



The South African Pony Club

MINUTES
OF THE ANNUAL GENERAL MEETING
OF THE
NATIONAL COMMITTEE
OF
THE SOUTH AFRICAN PONY CLUB
HELD ON
SATURDAY 2nd AND SUNDAY 3rd FEBRUARY 2013
(arrival Friday 1st February 2013)
AT
MISTY RIVER
(www.mistyriver.co.za)
EIKENHOF, GAUTENG
COMMENCING AT 08H30

1. Welcome and Attendance Register

Present:

Rob Pickard (RP)	National Chairperson
Leann Morecroft-Davies (LMD)	National Secretary
Michéle MacKenzie (MMK)	Chairperson, Gauteng & Limpopo
Rosemary Tanner-Tremaine (RTT)	Vice Chairperson, Gauteng & Limpopo
Louise MacLeod (LML)	Chairperson, KwaZuluNatal
Charlotte Houston	Vice Chairperson, KwaZuluNatal
Jenny Thom (JT)	Secretary, KwaZuluNatal
Sarah Tiffin (ST)	Chairperson, Western Cape
René van der Walt (RvdW)	Secretary, Western Cape

The meeting opened at 8.50am. The Chairperson welcomed all the attendees, and thanked them for their contributions over the past year, which is appreciated. He encouraged everybody to discuss whatever issues are brought up during the meeting, to participate openly and freely as their ideas are important.

2. Apologies

Isabelle Weyer (IW)	National Vice Chairperson (resigned)
Maggie Lloyd (ML)	National Treasurer (resigned)
Ilse Sloane (IS)	National Stock Co-ordinator (resigned)

Michelle Solomon
Angeline Wheeler
Annelise Naude
Sarah Woodsford

DC, Plettenberg Bay (Eastern Cape)
DC, Gonubie branch (EC)
DC, Outeniqua branch (EC)
Outeniqua branch (EC)

3. Acceptance of Minutes of Annual General Meeting held on 4th to 5th February 2012

Acceptance proposed by MMK, seconded by LmL.

4. Matter Arising from Annual General Meeting of February 2012

Nothing arising

5. Appointment of Office Bearers

- RP remains as Chair.
- LMD appointed as Vice Chair.
- RTT and Chantal Gomes were appointed to handle national stock between them. All regions and EC branches are to circulate a list of the stock which they have on hand and wish to sell. It was agreed that branches should in future (once the regions have cleared their stock holdings) order from National rather than regional, but send copies of their orders to the regional committee also. ST and RvdW to send the National Stock being held in the Western Cape to RTT via DHL. It was suggested that stock be bought from UK only on receipt of a paid up order from a branch or region.
- No Treasurer was appointed; RP was authorised to obtain Internet Banking password from ML to enable him to do EFTs. The regions were asked to look within their branches for a qualified book keeper / accountant to be appointed to the role of treasurer. The new treasurer needs to fulfil additional role in future of dealing with branches that have closed or are undergoing financial challenges.
- Secretary: LMD to continue. The regions were asked to identify a person from within their region to be appointed to the position next year, but to be available to start receiving training this year, in order to enable a smooth handover.
- Training and Testing Co-ordinator: Shirley Weatherhead appointed. C+ and B tests to be co-ordinated at regional level; A tests at national level. It was suggested that Gloria Killian, Shirley and a representative from each region form a subcommittee to set standards, deals with problems, set up training and testing, etc.

6. Chair Person's Report Rob Pickard (RP)

This report was presented, and is attached as Appendix A.

7. Regional Reports (brief report by each Regional Chair on their region)

- 7.1 KZN Louise MacLeod (LmL)**
Copies of the report were handed out to those present.
- 7.2 Eastern Cape Branch Reports**
Copies of a summary of the branches were handed out to those present.
- 7.3 Gauteng & Limpopo Michelle MacKenzie (MMK)**
Copies of the report were handed out to those present.
- 7.4 Western Cape Sarah Tiffin (ST)**
ST (as the newly appointed chairperson of the region) gave a brief overview of the region. Branch returns have been received by RP, except for Durbanville and Hout Bay who have yet to submit their reports. The Region has a new committee, but is starting to pull together and feeling confident about the future. Evergreen Centre is closing down, and those members who

want to continue will be absorbed into Paarl branch. ST to e-mail IW's report to LMD.

8. National Annual Returns RP

Returns are better than previous years, but a way must be found to get them completed and submitted more quickly after year-end.

9. Registration with SARS for Exemption from Tax

The Form was discussed and contents agreed on. ST will discuss implications with accountant and submit a report on her findings to the National Committee, before a decision is taken as to whether to submit the Exemption Form to SARS. LMD will keep the completed form until a decision is reached.

10. Registration as Non-Profit Organization and Constitutional Changes Required

The Constitutional changes, as previously circulated, and discussed in detail at the meeting, were unanimously approved. The record of approved changes is attached as Appendix B. The amended constitution was signed by the committee members. The five officials required on NPO application form will be RP, LMD, MMK, LmL, ST. The forms are to be completed by LMD, and signed by the five officials.

Meeting adjourned at 1.15 pm, to be reconvened at 2pm.

11. Treasurer's Report Maggie Lloyd (ML)

11.1 Acceptance of SAPC financial report

Copies of the report were handed out to those present, with the exception of the Cash Flow Statement, which will be sent out when received. Cash movements for the year were read out, as being R67 619 in receipts, payments of R79 620, net change therefore R12001. RP and LMD are to investigate and authorise payment of Lotto money still due to KZN. LMD is to get Project Descriptions for fund still available and circulate the information. The financial report was accepted by those present at the meeting.

11.2 Levies for 2013/2014

The Levies will remain unchanged. It is recommended that branches and regions holding large amounts of money spend them on clinics, training, etc.

12. Stock Controller's Report

The report submitted by IS was read by RP.

13. Achievement Badge Controller's Report

The report was presented by RTT, and circulated by e-mail. WC has large quantities of achievement badges on hand, so the WC committee must advise their branches of which badges the region has in stock and ask their branches to buy from them first if possible, before contacting RTT. WC may also circulate their stock list to the other regions in an attempt to clear their stock as discussed under point 5 of these minutes. RTT will circulate a report of stock on hand to the regions / branches, and MMK will circulate the information sheet set up in Gauteng, which lists which badges can productively be used to prepare for each efficiency test. This list will be sent out with these minutes.

14. Lotto Report **Isabelle Weyer (IW)**

This report had not yet been received, but it appeared from the financial reports that approximately R45 000 was available in the Lotto fund. LMD was authorized to obtain the definitions of the projects, and especially of project J6 (Reach out within your Community), so that projects could be created in order to spend the allocated funds. LMD to get this breakdown from IW (the files can be sent via DHL, in the same package as the national stock). RP is to obtain clarification from IW re KZN's claim from last year.

15. National Development and Testing **Isabelle Weyer (IW)**

15.1 Training of DC's and committee members

No training was done this year, but there are Lotto funds available.

15.2 Testing Co-ordinator's Report

KZN did B testing, see their regional report.

15.3 A and B tests – dates for 2013

The A test is run in the region that has the most candidates, but organized by the National Committee. Regions need to set up a series of regular seminars for the A candidates; expect training to take 2 years. Potential candidates: KZN - Keith Toucher, Courtney Smith, Elizabeth Thom, Heather MacLeod, Dawn Boell, Megan Marr, Graeme Toucher; G&L – Teeghan Gander and Nicole Morecroft-Davies; WC – Emma Tiffin, Lise Sloane, Emma Dickerson, and for horsemastership only - Natalia Banasiak, Fiona Davidson. KZN will hold a training camp and mock A test in August for all candidates to attend, with a view to running the A test in December. CH, Shirley Weatherhead and Nadine Parker to give feedback after the mock test on how close candidates are to being ready for the test and which areas they need to work on in order to become ready, and will have the final decision on whether the candidates will be allowed to do the test. National will on that basis pay for airfares of candidates to go for the actual test in December. Lunging certificates, which are a pre-requisite, must be done at regional level. B test and Lunging certificates must be provided to KZN beforehand. WC will do B test in June / July.

16. National Public Relations Report

16.1 Report

The report was presented by MMK. A disk of discussion information was handed out to regions; please provide feedback to LMD by end of February so that these documents can be finalized. DC's handbook, and new branch information, must be finalized by end March. A new high resolution logo has been set up by KZN; the regions would like to have access. A black and white, and colour, version must be finalized. Colour codes for the logo must be sourced from the UK. The costs of creating the logo will then be shared by National and the regions.

16.2 Articles for HQ Pony – regional allocation

KZN – August (IB and Irish visit); WC – February (article on A test / B test). MMK to set up a list of months and allocate those months to regions.

16.3 Brochure

A generalised format brochure is on the disk, and can be customised by the regions. It is important to put the regions website on to the brochures.

17. Inter-Regional Competitions 2012 IW

17.1 Report Back from Judges

The Equitation Judge thought the standard of riding in the WC was quite poor, and offered to do some free clinics; in KZN she thought the novice equitation riders were promising, but that the open level riders needed more work. The Dressage judge has offered to do training at future shows in order to use her more effectively during the day.

17.2 Report Back from Regions

It was felt that the Equitation judge was perhaps too young, and that the judges have to be selected based on being Pony Club friendly, and aware that Pony Club is a non-profit, training, organisation. It was asked what everybody gave the judges (some paid cash, some gave a gift voucher or a hamper). It was agreed that they should in future be paid the daily SAEA rate. MMK is to draft a letter to the judges proposed, explaining what we want and what we will pay for (expenses – tourist class flight, accommodation, meals, payment per day at SAEA rate).

It was confirmed that the top 5 Eventing riders can get colours at open level even though Inter-Regional is not run. QRs must be checked and confirmed before entries are accepted; open level is at 1m for the cross-country section.

It was decided that regional Half Colour pins may be awarded at the Inter-Regional, to novice level qualifiers. The Rules are to be adjusted accordingly (LMD). MMK will have the pins made up.

The Information Pack for Inter-branch / Inter-regional is still required. RvdW will send what she has to JT. LMD will send the Rules to JT. JT will send all the course designs to LMD for safe-keeping; and JT will collate and send out the information pack.

18. Inter-Regional Competition Tests to be used for 2013

18.1 Dressage Tests

- Novice Children – PRN2 (2012)
- Open Children – PRE1 (2012)
- Novice Juniors – N2(2012)
- Open Juniors – E1 (2012)

18.2 Equitation Tests and Course

2013: To be confirmed.

- Novice Level – Novice Team and Individual Equitation Championship Test – at 70cm for Children and 80cm for Juniors
- Open Level – Intermediate Team and Individual Equitation Championship Test – at 80cm for Children and 1.00m for Juniors

- Equitation course (must be designed with the tests in mind, and with a simple difference of degree of technical difficulty between Novice and Open level which will not involve a complete rebuild of course.)
- JT to choose this year's test, rename, and send out by 14 February

18.3 Show Jumping Heights

- Novice Children (1st round 70cm, 2nd round 80cm)
- Open Children (1st round 80cm, 2nd round 90cm)
- Novice Juniors (1st round 80cm, 2nd round 90cm)
- Open Juniors (1st round 1.00m, 2nd round 1.10m)

19. Travelling Judges for 2013

19.1 Dressage

Gauteng Region will arrange the judges this year – a few names were put forward and they will have to be contacted to determine availability. Judges are to be asked whether they would prefer to receive money, rather than a gift hamper. They are also to be asked up front whether they would consider doing any other judging / training besides the open classes.

19.2 Equitation

Equitation Open classes require 2 judges for the qualifying class, with the average of the two judge's scores taken to determine which riders qualify for the Inter-Regional Class. In the Inter-Regional class the national judge plus a spotter (the spotter could be a judge from the qualifying class) is required.

20. Course Plan to be used for 2013 Inter-Regional Competition

All four course plans are to be sent to LMD by JT.

20.1 Show jumping

Course 1

20.2 Equitation

WC to look at adapting Course 1 for equitation

21. Dates of Inter-Branch/Inter-Regional Competitions to be held

21.1 Eastern Cape - none

21.2 Gauteng & Limpopo – 20th - 21st April

21.3 KwaZulu Natal – 27th – 30th June

21.4 Western Cape - 3rd to 5th April

22. International Events in 2013

Mauritius is no longer a UK affiliated pony club.

International events need a lot of planning; members must come to the next meeting with some ideas of which countries to involve, bring names / details of contacts in those countries, think about how to select teams, how many riders to take, etc.

Mounted Games SA is considering hosting the World Champs in 2015/2016, and will need to provide 120+ ponies for 3 to 4 days, with 21 world teams participating. Pony Club should look to feed off the excitement generated by this event, using it to focus on developing games again within pony club and within all the regions. Should members be interested in trying out for the SA Games team, or developing ponies for the event, then they need to be aware that the Mounted Games Rules are slightly different to the Pony Club Games rules. The Marr's have indicated willingness to hold training sessions with Pony Club members. The Mounted Games Organization (Ian Marr) needs to be made aware that they will have to speak to SAEF and SASCOC about hosting this event, to ensure they comply with the requirements.

23. Member Exchange Programme

A few riders from Gauteng went to KZN's Inter-Branch Competition last year. KZN issued a general invitation for regions to attend their Inter-Branch this year. KZN is hoping to be able to attend the Children's Hunt in Gauteng at the end of this year. Regions should speak amongst themselves to arrange exchanges.

24. SAEC/SAEF Report

Copies of the report, as presented by LMD, were circulated. At this stage, in terms of compliance with constitutional requirements, administrative requirements, and financial burden, and in terms of potential benefits, it is not feasible for SAPC to be a member of SAEF. To gain exposure and relevance for the SAPC within the riding community, it was proposed that:

- Proposal 1: set up the pony club educational system as an 'additional discipline' within Sanesa, so members earn school / SANESA points for earning achievement badges, efficiency tests, etc.
- Proposal 2: approach schools (via SANESA) to recognise attendance at pony club rallies, earning of badges and efficiency tests, etc when issuing 'house points', school colours etc.

SANESA riders must join the SAPC, and a branch, in order to gain access to the SAPC educational system.

A presentation / marketing pack will be set up to present to SANESA. MMK/ CH/ LMD/ Marlene du Plessis need to get together to work out the details of what we can provide, and MMK and CH can then create the pack for circulation and approval by the National Committee of the SAPC, and then present it to SANESA.

25. National and Regional Websites

The National website has been closed, as not required, as regional websites are active. Make sure write ups are according to standard pony club rules / terminology.

26. Life Membership / Long Service Awards

No nominations were submitted. New format certificate was proposed.

Meeting adjourning at 5.30pm, to resume Sunday morning 8.30am.

27. General

The handover of portfolios within regional and national committees has historically created difficulties, with information not being transferred. Regional chairs (and other regional committee members) are encouraged to consider the future, and start finding and training people to take over from them when they decide to retire and before they actually retire. Everybody was reminded to start thinking about who they would like to put forward as National Secretary and National Treasurer for next year. ST stated that they found attending this meeting both motivating and instructive. It was proposed that branches / regions circulate their newsletter, as well as rally ideas. Branches could also circulate rally dates and subjects, so that members can attend other branch's rallies of interest. Half colour pins: black pins with S, E, or D on them had been found – these are the old pins from before it was decided to do different colours for juniors or children. It was proposed that the regional bar for half colours be in regional colours. Rosettes for the last Inter-regional will be sourced by Gauteng. The meeting closed at 10.30am.

28. Proposed Date and Venue for next Meeting

KZN, on 31st Jan, 1st and 2nd February 2014.

Rob Pickard

Chairperson, SAPC

(031) 702 1504

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Appendix A: National Chairman's Report 2013

We must never forget what pony club represents. This organisation has been in operation for nearly 80 years in South Africa.

Many people past and present have made a huge contribution to the future of this great organisation.

Many of our top equestrians have been through pony club and still talk very highly of it and what it has meant for them.

We have a sound constitution and solid pony club rules allowing us to move forward with confidence.

These documents have been perfected and expanded upon at our National AGM by those who attend this meeting.

Nobody outside this room can change any information on these documents and I urge those that have been elected to run this organisation to make the correct decisions going into the future.

The Regions of the South African Pony Club hold the success of its future; it is up to these committed people to ensure that the constitution and the rules of pony club are followed precisely by their district commissioners and pass this knowledge onto the members.

With this knowledge all our members will enjoy the wonderful experience of pony club.

We are extremely fortunate to have three very capable Regional Chairpersons and their hard working Committees; we have an exciting year ahead.

There are many changes taking place in South African Equestrian, lots of talk, lots of confusion.

I remind all that we are not in a mess; we have direction, and look forward to the many exciting years ahead.

Thank You

Appendix B: Changes to the Constitution, as approved

The following clauses were added:

Under OBJECTIVES, clause 4.1:

- 4.1 To take on the power and authority that it, the Committee, believes it needs to be able to achieve the objectives of the organisation

Under MEMBERSHIP, clauses 5.1 to 5.5:

- 5.1 The Committee shall exist in its own right, separately from its members.
- 5.2 The Committee shall continue to exist even when its membership changes and there are different office bearers.
- 5.3 Members or office bearers do not have rights over the assets of the organisation.
- 5.4 No funds or assets of the organisation may be given to the members or office bearers of the organisation, except in reimbursement of expenses incurred by a member or office bearer in carrying out work for or on behalf of the organisation.
- 5.5 The Committee shall manage the organisation. The members of the Committee are the office-bearers of the organisation.

Under MEETINGS, clause 6.8:

6.8 Minutes

Minutes of Annual General and Special Meetings must be taken and circulated to the members and office bearers of the organisation.

Under LEVIES, clause 9.2:

- 9.2 A bank account must be maintained in the name of 'National Committee of the South African Pony Club' in which to deposit these levies or any other funds collected or accumulated by the Committee. There must be at least two signatories to this account.

Section 16 DISSOLUTION was added:

16. DISSOLUTION

The organisation may close down if at least two-thirds of the members present at a meeting convened for the purpose of considering this matter, are in favour of closing down.

Approved at the National AGM of 2nd – 3rd February 2013.

Approved and accepted by:		
National Chairperson	:	Rob Pickard
Western Cape Regional Chairperson	:	Sarah Tiffin
KZN Regional Chairperson	:	Louise MacLeod
Gauteng & Limpopo Regional Chairperson	:	Michéle MacKenzie