



AUSTRALIAN TRAIL HORSE RIDERS ASSOCIATION

REGIONAL MANAGERS' WORKSHOP AND GENERAL MEETING AIRPORT MOTEL & CONVENTION CENTRE, ATTWOOD, MELBOURNE DAY 1 – 17 APRIL 2015

Workshop and General Meeting commenced at 8:30am

Tony Hart welcomed all participants and declared the meeting open. All present introduced themselves to the other participants.

ATTENDANCE:

Tony Hart, Alan Salter, Claire Bourke, Lloyd Fletcher, Anna Sheehan, Karen Carter, Margaret Mills, Paul Tolcher, Marilyn Green, Vince Sherry, Jo Kasch, Gail Ferris, Paul Peddie, Mary Hughes, Meg Galvin, Ken Lee, Paul Hughes, Katie Kemp .

APOLOGIES:

Glencoe Social Trail Riding Club, Manning Trail Horse Riders Club, Macleay Trail Riders, Yarram Trail Horse Riders Club, Sue Cullinan (Tambo Upper Trail Riding Club), Bob and Lenore Meuleners, Raylene Garwood (Tasmanian Trail Riders), Carol Graham (South Gippsland), Kristi Holloway.

PREVIOUS MEETING MINUTES:

Motion: **Moved by Lloyd Fletcher** that the meeting minutes from 4/5 April 2014 be accepted as a true and accurate record.

Seconded: **Vince Sherry**

The motion was carried.

MATTERS ARISING FROM PREVIOUS MINUTES:

- A review of on-line membership capability to streamline processes and a review of equine industry affiliations with a recommendation to the Board. **ACTION - Tony Hart**

Status – Not completed.

Tony Hart advised that review of equine industry affiliations had not been completed. The board had discussed through the year the on-line membership capability and recognised that there needs to be a significant investment in IT to implement and after discussions with those present at the meeting it was suggested a team to review on-line membership be developed and to consider the financial and constitutional ramifications of implementation.

- Consider approaching Melanie Doheny (H2O) in Queensland to provide a pay for service for grant finding opportunities. **ACTION - Claire Bourke**
Status – Completed. This was completed and information was distributed to all Regional Managers and Clubs in May 2014.



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- Suggestion that a series of example documentation which can be handed on from RM to RM would be of benefit to new RM's. Sample documents to be developed. **ACTION - Marilyn Green**
Status - Not completed.
- A discussion was undertaken on succession planning, with Paul Tolcher providing an overview of the relevant objectives detailed in the Association's Strategic Plan. A succession planning worksheet will be developed and sent to all Directors and RM's as a tool for identifying potential candidates for these roles – **ACTION - Paul Tolcher**
During the 2014/15 year the Board has discussed and trialled a different approach to succession planning.
Status – Close out.
- Annual reporting is useful at a club level and copies of 2013 Annual Club Reports will be provided to the RM's so that anomalies can be followed up by them. **ACTION - Tony Hart**
Status – Not completed.
Tony Hart will commence this year with 2014 statistics.
- A meeting will be called with Affinity Insurance Brokers to discuss the financial implications of changing some of the policy benefits currently available to members, as a means of offsetting any increase to the Adult membership fee. The meeting must be well before 1 October so that a decision can be made by the Board and announced to clubs ahead of the commencement of the 2015 membership year. - **ACTION - Tony Hart**
A meeting was called with our insurance broker, Tony Hart and Alan Salter. As a result of intensive and prolonged meetings as a result we changed our insurer to secure a better price and improved the P/L insurance for 24/7 coverage.
Status – Close out.
- A suggestion was made for the WA funding monies to be put into a higher earning account, and the WA Regional Managers are to provide an estimate of spend to allow this to occur. **ACTION - Anna Sheehan, Kristi Holloway**
Comment noted – no further action, close out
- It was suggested that the ABN's and TFN's for the wound-up state-based ATHRA organisations be checked to confirm they have been cancelled . **ACTION - Claire Bourke**
Status - Not completed.
- Breakout groups were formed to review and consider how to get more clubs to embrace trail challenge events. Tony Hart will review the suggestions from the groups and provide recommendations to the Board. **ACTION Tony Hart**
Status - Not completed.



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- A request for a dedicated and secure Regional Managers' page on the website.

ACTION - Marg Mills

Status – Complete

Marg Mills provided an update to advise the page has been created however the uptake of usage has been minimal.

- The trainers were requested to review and consider the current training materials and provide a consolidated response to the Board with recommendations as to any changes to be implemented. Responses from some trainers remain outstanding and are to be followed up on an urgent basis.

ACTION - Tony Hart

Status - Not completed.

Tony Hart advised responses had been received but all of the existing training material is still to be completed by him.

- A review will be completed of the suggestions from the groups in 2014 to consider how to get more clubs to embrace trail challenge events and provide recommendations to the Board.

ACTION - Tony Hart

Status - Not completed.

Tony Hart advised this has not been completed and will discuss the future of Trail Challenge Events at this meeting

CONDOLENCES

Claire Bourke advised of the sad news that Greg Zirbel, a long and respected member of the Toowoomba Trail Riding club in Queensland passed away this week. Greg's funeral is being held today (17/4/15) with the Toowoomba Club forming a guard of honour. Greg was acknowledged for his support of the Toowoomba club and ATHRA and will be sadly missed by all.

REGIONAL MANAGERS PRESENTATIONS:

- Central NSW (Tony Hart on behalf of Paul Hughes)
- South and West NSW (Karen Carter)
- Northern NSW (Vince Sherry)
- Tasmania and Gippsland Victoria (Alan Salter)
- Central Victoria (Alan Salter)
- North East Vic (Jo-Anne Kasch)
- Western Vic (Katie Kemp)
- North and Central Qld (Merilyn Green)
- Sunshine Coast Qld (Gail Ferris)
- South Australia / Northern Territory (Ken Lee)
- Western Australia (Anna Sheehan)

No presentations were provided for South East Queensland, however a verbal report was provided by Claire Bourke in the absence of the Regional Manager.



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BEST PRACTICE OUTCOMES:

- Come Try Days
- Recommend Club Regional Calendars inter club liaison and produce a regional calendar
- Consistent use of multimedia for communication purposes
- Regular and timely communications as required (minimal 4 time a year)
- Consistent practice and training for dispute resolution
- Junior Program marketed and promoted
- Recommend to clubs monthly code of conduct in newsletter
- Avenza app for mapping and tracking
- Request copies of newsletters to be sent to RM's and ensure you respond acknowledging receipt
- Promotion of Regional Camps
- Social media Facebook / website how to use
- Dispute resolution/mediation training
- Code of conduct in the newsletters
- Utilising opportunities to engage government agencies to keep horses of the front of mind.
- Making the most of access/networking opportunities to make the most of trail riding (joining committees)
- Blind copy emails to clubs

VOLUNTEER GIFTS:

Tony Hart provided a thank you gift of a key ring to all Regional Managers and appointed position holders in recognition of their support and assistance during the 2014/15 period.

ANNUAL CLUB REPORTS:

Tony Hart presented a summary of the statistics obtained from the 2014 Annual Club Reports as provided by all 2014 affiliated clubs.

Annual reporting is useful at a club level and copies of 2014 Annual Club Reports will be provided to the RM's so that any anomalies can be followed up by them.

ACTION - Tony Hart

INSURANCE REPORT:

Tony Hart provided a summary of the insurance premium calculations and insurance coverage. Alan Salter and Tony Hart attended a meeting with our insurer to discuss reduction in premiums.

There was a reduction in the premium for 2015, due to renegotiating with a new insurer and reviewing the insurance coverage provided. Main changes were:

- 24/7 member extension to Public liability
- Reduced personal accident coverage to from 52 weeks to 10 weeks which is a reasonable recovery time.

Alan Salter then provided a summary of the 24/7 public liability coverage and discussed the concerns of admitting liability after an event.



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CASE STUDY:

Alan Salter provided a summary of a case study on a court ruling where one of our members was defended in court. This case study will form part of the accreditation sessions going forward.

Workshop and General Meeting closed at 4.55pm, to resume on 18 April



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REGIONAL MANAGERS' WORKSHOP AND GENERAL MEETING AIRPORT MOTEL & CONVENTION CENTRE, ATTWOOD, MELBOURNE DAY 2 - 18 APRIL 2015

Continuation of Workshop and General Meeting from previous day; commenced at 8.30am

ATTENDANCE:

Tony Hart, Alan Salter, Claire Bourke, Lloyd Fletcher, Anna Sheehan, Karen Carter, Margaret Mills, Paul Tolcher, Marilyn Green, Vince Sherry, Jo Kasch, Gail Ferris, Paul Peddie, Mary Hughes, Meg Galvin, Ken Lee, Paul Hughes, Mitch Kemp, David Wallace, Jade Reed, Debbie Sharbaugh.

ACCREDITATION REPORT:

Tony Hart presented the accreditation statistics noting that 158 people were accredited in 2014 over 11 Accreditation sessions. These sessions were held in:

- Victoria (2)
- NSW (4)
- Qld (4)
- WA (0)
- SA (1)

Paul Tolcher requested that accreditation sessions are publicised more efficiently. Margaret Mills suggested that another tab could easily be developed on the website. **ACTION - Margaret Mills**

Discussions were held on the process of application to renew trail boss accreditation. Mary Hughes provided an overview of the process used.

It was reminded that the accreditation register is available on the website and that all information was available and easy to obtain.

Jo Kasch will be in contact with clubs in the Shepparton region to see if there was further interest in holding another accreditation course.

MEMBERSHIP CATEGORIES AND FEES FOR 2016: (Club and Individual)

A very long discussion with participants was held in relation to membership categories and fees for 2016.

Due to the increases in insurance costs for the 2013/14 period, our association contingency funds have reduced. The board proposal is to increase the membership fees by \$5.00 per adult per year until membership reaches \$100 or until the contingency amount is reached. Also that social and junior membership should remain as is or even reduce.



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There was general discussion on the impact of increasing \$5.00 per year would increase administration for clubs each year and it would take several years to increase the association contingency fund in the event of a large increase we would also have the potential to not to have sufficient funds and further it could put the association at risk.

Further discussions from RM's and members present that consideration should be given to \$10 every second year rather than \$5 per year as an option.

Karen Carter proposed that the Adult fee increase as a minimum by \$20.00 minimum effective for the 2016 period

Paul Hughes proposed that the Adult fee increased as a minimum by \$10.00 minimum effective for the 2016 period.

A show hands voted for the \$20 increase for adults. It was discussed that the Board needs to now consider this increase and has a responsibility to produce a good document to support the RMs to discuss the increase with clubs.

Discussion was held on increasing day memberships resulting in general agreement that an increase was justified based on the fact that Day Members are a high risk group and have contributed to increased premiums.

Discussion was also held on creation of 2 new membership categories, Senior (80 and over) and Junior (under 5) due to the association unable to provide personal accident insurance for these categories

With the above in mind the following fees would apply.

Memberships

Adult Membership	\$100.00
Juniors 5 – 17	\$40.00
Social	\$30.00
Junior < 5	\$20.00
Senior 80 and over	\$60.00

Affiliations

New Club Affiliation	\$100.00
Renewing club before 1 January	\$50.00
After 31 December and before 1 March	\$75.00
Renewing Club after 29 February	\$100.00

Margaret Mills moved:

Motion: That the visitor fee increases from \$20.00 to \$30.00 effective 1 October 2015,

Seconded: Lloyd Fletcher

Motion: Carried



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WEBSITE REPORT:

Marg Mills provided a progress report on the enhancements to the website and work performed in 2014 after the upgrade which included:

- Website Cleanup Completed Apr 2014
- Upgrade to Joomla 3.2 Completed May 2014
- Upgrade completed under budget (~50%)
- Initial quote \$20,000 AUD
- Budget \$10,000 AUD
- Cost \$4200 USD
- Overall website ongoing costs savings (~70%)
- From \$120 per month to \$30 per month
- From > \$150 per hour to < \$50 per hour
- Setup links to events in front Home page
- New look and feel to support mobile devices
- Implement map and search for Clubs
- Create RM secure area
- Lock down and enhance security
- Fix Club document removal
- Changes to TAB's and layout (in progress)

2015 Website Goals are as follows:

- Promote ATHRA
 - Develop and link ATHRA promotional video's
 - Develop Classifieds page
 - Develop Merchandise page
 - Update Access pages for each region
- Encourage use of ATHRA webpage
 - Clubs not publishing events on website (eg. Only 4 in QLD)
 - Can create event in website and share to FB
 - RM's not using secure area of website, why???
 - Club exec's not setting email to allow password reset

Marg then provided a demonstration on

- Show RM Page (newrm)
 - Secure discussions
 - Secure Documents
- Show any other Club feature (BVTRC)
 - Create Event (share on FB)
 - Show event sharing via email
 - Members list
 - Update email (Profile -> Edit Details)
 - Forgot password

Margaret requested that we consider the Accreditation Register be included in the membership data base.



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Claire Bourke acknowledged and thanked Margaret for the work performed has been appreciated and the cost savings to the association has been enormous.

EQUITANA REPORT:

Tony Hart provided an overview of ATHRA's attendance at Equitana Melbourne in November 2014. Equitana is still viewed as the major marketing and promotional event for the association. Equitana Sydney will not be going ahead in 2015, and Melbourne will be 2016.

Paul Tolcher spoke about Home Show in Caboolture and Total Equine Queensland in Toowoomba. Reasonable interest and enquiries were made at both shows.

FINANCIAL REPORT:

Claire Bourke provided copies, presented and discussed the financial reports for the period 1 January – 31 December 2014. The financials have been fully audited.

MEMBERSHIP REPORT:

Lloyd Fletcher provided statistics on 2014 membership details by state, club and category. NSW has been declining, Vic, TAS & NT remain stable, WA, SA and Qld have grown.

Lloyd asked that RM's encourages clubs to complete membership forms more accurately and use the dedicated ATHRA number if possible. Using the dedicated membership numbers helps with the time it takes on entering membership details on the data base.

MERCHANDISING REPORT:

Paul Tolcher advised that Gail Ferris has recently been appointed as Merchandise Officer and is transitioning into the role. During the year the following has occurred:

- A merchandise policy has been developed which sets up the pricing and product philosophy
- A dedicated merchandise tab has been created on the website
- New pricing and inventory management tools have been developed
- New products have been reviewed and considered
- Brigalow is still the preferred supplier of shirts based on quality and ease of supply

The Association needs feedback from clubs on what they would like to see for merchandise.

Discussions on the options open to us regarding continuing the saddle auction or whether to remain with what was done in the previous 12 months were held. It was agreed that the saddle auction was the preferred option and that perhaps enquires should be made with Barracks regarding the 'Auction' winner having the saddle made to measure or not. Alan Salter agreed to follow up with this.

INFORMATION MANAGEMENT SYSTEM:

Paul Tolcher presented a where to find information and downloadable files on the website and discussed how to complete the expense reimbursement claim form correctly for any approved expenses.



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CODE OF CONDUCT:

Paul Tolcher presented proposed revisions to Sub-Rules 2.2, 3.12, 3.13, 3.14 and 3.32 of the Code of Conduct for approval. [These changes were subsequently formally incorporated as document version V20150615.]

STRATEGIC PLAN:

Paul Tolcher provided an update of the Association's confidential five year strategic plan and the importance of ensuring that the objectives in the plan are achieved.

Goals, performance measures and milestones were discussed. It is also vital that this plan is kept current and reviewed as this forms part of the requirements for on-going Qld funding.

MARKETING AND PROMOTION:

Paul Tolcher provided an overview of the Association's promotional activities which include print and electronic media, stickers and merchandise, all aimed at ensuring the ATHRA brand is widely promoted and recognised.

ACCESS REPORT:

Mitch Kemp provided a case study on the O'Keefe Rail Trail, he also highlighted the importance of how all clubs and members need to be more informed about what's happening in our backyard. He suggested raising the issue if we see a problem arising. We need to be; more prominent in the minds of land managers, more prominent in the minds of the decision makers, more prominent in places we like to ride, more prominent in the community and even more prominent in the way we travel

We all individually and as representatives of our association need to attend meetings, ask questions, explain our needs.

TRAIL RIDE CHALLENGES:

Discussions on the current trail horse challenge program, after much debate it was felt that there was still a place for the trail ride challenge but in a different model. Claire Bourke asked that the workshop discussion and outcomes from the previous workshop be provided and reviewed.

Vince Sherry was asked to review the TRC's and report back to the Board.

CAR PARK MATTERS RAISED AT THE MEETING:

Alan Salter tabled and read a letter from Raylene Garwood which was provided to him after he had consulted with his clubs prior to the AGM. The main suggestions from Raylene Garwood was a request for a greater presence from Executive in Tasmania, the possibility of their own trainer in Tasmania and consideration to an idea of using facebook to get registrations for rides and using it as a ride register, and downloaded and saving yearly.

It was discussed at the meeting that it should be left to the Board to review the suggestions in line with the code of conduct and respond direct to Raylene.

The Workshop and General Meeting closed at 5.20pm



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ANNUAL GENERAL MEETING AIRPORT MOTEL & CONVENTION CENTRE, ATTWOOD, MELBOURNE DAY 3 - 19 APRIL 2014

The Annual General Meeting was declared open at 8.40am

Tony Hart welcomed all participants.

ATTENDANCE:

Tony Hart, Alan Salter, Claire Bourke, Lloyd Fletcher, Anna Sheehan, Karen Carter, Margaret Mills, Paul Tolcher, Marilyn Green, Vince Sherry, Jo Kasch, John Kasch, Gail Ferris, Paul Peddie, Mary Hughes, Meg Galvin, Ken Lee, Paul Hughes, Alan Schultz, Sally Tallent.

APOLOGIES:

Glencoe Social Trail Riding Club, Manning Trail Horse Riders Club, Macleay Trail Riders, Yarram Trail Horse Riders Club, Sue Cullinun (Tambo Upper Trail Riding Club), Bob and Lenore Meuleners, Raylene Garwood (Tasmanian Trail Riders), Carol Graham (South Gippsland), Kristi Holloway, Mitch and Katie Kemp.

PREVIOUS MEETING MINUTES:

Motion: **Lloyd Fletcher** moved that the AGM minutes from 6 April 2014 be accepted as a true and accurate record.

Seconded: **Vince Sherry**

The motion was carried.

DIRECTORS' REPORTS:

- Chairperson's Report was read and tabled - Alan Salter
- Communication and Marketing Director's Report was read and tabled – Paul Tolcher
- Finance Director's Report was read and tabled – Claire Bourke
- Access Director's Report was read and tabled on behalf of Mitch Kemp by Paul Tolcher
- General Manager/Training Director's Report was read and tabled – Tony Hart

STATEMENT OF INCOME AND EXPENDITURE:

Claire Bourke presented a report for the financial year 1 January 2013 – 31 December 2014.

Motion: Claire Bourke moved that the audited financials as presented be accepted.

Seconded: Lloyd Fletcher

The motion was carried.



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HONORARIUMS:

Motion: Claire Bourke recommended that Honorariums be based on the current Financial Position for 2014. Recommendations - \$250 and pro-rata based on the time served in their respective roles for each RM and other ATHRA officials as appointed by the Board, plus \$500 for current Directors, Webmaster and Membership Registrar.

Seconded: Paul Tolcher

The motion was carried.

DECLARATION OF RETIRING DIRECTOR POSITIONS:

Tony Hart then declared vacant all retiring Directors Positions as defined in the Articles of Association.

VOTING AND PROXIES DECLARED:

Tony Hart acted as Returning Officer, and Vince Sherry was appointed as Scrutineer if required.

Director P1 – Appointed for two (2) years

Alan Salter

Against – 0, Carried

Director P3 – Appointed for two (2) years

Call for nomination from the floor – with no nominations the incoming Board under the constitution will have the authority to appoint a position

Against – 0, Carried

Director P5 – Appointed for two (2) years

Vince Sherry

Against – 0, Carried

Appointment of Public Officer:

Tony Hart – Nominated by Claire Bourke, seconded by Alan Salter

Against – 0, Carried

APPOINTMENT OF AUDITOR:

Motion: Claire Bourke recommended the appointment of A G Giles and Associates, Certified Practising Accountants.

Seconded: Tony Hart

The motion was carried.



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ELECTION OF LIFE MEMBERS:

Alan Salter presented the ATHRA Life Membership policy document and the subsequent two life membership nominations

Motion: Lloyd Fletcher moved that life memberships be awarded to Tony Hart and Claire Bourke

Seconded: Karen Carter

The motion was carried unanimously.

Presentations to Tony Hart and Claire Bourke following the passing of motion and the recipients made acceptance speeches.

ACCEPTANCE OF CHANGES TO CODE OF CONDUCT:

Motion: Alan Salter moved to accept the changes to the Code of Conduct as outlined previously at the General Meeting on 18 April 2014.

Seconded: Karen Carter

The motion was carried.

Note: Alan Salter departed the meeting

APPOINTMENT OF NEW REGIONAL MANAGERS:

Tony Hart announced that Paul Peddie has been appointed as Regional Manager for the Central Victoria and Meg Galvin was announced as Regional Manager for the Northern NSW.

BUDGET:

The operating budget for the 2015 year was reviewed and agreed.

ACTION - Claire Bourke

NEXT REGIONAL MANAGERS' WORKSHOP/GENERAL MEETING AND AGM:

The next Regional Managers' Workshop/General Meeting and AGM is to be held in Queensland - provisional date 4/5/6 March 2016.

Annual General Meeting closed at 12.05am