

# AUSTRALIAN TRAIL HORSE RIDERS ASSOCIATION

## REGIONAL MANAGERS WORKSHOP AND GENERAL MEETING MERIMBULA BOWLING CLUB MERIMBULA NSW, DAY 1 - 31<sup>ST</sup> MARCH 2017

### Workshop and General Meeting Commenced at 8.30am

Alan Salter declared the 2017 Annual General Meeting declared open at 8.35 am and welcomed all attendees.

### ATTENDANCE:

Alan Salter, Vince Sherry, Julia Sherry, Pamela O'Neill, Paul Hughes, Tony Hart, Megan Galvin, Karen Carter, Ken Lee, Pam Lamshed, Deb Minto, Jodie Lucas, Tony Nash, Mary Hughes, Sue Baillie, Errin Whittingham, Claire Bourke, Michelle Olsen, Julie Howes, Anna Sheehan, Richard Greenhill and Paul Davenport at 9.05 am.

**APOLOGIES:** Dave Fermor, Mez Green.

Alan outlined the conference guidelines and agenda.

### PREVIOUS AGM MINUTES:

Claire Bourke made comments in regards to the content and accuracy of the 2016 AGM reports.

**Motion:** Meg Galvin moved that the AGM minutes from 6<sup>th</sup> of March be accepted as a true and accurate record.

**Seconded:** Tony Hart

The motion was carried unanimously.

### Regional Managers Presentations:

- New South Wales: Central – Paul Hughes  
South, South West - Karen Carter  
South Coast & ACT – Tony Hart  
Northern – Julia Sherry
- Victoria Gippsland - Alan Salter  
Central – Paul Peddie (presented by Vince Sherry)  
North East - Errin Whittingham  
Western – Katie Kemp (presented by Alan Salter)
- Queensland Mez Green- North, Eastern Central (presented by Claire Bourke)  
Jodie Lucas – South East Queensland  
Tony Nash - Sunshine Coast Region
- South Australia Ken Lee – (encompassing the Northern Territory)
- Western Australia Anna Sheehan – Central WA  
Julie Howes – South WA

**Best Practices Outcome:**

- Facebook for communications – closed page (regional)
- Come and try days
- Payment Plan for memberships
- Annual club meeting with RM for each region
- Email from the board to RM's to specify who the email is to be sent to
- Using incentives to secure membership
- RM's to request club membership stats

**Insurance report:**

Alan Salter gave an overview of ATHRA's insurance coverage and reiterated why ATHRA continues it's great relationship with Affinity.

**Guest Speaker – Paul Davenport (Affinity Insurance Brokers)**

Alan then introduced Paul Davenport who provided a Power Point presentation on Affinity's relationship with ATHRA. Expanding on industry requirements and a general overview and why ATHRA is recognised in the industry as a leading organisation but that we have an ongoing need to maintain our high standards to retain that reputation. Paul also touched on the specifics of the '24/7' Public Liability Insurance coverage and gave examples of when that policy may and may not be activated. Alan Salter and Paul Davenport to meet and discuss this at a later date and clarify this area. Alan extended ATHRA's thanks and appreciation to Paul for giving up his time to attend. Paul remained in attendance and participated until the end of day 1.

**On Line Membership Progress Report:**

Vince Sherry presented a Power Point presentation outlining the benefits to ATHRA going on line with membership applications. He also discussed how Pay Pal would be a useful tool in this process and provided a demonstration on how to use the on line system. A series of questions and answers came from the floor. Review access privileges for membership database for trainers and RM's eg. Accreditation courses. Provide descriptions for ATHRA category memberships on the on line registration process. Associate membership is the responsibility for clubs to manage, it is not an ATHRA membership category. Review the ability to endorse ATHRA members with their accreditation status with their ATHRA membership email.

***Meeting and workshop closed at 4.35pm to resume at 10.30 am on Sat 1/4/17.***

**REGIONAL MANAGERS WORKSHOP AND GENERAL MEETING  
MERIMBULA GOLF CLUB, MERIMBULA NEW SOUTH WALES  
DAY 2 - 1<sup>ST</sup> APRIL 2017**

***Continuation of workshop and General Meeting commencing at 10.35am***

**Attendance:**

Meg Galvin, Tony Hart, Chris Billing, Jan High, Michelle Olsen, Julia Sherry, Rachael Meek, Claire Bourke, Jodie Lucas, Tony Nash, Richard and June Tarlinton, Errin Whittingham, Paul Hughes, Mary Hughes, Pam O'Neill, Sue Baillie, Julie Howes, Karen Carter, Deb Minto, Anna Sheehan, Richard Greenhill, Pam Lamshed, Ken Lee, Alan Salter, Vince Sherry.

**On Line Registration:**

Vince Sherry continued with the Power Point Presentation on the on line registration system. Including a demonstration of how it is to work. Vince to look at enhancing club membership page to include a download facility of membership data. Numerous questions were taken from the floor. Tony Hart thanked Vince Sherry on behalf of the members for his fantastic efforts with regard to bringing this to a reality.

Claire Bourke drew attention to an email forwarded to The Board by the Breakaway TRC in QLD. Claire conceded that the issues raised have been covered in the meeting, and that she only required the matter to be minuted, and dealt with by the Board at a later date.

**Accreditation Report:**

Tony Hart presented an excel spreadsheet showing the number of courses held throughout the previous year, including a discussion on the numbers attending each course, the riding ability of the attendees and general questions were taken from the floor. Pam Lamshed raised the possibility of producing a video of the accreditation process, for uploading to the website, aimed at promoting the accreditation process. Pam Lamshed agreed to take on this project. Vince Sherry raised the possibility of having all accreditation certificates on line in the future.

**Membership Fees and Financial Report:**

Karen Carter presented the financials for 2016. Karen highlighted the fact that the organisation currently has \$250,000 in term deposit as a contingency fund for future insurance premium spikes. Certain expenditures of the finance report were examined and discussed and questions were taken from the floor. The new auditors were on board and working well for the organisation. Karen recommended that in light of the sound financial position membership fees for 2018 remain the same as 2017.

**Communications & Marketing Report:**

- **Merchandising/Marketing:** Sue Baillie provided a Power Point presentation on the current stock available and the statistics of merchandise sales over the previous twelve months. Sue also discussed the advertisement of stock on the website and her goals for the coming year. Jodie Lucas suggested that a 'catalogue'/flyer, or similar be on hand for clubs to produce at rides. Sue also covered ATHRA business partnerships, and partnership goals for 2017
- **Equitana 2016:**  
Tony Hart and Sue Baillie provided information and feedback on the Athra display at Equitana 2016. They updated members on the quality of the display at Equitana, the favourable reaction to the stall from people from all over Australia, resulting in successful networking and ensuing business partnerships

**Access:**

Pam O'Neill gave a talk on her portfolio of access. She discussed the variables of each state in regards to access issues, her vision for the coming twelve months, proposals she intends to draft and upgrading the access area on the website.

**Newsletter Trail Tales:**

Rachael Meek gave an overview of the updated look of the Trail Tales publication, what the current format is seeking and best practices for forwarding articles for publication. A suggestion was made that information be forwarded to people detailing what is required from a computer aspect that allows for easier publication. Vince mentioned that 'Mailchimp' statistics show that readership for TT has increased from around 20 % to 50% which indicates that the new format of the newsletter is working.

**Biosecurity:**

Alan Salter stressed the need for clubs to remain vigilant, although statistics for the last year showed no major issues. Ken Lee offered to write an article for an upcoming edition of 'Trail Tales' about Biosecurity and the need for a PIC code in various states.

**Queensland Development Manager Report:**

Claire Bourke gave an overview of membership in QLD over the past 11 years. She discussed how QLD State Government Grants were spent, the 'Come and Try' days and the resulting growth in numbers, marketing aimed at attracting a younger demographic of members, and how QLD government bodies interact with ATHRA and horse riders in general.

**Marketing:**

Vince Sherry presented a Power Point presentation on the importance of marketing in order to grow our membership numbers. Ways to get our brand out into the marketplace and promote our organisation.

**Code of Conduct:**

Alan Salter presented the proposed changes to rules 3.4, 3.16, 3.24, 3.28, and 3.33 and the introduction of new rules, those being 1.5, and 3.17 of the Code of Conduct for approval. See Attachment For Details

**Other Business:**

Jodie Lucas requested that The Board consider a donation from the merchandise stock, to be raffled, at an upcoming approved charity ride to be conducted by the Ipswich TRC. A belt buckle has been offered and accepted as the item to be donated.

Claire Bourke questioned the cost of the day membership fee. She felt it had an adverse effect on potential members who attend 'come and try' days. Various comments ensued for and against the fee for day members. The majority of attendees present felt that the \$35.00 day rider fee was not excessive. Alan Salter reiterated, however that the final decision was that of day membership fees remained with the board.

The suggestion by Jodie Lucas of a reduction of day membership fees for 'special events' be lowered was not favoured by the majority of attendees.

Jodie Lucas also read out a letter by Margaret Mills regarding membership fees who highlighted the ATHRA fees, compared to organisations such as TRA, stating that the ATHRA fees are more costly.

Margaret Mills suggested that a 'discount' of 10% or 15% be offered to families joining ATHRA. This would have implications on the On Line registration system, who's launch is imminent. The incoming board will look at this as in the next year. The letter by Margaret Mils was tabled.

Jodie Lucas also suggested that The Board may prepare a template for people who are interested in making a grant application. This was not supported as all applications are different. Richard Greenhill volunteered to *advise* interested applicants on the requirements and finer points in filling out grant applications. This offer was graciously accepted. Alan Salter and Vince Sherry thanked Richard Greenhill for his offer. IMS document on preparing grant applications on the website to be resent out to clubs to remind members on the process.

Claire Bourke followed up on various issues that were in the 'parking lot' from last year.

This included the use of images on social media, or the ATHRA website. Comments regarding the legality of people posting images of other people ensued.

Vince Sherry suggested that legal advice may need to be sought to clarify this issue.

Julie Howes requested that when clubs send their annual reports in that the RM's be Cc'd into the email so they know who has sent their reports in, as required.

The issue of free membership to Secretaries was again raised by Pam O'Neill, and it's merit. Claire Bourke stated that she was in favour of retaining it, or at least that the club has the right of discretion as to who is given free membership. The majority of attendees indicated that they were in favour of maintaining the status quo with regard to this matter.

**Meeting closed at 6.25 pm to resume at 8.30am 2/4/17**

## AUSTRALIAN TRAIL HORSE RIDERS ASSOCIATION

*Continuation of workshop and General Meeting commencing at 8.35am, 2/4/2017*

### **ATTENDANCE:**

Alan Salter, Vince Sherry, Meg Galvin, Tony Hart, Karen Carter, Julia Sherry, Deb Minto, Jodie Lucas, Claire Bourke, Tony Nash, Errin Whittingham, Paul Hughes, Mary Hughes, Sue Baillie, Julie Howes, Anna Sheehan, Richard Greenhill, Pam Lamshed, Ken Lee.

**Alan Salter** proposed that ATHRA write a letter of thanks to the Harts for hosting the group on the Saturday night, to the Merimbula Golf Club, and to Affinity Insurance for their generous support in funding the cost of the Saturday night function and for allowing Paul Davenport to attend our AGM.

There was a general consensus of agreement of the group. No motion necessary.

### **SYNDICATED EXERCISE:**

Delegates were broken up into three groups and given a scenario to address. The scenario involved a club president/TB who was bullying and being aggressive and verbally abusive to club members and non members. The President is also alleged to have assaulted a non member at an ATHRA sanctioned event.

Each group formulated a response on how they would deal with the scenario, and presented their response to the group. The overriding response was that the matter should be dealt with promptly and not left to fester, and that his behaviour had breached the Code of Conduct.

### **Membership Statistics:**

Alan Salter presented a Power Point presentation on the current statistics regarding of clubs. It showed a breakdown of day riders, juniors, number of rides per club etc. Following discussion as to the accuracy of some of the statistics, Alan Salter asked that the manner of recording such statistics be looked at by the board at a later date.

**AUSTRALIAN TRAIL HORSE RIDERS ASSOCIATION**  
**ANNUAL GENERAL MEETING**  
**MERIMBULA BOWLING CLUB MERIMBULA, NEW SOUTH WALES 9.35AM**

**ATTENDANCE:**

Alan Salter, Vince Sherry, Meg Galvin, Tony Hart, Karen Carter, Julia Sherry, Deb Minto, Jodie Lucas, Claire Bourke, Tony Nash, Errin Whittingham, Paul Hughes, Mary Hughes, Sue Baillie, Julie Howes, Anna Sheehan, Richard Greenhill, Pam Lamshed, Ken Lee.

**Apologies:** Cath Smith - Tawonga Riding Club, Mez Green - RM North QLD and Dave Fermor - RM South West NSW

**PREVIOUS AGM MINUTES:**

**Motion:** Tony Hart moved that the minutes of the AGM from the 6<sup>th</sup> of March 2016 be accepted as a true and accurate record.

**Seconded:** Mary Hughes

The motion was carried.

**DIRCTORS' REPORTS:**

Director General Manager/Chairperson report read and tabled - Alan Salter. Alan moved that the board show appreciation to the outgoing membership registrar, Lloyd Fletcher in the form of a letter of appreciation.

Director Communications report read and tabled - Meg Galvin

Director Finance report read and tabled – Karen Carter

**STATEMENT OF INCOME & EXPENDITURE:**

Karen Carter presented a report for the financial year 1<sup>st</sup> January 2016 to 31st December.

**Motion: Karen Carter** moved that the audited financial report as presented be accepted.

**Seconded: Claire Bourke**

The motion was carried unanimously.

**HONORARIUMS:**

**Karen Carter** moved that the honorariums remain unchanged at \$250.00 pro rata based on the time served in their respective roles as each RM and other officials as appointed by the board, plus \$500.00 for current Directors, Webmaster, Membership and Affiliation Registrar.

**Seconded: Anna Sheehan:**

The motion was carried unanimously.

Director Access report was read and tabled - Pam O'Neill

Director Technical and Training report read and tabled – Vince Sherry

**DECLARATION OF RETIRING DIRECTORS POSITIONS:**

Alan Salter then declared vacant all retiring Directors Positions as defined in the Articles of Association.

Alan Salter advised that three nominations had been received for the three vacant positions. The nominated are Deb Minto, Karen Carter, and Vince Sherry.

**Director P1 – Deb Minto** Appointed for two years

**Director P3 – Karen Carter** Appointed for two years

**Director P5 – Vince Sherry** Appointed for two years

**APPOINTMENT OF A PUBLIC OFFICER:**

Tony Hart remains as Public Officer.

**Karen Carter** moved that HB Accounting at Junee continue in the role as auditors for the organisation for the coming 12month period.

**Seconded by Claire Bourke.**

Carried Unanimously.

**ACCEPTANCE OF THE CHANGES TO THE CODE OF CONDUCT:**

**Motion: Alan Salter** moved to accept the changes to the Code of Conduct as outlined previously to the General Meeting in the 1<sup>st</sup> of April 2017 and the 2<sup>nd</sup> of April, 2017.

**Seconded: Paul Hughes**

Carried Unanimously.

Communications Director to email to all clubs a copy of the minutes (and specifics of the changes to the Code of Conduct) at the earliest opportunity.

Alan Salter proposed an additional change to rule 3.6 of the Code of Conduct.

**See Attachment:**

**BUDGET:**

The operating budget for 2017 was reviewed and agreed upon. Vince Sherry advised that a committee would be formed which will be tasked with examining marketing in order to maximise the organisations exposure. The committee would consist of Sue Baillie, Rachael Meek, and Tony Hart to chair. The Committee will report back to The Board.

Claire Bourke raised the issues of managing Stallions at rides on behalf of one of her clubs.

**NEXT REGIONAL MANAGERS WORKSHOP/GENERAL MEETING AND AGM:**

The next Regional Managers Workshop/General Meeting and AGM is to be held at a location and date to be advised.

We the undersigned Executive Officers of the Australian Trail Horse Riders Association Incorporated (ATHRA) hereby declare that these minutes are true and accurate record of the Associations 2017 Annual General Meeting.

## 2017 amendments and additions to the Code of Conduct

**New Rule 1.5** Recreational trail horse riding clubs, dressage clubs, adult riding clubs, and clubs which conduct other recreational horse riding activities may apply for affiliation with ATHRA. It shall be a condition of affiliation that clubs conduct a minimum of four (4) trail rides annually.

### **amendment to rule 3.4.**

The dot point reference to "Ride Visitor (prospective Member) form if applicable" be amended to read, "The Day Membership form if applicable".

### **amendment to Rule 3.16**

3.16 It shall be the responsibility of each rider to ensure that all riding equipment is regularly checked, well maintained and correctly fitted. The minimum equipment required is a saddle with stirrups, girth and appropriate head gear or bridle. Bareback saddle pads of any design are not permitted on trail rides. The Trail Boss has discretion to remove a horse/rider combination for safety reasons.

### **New Rule 3.17**

ATHRA recommends that each rider carry a headstall and lead rope on all rides. The Trail Boss shall ensure that Ride Stewards carry headstalls and lead ropes for use in circumstances which may require a horse to be led. It is strongly recommended that a horse not be led by fixing a lead rope to the bit, bridle or reins of the led horse.

**Existing Rules 3.17 to 3.33** shall be altered in numerical sequence to reflect the inclusion of new rule 3.17. I.e. existing rule 3.17 will now become 3.18, and so on to rule 3.33 which becomes 3.34

### **new Rule 3.24. (To become 3.25 in accordance with above changes).**

All Junior riders under 16 years shall be accompanied and supervised at a trail ride, camp or other event by their parent or guardian; or an adult member nominated in writing by their parent or guardian. The parent, guardian or nominated adult member shall be responsible for the junior rider's welfare and supervision at all times, whether riding or otherwise.

### **Rule 3.28**

Clubs have a discretion to exclude stallions from trail rides, drives or events. When club rules permit their use, stallions shall be clearly identified with a blue ribbon on his head gear and his tail so it is clearly recognised as a stallion from front and rear. Stallions shall be identified to all participants at the pre-ride briefing.

**new rule 3.33** – A record must be kept of any incidents or accidents which occur on a trail ride or ATHRA sanctioned event; including incidents or accidents at social functions, meetings, or any activity whatsoever. In the event of an incident/accident the following procedure must be followed.

**Rule 3.6** - The following sentence be inserted after the second sentence of the rule. **"It is strongly recommended that pre-ride briefings be held in the absence of horses."**