

# Annual General Meeting Minutes

10:00am 27 July 2024 - Goulburn Workers Club

## Agenda:

1. Opening meeting
2. Apologies
3. 2023 AGM minutes read by Megan Polsen
4. President's reports
5. Treasurer's Reports
6. Motion 1 made by Donna Brown: Disciplinary action taken against Liam Harris.
7. Motion 2 made by Donna Brown: Member protection information officer.
8. Motion 3 made by Donna Brown: Risk Assessments be forwarded to secretary.
9. Current committee stepped down.
10. Appoint new committee
11. General meeting held by new committee
12. 12 Motions by Katrina Nixon

## Attendees:

John McGlone, Kim Waddell, Robert Laurie, Joan Laurie, Andrew Stanton, Joan Webb, Emma Derwent, Jack Derwent, Katrina Nixon, Melody Wilson, Shelly Andrews, Mardi Andrews, Kay Fox, Brian Chinnock, Neville Bunt, Joan Bunt, Monique Hillier, Tori Harris, Liam Harris, Tom Dowling, Rhonda Payne, Mark Rattenbury, Craig Hiller, Rachel Polsen, Breanna Bassett, Harley Lidgard, Kate Chinnick, Cath Daniel, Dave Williams, Megan Polsen, Dale Polsen, Tyla Harris, James Scanes, Donna Brown, Marilyn Mooney.

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### 1. Meeting opened @10.10am

- Chairperson Dale Polsen thanked everyone for attending.

### 2. Apologies:

Rowan Chapman, Russell Chapman, Mike Blore, Reg Webb, Guy Laurie, Bec Laurie, Marilyn Leatherday, Jason Andrews, Koby Andrews.

### 3. 2023 AGM minutes read by Megan Polsen

- Business arising from the minutes – laptop had not been purchased. Purchase to be addressed by incoming committee (**ACTION**).

### 4. President's Report

President report from Dale Polsen, thanking committees for the events and hard work, brief run down on all events, Dale also thanked all the officer bearers for their hard work, we had some ups and downs throughout the season.

## 5. Treasurer's Report

- Treasurer Donna Brown read the Treasurer's Report.
- Finals - good income from the 2024 finals.
- Merchandise report.
- Donna stated she was looking into different insurance providers.
- Members report 2024 - \$2,950 from 2024 members. 110 Adults, 20 Juniors.
- Tanya Madson mystery payment of \$15 was for postage of merchandise.

**Moved-** Donna Brown **Seconded-** Rob Laurie. **CARRIED**

## 6. Motion 1 made by Donna Brown: Disciplinary action taken against Liam Harris

- Donna read the motion for disciplinary action to be taken against Liam Harris
- Catherine Daniel asked if the committee had served notice on Liam regarding this motion in accordance with Cl7 Pt 3 of the constitution, whereby Liam has the right of appeal against a motion for disciplinary action:
  - a. If the committee decides to deal with the complaint, the committee must:*
    - i. serve notice of the complaint on the member, and*
    - ii. give the member at least 14 days from the day the notice is served on the member within which to make submissions to the committee about the complaint, and*
    - iii. consider any submissions made by the member.*
- The committee responded that they did not.
- Liam was asked if he would like the opportunity to respond and he advised he would be happy to settle the matter at this meeting.
- Catherine asked on what grounds the disciplinary action was being taken, noting that the Southern NSW Team Sorting does not have a Code of Conduct.
- The President agreed that there needs to be a Code of Conduct implemented (**ACTION**).
- Liam stated he was at a disadvantage by not being invited by the committee to the meeting at Goulburn to explain his side of the event leading to this motion.
- Liam and Jack Derwent discussed what happened and agreed that Jack was not ambushed.
- The President noted that the Committee did not put a timeline on the apology requested from Liam.
- Liam apologised to Jack at the meeting and the apology was accepted by Jack.

**Moved –** Donna Brown **Seconded -** Andrew Stanton **THIS MOTION WAS NOT CARRIED.**

## 7. Motion 2 made by Donna Brown: Member Protection Information Officer

- Donna requested the appointment of a Member Protection Officer on the committee and detailed the responsibilities of the role.
- Kylie Lidgard asked if this should function should be with the president.
- Andrew Stanton explained why the president should not have this function.
- Joan Webb stated that this role requires a skilled and very knowledgeable person.

**Moved** Donna Brown **Seconded** Andrew Stanton **THIS MOTION WAS NOT CARRIED.**

## 8. Motion 3 made by Donna Brown: Risk Assessments be forwarded to secretary

- The President discussed the requirement and details of risk assessments.
- Donna then went into details of the motion.
- Discussion that Risk Assessments are only required for events run under the Southern NSW Team Sorting insurance policy.

**Moved** Donna Brown **Seconded** John McGlone **CARRIED**

## 9. Current committee stepped down

## 10. Appointment of new committee

- John McGlone was invited to run the election of the new committee.
- John accepted and thanked the departing committee.
- President
  - Dale Polsen (declined)
  - Megan Polsen (declined)
  - Jack Derwent (declined)
  - Cath Daniel (accepted)
  - **Moved** Dale Polsen **Seconded** Rob Laurie
- Vice president
  - Dale Polsen (declined)
  - Dave Williams (declined)
  - Rob Laurie (declined)
  - Kim Waddell (declined)
  - Jack Derwent (declined)
  - Mark Rattenbury (declined)
  - Shelly Andrews (accepted)
  - **Moved** Melody Wilson **Seconded** Kylie Lidgard
- Secretary
  - Megan Polsen (declined)
  - Kylie Lidgard (declined)
  - Katrina Nixon (declined)

- Emma Derwent (accepted)
- **Moved** Joan Webb **Seconded** Kim Waddell
- Assistant Secretary
  - Megan Polsen (declined)
  - Kylie Lidgard (declined)
  - Melody Wilson (declined)
  - Donna Brown (accepted)
  - **Moved** Andrew Stanton **Seconded** Dale Polsen
- Treasurer
  - Donna (initially accepted, then declined)
  - Kylie Lidgard (declined)
  - Katrina Nixon (accepted)
  - **Moved** Donna Brown **Seconded** Cath Daniel
- Membership Officer
  - Kim Waddell (accepted)
  - **Moved** Joan Webb **Seconded** Rob Laurie
- Public Officer
  - Katrina Nixon (accepted)
  - **Moved** Donna Brown **Seconded** Emma Derwent
- Junior representatives
  - Harry Wilson (accepted)
  - Mardi Andrews (accepted)
  - **Moved** Shelly Andrews **Seconded** Melody Wilson
- Animal Welfare Officers
  - Rob Laurie (accepted)
  - Liam Harris (accepted)
  - Reg Webb (accepted)
  - **Moved** John McGlone **Seconded** Joan Webb
- Independent Representative
- John McGlone (accepted)
- **Moved** Joan Webb **Seconded** Jack Derwent
- Disputes committee
  - Kylie and Harley Lidgard representing Marulan.
- Incoming President / Chairperson Cath Daniel thanked all attendees and the outgoing committee members for their hard work.
- Chairperson asked for new committee members to sit among the panel.

## 11. General meeting held by new committee

- Cath asked to have a discussion with each club to consider the improvement of running each events and to understand any other concerns. This was determined to occur outside of the AGM at another time (**ACTION**).
- Neville Bunt proposed running an event involving NSW Team Yarders vs NSW Team Sorting during a weekend involving both team yarding and sorting.
- Cath asked for all members to please provide their email address to gain consent for the committee to send out information regarding updates and meetings.

- Cath asked members about changing the structure of the running of Southern NSW Team Sorting and suggested including Team Yarding and 3 Man Team Sorting
  - Feedback was provided suggesting if we were to change our structure it would be difficult to monitor our point tally.
  - We would need to consider rule changes as all rules under the Southern NSW Team Sorting Incorporated are associated to 2 Man Team Sorting only.
  - Cath proposed for each club to determine how the structure of their own event would run.
- Members asked for the current website to be updated with previous minutes, all new committee members and contact details and to include new photos from the 2023-2024 season (**ACTION**).
- General business was closed, and we moved onto motions for consideration for the new committee by Katrina Nixon.
- Returned to general business and discussed event dates for the 2025 season. To hopefully organise our calendar year with all clubs shortly.
  - Taralga 22nd – 23rd February 2025
  - Braidwood 22nd-23rd March 2025
  - Gunning 17th-18th March 2025
  - Crookwell – no dates advised.
  - Yass – no dates advised.
  - Lake George – no dates advised.
  - Grenfell – no dates advised.
  - Marulan – no dates advised.
- Emma Derwent encouraged each club to focus on improving prize money to benefit the competitors. It was suggested a minimum of an open rider's entry fee plus more be paid back for 5th place. Several clubs explained that they are abiding by the affiliation requirements of prize money. Cath suggested to include a template of a prize money breakdown with the packs given to each club (guidance only).
- Tori Harris requested for competitors to not approach the event organisers to check paperwork during the running of the event. Members requested for paperwork to be allowed to be checked post event if they had noticed a mistake. It was also asked for the scores and times to be placed on the website post event for public knowledge. It was suggested that this is to be determined by each event's organisers.

## 12. Motions made by Katrina Nixon

### Fair and Equitable

**Motion 1 – That Southern NSW Team Sorting Incorporated Finals, if held in June or July or August, must be held in an all-weather arena.**

- Suggestion was made by members for returning the finals back to November. We discussed changing the current calendar to begin in February and end in November each year. However, since our 2025 season would usually commence by October of 2024 this will continue till November 2025 with the finals ending the season.

**Seconded** by Megan Polson. **CARRIED**

## Animal Welfare

### **Motion 2 – That an individual horse can only have nine (9) runs in one day**

- Members opposed this motion as several families share horses between open riders and junior riders. Katrina clarified that the motion would only involve open riders.
- Members still disagreed with the motion.
- The President suggested that the animal welfare officers need to be more diligent in monitoring tiredness and lameness in horses ridden in several runs.
- **THIS MOTION WAS NOT CARRIED**

### **Motion 3 – That if the judge or yards person is advised of a distressed beast, for example bloody nose, the animal is removed immediately.**

- Discussion of animal welfare officers being more involved in monitoring cattle at each event.

**Seconded** by Andrew Stanton. **CARRIED**

## Rider Welfare

### **Motion 4 – That all riders under the age of 18 years must wear, properly fitted helmets (includes use of the chinstrap) that comply with current AS/NZS standards (3838) and are less than five years old from the date of manufacture.**

- Kim Waddell asked for this motion to involve helmets that also comply with US and European standards.

**Seconded** by Melody Wilson. **CARRIED**

- Rules to be updated (ACTION).

## Risk Management

### **Motion 5 – That each event should appoint a Risk Manager to evaluate the risks to the event and institute appropriate measures to control the risks as per Affinity Insurance Event Planning Check List.**

- This motion was passed at commencement of AGM under Motion 3 suggested by Donna Brown prior to new committee stepping forward.

## Insurance

### **Motion 6 – That all accidents (physical injuries), or serious incidents where there is no actual physical injury, and incidents which may have the potential for psychological trauma (e.g. horse bolting), that are brought to the attention of staff or that require treatment by staff are to be recorded in an incident report.**

- It was decided that an incident report should be completed by each event runner to keep record of any incident and to provide a duty of care. Those running under the Affinity Insurance have been provided risk management assessments. For those running under their own show society should still be completing risk assessments for each day.

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**Seconded** by Joan Webb. **CARRIED**

**Motion 7 – That all incident reports are to be reviewed and actions taken are to be recorded. Incident reports and reviews are to be retained for a minimum of seven years.**

**Seconded** by Marilyn Mooney. **CARRIED**

**Motion 8 – That all waivers be retained for a minimum of seven years.**

**Seconded** by Melody Wilson. **CARRIED**

## Finance

**Motion 9 – That Southern NSW Team Sorting Inc. and its affiliate avoid using personal bank accounts for entry fees.**

- Members discussed if it was necessary to regulate how each club receives the entry fees. It was encouraged for each club to avoid using personal bank accounts.

**Seconded** by Marilyn Mooney. **CARRIED**

## Medical Requirements

**Motion 10 – That the following medical requirements are adopted:**

- Requirement 1 - A minimum of a fully-stocked and well-maintained moderate risk first aid kit or equivalent in an appropriate and accessible location when conducting any team sorting activity. Reliable telephone service must be available.
- Requirement 2 - Events that use of cattle, a minimum of ONE certified level 2 First Aid provider or equivalent must be in attendance whilst event is in progress. Where State Ambulance is greater than 50km away, requirement 3 shall apply.
- Requirement 3 - Events involving the use of cattle, a minimum of ONE currently certified level 3 first aid provider must be in attendance while the event is in progress. Where State Ambulance is greater than 50km away requirement 4 shall apply.
- Requirement 4 - At competitions, a minimum of ONE current certified level 3 first aid provider must be in attendance while the event is in progress. The provider must have a minimum of the following equipment: a fully stocked and well-maintained moderate risk first aid kit and or equivalent; supplementary oxygen equipment, resuscitation equipment; a defibrillator.

**Motion 11 – The First Aid providers must NOT compete in the event while they are on call. (Note: Like Judges, the first aid provider will have their runs moved to another round to avoid clashes).**

- Motion 10 and 11 were discussed together. It was recommended if competitors were used as first aid providers, the club is responsible for clearly notifying all competitors, spectators, and volunteers who they are. The information should be displayed at the office and the first aid equipment be placed near the arena or office. If first aid providers are competing at an event, then a minimum requirement of three (3) first aid providers must be available.

- It was discussed whether the first aid responders runs were required to be arranged within the draw. This was proven to be unnecessary as those who've volunteered should communicate between the other first aid responders and always be close to the arena.
- Unanimous decision amongst members against this motion. Guidance will be provided in event packs (**ACTION**).
- **THIS MOTION WAS NOT CARRIED**

**Motion 12 – The First Aid providers must have the following qualifications:**

- Level 2 providers are to have a minimum training of HLTAID011 Provide First Aid or higher qualifications.
- Level 3 providers are to have a minimum training of HLTAID014 Provide Advances First Aid or higher qualifications.
- Emergency Medical Technicians (EMT) minimum training of Certificate IV in Health Care (Ambulance) or equivalent.

**First Aid Providers current qualifications and certificates must be forwarded by the Event Secretary 14 days before the event.**

- A recommendation was made for each club to gather certificates from the competitors providing first aid during the event. This was advised to be decided by each club.
- Unanimous decision amongst members against this motion. Guidance will be provided in event packs (**ACTION**).
- **THIS MOTION WAS NOT CARRIED**

Meeting closed at 11:55am

## Action Items

Action Items	Person Responsible	Status
Handovers to be conducted by outgoing committee members to new committee members	Outgoing Committee	
Update website contact details and committee members	Secretary	
Update Facebook administrators	Secretary	
Develop a Code of Conduct	President	
Purchase Laptop	Treasurer	
Seek feedback from all Clubs for improvements or changes	President	



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Action Items	Person Responsible	Status
Update packs to include: <ul style="list-style-type: none"><li>Guidance for First Aid Officers who compete</li><li>First Aid Officers qualification certificates to be provided to event secretary</li></ul>	President	

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## Committee Members

- President - Cath Daniel - 0409 477 915
- Vice President - Shelly Andrews - 0408 860 107
- Secretary - Emma Derwent - 0455 583994
- Assistant Secretary - Donna Brown - 0417 219 922
- Treasurer - Katrina Nixon
- Membership Officer - Kim Waddell
- Public Officer - Katrina Nixon
- Animal Welfare Officers - Reg Webb, Rob Laurie & Liam Harris
- Independent Representative - John McGlone
- Junior Representatives - Harry Wilson & Mardi Andrews