his time with the National Board and also most recently on these 2 years as National Chair.
- Geoff Sinclair congratulated Board and Staff on a job well done in an EI year.
- Chris Hartigan asked if the event Profit & Loss details were available; - Jackie Woodhead informed Chris that they were available tonight only and if she would like to view them to see her after the meeting. EFA Victoria Consolidated accounts would be printed in the EFA News AGM addition 2008.
- General discussion on the EFA Vic management of the Werribee Park National Equestrian Centre. Reported in the CEO's report.
- Jill Sinclair concerns over the difficulty in accessing information within search media on NCAS coaches and also EFA information. There was an assurance that this was being addressed and was an ongoing problem with outside companies.
- Roger Lavelle asked if the EFA Vic were investigating the possibility of having a pool of items such as dressage arena and or jumps which clubs or associations could hire. EFA Vic has long term plans with this in mind.

Notices of motion

Appointment of Auditor

Motion 1: "That PKF Chartered Accountants & Business Advisers, Level 11, CGU Tower, 485 La Trobe Street, MELBOURNE 3000 be reappointed as the official auditors for the Equestrian Federation of Australia (Victorian Branch) Incorporated for the financial period 1/7/08 to 30/6/09.

Moved: Reg Cleland

Seconded: Lady Clarke

Carried

Next AGM to be held October 2009

Annual General Meeting was closed by the Chairman at 8.24pm.

Presentation of the Equestrian Federation of Australia, Victoria Branch Strategic plan by David Miller & Morris Clarke Gen8 Business & Marketing Senior Business Consultants took place following the AGM was well received.