



The South African Pony Club

MINUTES
OF THE ANNUAL GENERAL MEETING
OF THE
NATIONAL COMMITTEE
OF
THE SOUTH AFRICAN PONY CLUB
HELD ON
SATURDAY 4th AND SUNDAY 5th FEBRUARY 2012
(arrival Friday 3rd February 2012)
AT
LE BAC ESTATES CONFERENCE CENTRE
PAARL, WESTERN CAPE
COMMENCING AT 08H30

1. Welcome and Attendance Register

Present:

Rob Pickard (RP)	National Chairperson
Isabelle Weyer (IW)	National Vice Chairperson
Leann Morecroft-Davies (LMD)	National Secretary
Maggie Lloyd (ML)	National Treasurer
Kirsten Rohrich (KR)	Eastern Cape (Theesecombe branch)
Sarah Woodsford (SW)	Eastern Cape (Outeniqua branch)
Michéle MacKenzie (MMK)	Chairperson, Gauteng & Limpopo
Rosemary Tanner-Tremaine (RTT)	Vice Chairperson, Gauteng & Limpopo
Louise MacLeod (LML)	Chairperson, KwaZuluNatal
Jenny Thom (JT)	Secretary, KwaZuluNatal
Gloria Killian (GK)	Chairperson, Western Cape
René van der Walt (RvdW)	Western Cape
Ilse Sloane (IS)	National Stock Co-ordinator

The meeting began at 8.15am, with the chair welcoming the new faces, as well as the long-standing faithfuls.

2. Apologies

Charlotte Houston	Vice Chairperson, KwaZuluNatal
Michelle Solomon	DC, Plettenberg Bay (Eastern Cape)

3. Acceptance of Minutes of Annual General Meeting held on 5th to 6th February 2011

Proposed GK, seconded MMK.

4. Matters Arising from Annual General Meeting of February 2011

4.1 Short DC handbook (pt 7.1)

MMK tasked to create a readable document for the DC's of branches of what is involved in running a branch, what they are committing to do in terms of documentation, finances, etc. It was reiterated that this handbook will not replace the personal nurturing of branches.

4.2 Letters for committee members (pt 7.1)

This letter was previously circulated by Jackie Smith. However, the letter, even if signed by committee members, will be worthless if the person having signed is experiencing personal problems. It is more important that committees have a plan B, a backup person, to take over. A team, and teamwork, is necessary within committees, so that members can assist each other or take over areas when individuals experience problems.

4.3 Rally report (pt 8)

This report is much more than a rally report, and constitutes an annual branch database. Some amendments are needed, which JT will work on and submit for further discussion.

4.4 Signing of amended constitution / rules (pt 14)

Done at this meeting.

4.5 Other

4.5.1 Membership Application Form

A new section must be added to the form, where parents will indicate that they have read the parents handbook (LMD).

4.5.2 Disk for New Branches

The 'new branch disk' must be updated, made national, and then circulated. All the above documents (DC handbook, Letter for committee members, Branch Database (previously called Rally Report), Amended constitution/rules, Membership form, Parents handbook) must be added to this disk. Once finalised, it is to be kept by IS and LMD, and updates must only be done via / by the National Secretary (LMD).

5. Appointment of Office Bearers

All office bearers will continue in their previous roles. LMD joins IW in the Development and Training committee, and will take over liaison with the EC branches in the absence of an Eastern Cape Regional Chair. LMD takes over as the representative on the SAEF council.

6. Chair Person's Report

The report was presented by RP, and is attached as Appendix A.

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

7.1 KwaZulu Natal (KZN)

LML presented her report, and copies were handed out to the regions, chair, and secretary. It was suggested an article on their trip to Ireland be written up for placement in Pony HQ, although it should be made clear that it was KZN riders who went, not representatives of SAPC. LML to submit the article via MMK.

7.2 Eastern Cape

KR (Theesecombe branch) presented her report. The branch has 35 members, but rallies were affected by Sanesa and unusually bad weather. The branch invited Plettenberg Bay branch to their inter-branch competition, but the invitation was not accepted. They had good entries at the lower levels, which was promising for the future.

SW (Outeniqua branch) presented their report and circulated copies to those present. Organizing and attending an Inter-branch competition was difficult due to distances to be covered. Competitions and Sanesa make planning of rallies difficult. The branch is planning to do fund-raising in the coming year. Access to more resources is helpful. A query was raised re payment of their membership levies, which will be addressed by ML, SW and AN. This was later reported to be resolved to the committee's satisfaction.

MS (Plettenberg Bay) – no report received.

7.3 Gauteng & Limpopo

MMK presented her report, and copies were handed out to regions, chair, and secretary. It was pointed out that some branch officials refuse to fill in race statistics; and some other regions agreed that they were also experiencing this problem. It is to be noted that this is a requirement of the department of sports. One branch whose committee had made various allegations against the regional committee was also discussed. RP stated that the allegations were emotional, and he believed unsupported by the facts, and while it was not desirable that members be lost to the organization he also found it unacceptable that the regional committee members be subjected to such abuse. It should be remembered that LMD has put vast amounts of work into the centre to get it up and running as the first centre in the country, and which had paved the way for the centres programme currently in existence. If the branch was not prepared to discuss the matters rationally in a meeting, as invited to do by the regional committee, then the issues could not be resolved, and the branch should be closed. IW asked that the reports of B tests be submitted to her.

7.4 Western Cape

GK presented her report, and copies were handed out to the regions, chair, and secretary. The B test camp, from feedback received, seems to have been appreciated by the members who attended. Members said particularly that they had enjoyed meeting and interacting with other older members who were at the same levels of proficiency as themselves, as normally they were isolated in their branches and interacted only with younger members. The holding of inter-branch and inter-regional training sessions for higher levels could thus be a way to encourage the continued involvement of older members.

7.5 Feedback on proposed standard format (pt 28) of annual regional return

MMK thanked LMD for her work in providing the template for the regional annual report form, which regions agreed they had found useful. The continuation of the 'look alike' format from branch to regional level was helpful.

It was requested that the columns on pg 7 headed No. of Efficiency Tests Run be amended to No. of Efficiency Tests Passed (by members). This is because members may be tested at branches not their own, or branches may together test members from each other's branches at one venue (LMD). A request for the minutes of the last AGM must also be added (LMD).

Feedback on how to keep older members involved, was to encourage socialization amongst contemporary older members, and to use these members as junior instructors or junior DC's.

A brief discussion of the Laurel Award followed, as one given to members or adults who have proved commitment and service to pony club which is out of the ordinary. RTT will circulate what she has on the criteria for the awarding of the Laurel Award.

8. National Annual Returns

RP presented his feedback on the national annual returns. He stated that the format of the 14 page return would not change, as the information was important. Reports were getting better and better, but some branches were still doing their own thing making it difficult to read, to find information, etc. Some returns are incomplete, financials are not in balance and bank statements were not always of the correct date. These issues must be corrected.

On the plus side, asking for tests that have been run, have encouraged branches to start testing. The reports enable the identification of problems and allow RP to discuss problems with the region.

As National Chair, RP was happy to drop the requirement for the half-year report. The regions, however, agreed that they would still ask for half-year reports from their branches, as it allows them to pick up problems, but would not pass it on to national unless it was felt necessary to share problems at the half-yearly stage.

If branches are not responding to regional requests for the annual reports, then it was agreed that the national committee / chair can contact them directly, after receiving authorization to do so from the regional chair.

It was asked if, in reporting financials, whether an excel file could be imported into the document, perhaps with the 'end of last year balance' already in the excel file as the opening balance. LMD to investigate and report back on how this could be done.

9. Treasurer's Report

ML presented her report, and copies were distributed to the regions, chair, and secretary. She reported that the expenses of the AGM needed to be kept an eye on. KZN and Outeniqua have small outstanding amounts; both will be sorting this out. The query on the change in the Gauteng Development funding will be investigated.

9.1 Acceptance of SAPC financial report

The report was accepted, barring the above queries. Once those were resolved or explained the report would be signed off by the chair.

9.2 Levies for 2012/2013

Levies will remain unchanged for one more year, but an eye will have to be kept on expenses to avoid future increases.

10. Stock Controller's Report

IS presented her report. Stock movements have been fairly quiet, but it was pointed out that postage was not always paid timeously. Stock will therefore not be sent out until the postage has been paid, as IS is paying it out of her own pocket. She asked everybody to please note that postage is to be paid separately from the cost of the stock. Stock is paid into the national account, postage into IS's account; details are given on the invoices. Stock sold consisted mostly of centre signs, membership badges and a few ties. IS has templates of certificates. Manuals, pony club training materials, etc should be ordered directly from the UK, but she advised regions not to order from the UK in amounts over R2000 at a time or they would be liable to pay customs fees. It was agreed that a document on how and where to order supplies, certificates, etc should be added to the 'new branch' disk referred to in pt 4.5.2. (IS). A site has been created at www.facebook.com/ponyclubwesterncapedevelopment with lists of resources, pod casts, etc.

11. Achievement Badge Controller's Report

RTT presented her report, copies of which had been circulated. All badges can be found on www.pcuk.org, but information is incomplete so contact RTT for extra information, and for SA adjusted badges. Members should be tested at the right level (max C level), and regions/branches should not give out written reports on the test to the members. RTT held stock on hand valued at R37000.

Many workbooks were now available, but mini workbooks were required in the areas of: points of pony, feed your pony, tack, birds, farming, poisonous plants, horse clothing, working dogs, fire safety.

RTT had a lot of information on most of the environmental badges for which workbooks still needed to be created. She would send this information to the people who agreed at the meeting to create these workbooks in the standard format, as follows:

human first aid (MMK), flags of equestrian nations (RvdW), public speaking (MMK), flowers and trees (RvdW), poisonous plants (RvdW), wildlife (RvdW), stargazer(IS), working dogs(RvdW), fire marshall (RvdW), fund raising (MMK). SW will complete the workbook on Birds. The Western Cape region will complete the workbooks on Breeds and Riding on the Lunge.

12. National Development and Testing

IW presented her report and copies were circulated to the regions, chair and secretary.

12.1 Training of DC's and committee members

LMD will assist on this aspect.

12.2 Testing Co-ordinator's Report

Regions must ensure they send copies of reports of B testing to IW.

12.3 A and B tests – dates for 2012

Current A test candidates are Megan Marr and if eligible Graham Touche. The committee will aim for a date for this test in 2013, which might enable some further candidates the time necessary to ready themselves for the test. It must be determined whether GT has passed his B riding test. It should be noted that dressage must be at ridden at a competent elementary test level for the A test.

B tests: KZN was planning to hold another B test seminar; they would be happy to hold annual B camps in December for suitable members from all the regions to attend.

13. National Public Relations Report

13.1 Report

MMK presented her report, and copies were circulated.

13.2 Articles for HQ Pony – regional allocation

If anybody is intending to do an article, please let RP and MMK know.

13.3 Brochure

This was still to be done.

14. Inter-Regional Competitions 2011

IW presented her report, copies of which had been circulated. She corrected her statement that WC would have fielded an open children's dressage team if shows in the Western Cape had not been cancelled, as in fact they would not have done. The proposal was made, and accepted, that if a region only produces 1 or 2 results in a class, that the team is disqualified. Results given in the circulated report were amended as follows: the Children's Open Equitation results remain as standing. The Junior Open Equitation team is eliminated, but the highest individual score stands. Junior Novice Equitation – only 1st place stands because the EC team is eliminated. Show jumping results will be amended and re-circulated as they were inaccurate.

KZN, it was noted, held their show under extremely difficult circumstances this year which adversely affected their results. All regions had trouble fielding open teams, but it was decided to maintain the level of the open classes, in the expectation that natural growth will enable future improved results. It was pointed out that equitation tests for the past two years had been changed in May, resulting in confusion over which tests to run. It was decided that the Equitation tests should be placed on the pony club website, and chosen based on show jumping course layout.

IW asked that somebody else take over the collating and calculation of results, and the creation of the show organizer's information pack. It was decided that results should be done by a committee working together. JT, RvdW and IW will work together for the current year, with IW training the other two to take over next year.

14.1 Report Back from Judges

The Open Equitation and Open Dressage riders were weak, but Novice levels were better. Open level standards however should not be dropped.

14.2 Report Back from Regions

Nothing.

15. Inter-Regional Competition Tests to be used for 2012

15.1 Dressage Tests

- Novice Children – PRN3 (2012)
- Open Children - PRE2 (2012)
- Novice Juniors – N3 (2012)
- Open Juniors - E2 revised (2012)

15.2 Equitation Tests and Course

- Novice Level: Novice Team and Individual Equitation Championship Test – at 70cm for Children and 80cm for Juniors, but will rename it Pony Club test and regions will send it out. JT will make change and send it to LMD, who will circulate it.
- Open Level: Intermediate Team and Individual Equitation Championship Test – at 80cm for Children and 1.00m for Juniors, but will rename it Pony Club test and regions will send it out. JT will make change and send to LMD, who will circulate it.
- 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.

15.3 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)

16. Travelling Judges for 2012

WC to discuss and circulate the selected names.

- 16.1 Dressage
- 16.2 Equitation

17. Course Plan to be used for 2012 Inter-Regional Competition

- 17.1 **Show jumping** – Course 3 is to be used.
- 17.2 **Equitation** – IW and GK to look at course 3, adjust, and send to LMD to circulate.

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

- 18.1 **Eastern Cape** - 29 September
- 18.2 **Gauteng & Limpopo** - 26-27 May
- 18.3 **KwaZulu Natal** - 10-14 July
- 18.4 **Western Cape** - IB 25-26 February,
IR – will be advised

19. International Events in 2012

RP was authorised to approach Mauritius Pony Club and investigate a visit by members selected from all regions. To work with GK and KR who also have contacts in Mauritius.

The meeting adjourned at 5.10pm, to continue at 8.30am on Sunday.

20. Member Exchange Programme

All regions are asked to consider, at their next regional meeting, whether they could send teams to KZN for their inter-branch competition. The Games Section of the

Royal Show has invited all regions to send a games team to the show in May. Contact LML for further details if you are interested.

21. SAEC and Lotto Report

IW presented her report and copies were circulated to those present. The motivation criteria for project J6 (Reach Out Within your Community) will be sent out again, for regions to consider. We need a project to be run to use these funds. KR wishes to apply for funding for polo development riding. Will discuss with IW to determine how a private Lotto application can be done.

22. Registration for Non-Profit Organization Number

A letter in which registration has been refused - as they want more information, and are suggesting constitutional changes – has just been received by RP. LMD will read the letter closely, attempt to meet with the person dealing with the application, and keep trying.

23. National and Regional Websites

The National website has been placed into RP's hands, as neither MMK nor KZN can handle this task at the moment. Lindsay Morris is currently working on the front page for this national website, aiming for it to be set up by the end of March. Links must be created to UK sources, and to the regional websites. RP has access to an 'expert' who will be available to do pro-bono work on the site if necessary.

24. Year Book

The template is available but it was agreed that the idea of a book was perhaps not appropriate as information would be out of date by the time the book was published, and that the information could be kept better updated on the websites. It was suggested that SAPC could perhaps create 'anniversary' printed books (every 10 years say), budget more realistically for it, and create something that members would want to keep. The year book project was put on hold for now.

25. Life Membership / Long Service Awards

Regions must motivate for people to receive the Honourary Life Membership Award, to the national committee. The meeting nominated and approved the following people to receive the award: Ian Marr, Lindsay Morris, Rob Pickard, Isabelle Weyer, Gloria Killian, Jenny Dempsey, Rosemary Tanner-Tremaine, Mande Siderfin, Des Paterson. IW to organize badges, LMD to get certificates printed. RP will attend the events at which certificates are to be presented (and present them).

Regional colours were discussed, and determined to be:
KZN – black & white, Gauteng & Limpopo black & lime green, Eastern Cape red and black, Western Cape blue & white. It was recommended that the regions have shirts in the appropriate colours made up for regional EXCO committee members.

26. General

It was proposed that a laptop be purchased for the national pony club, to be used by the national secretary, and on which all archives will be kept and through which all e-mails will be processed. All agreed, and a budget of R7000 was allocated. LMD to get quotes and liaise with ML and RP.

The regions must create records of every member, showing a record of all the tests achieved by the member (the date the test was passed, where, who examined, etc). JT will send out a template excel file to be filled in. Regions this year must aim to

capture members based on this year's returns, history can be attempted as time allows. This information must be forwarded to LMD to be kept in pony club archives.

LMD is to send a letter of thanks to Le Bac.

It was asked if the C and C+ test could be split, to separate riding from horse care. The UK specifies that riders must do all sections of riding, that members must be all rounders, competent in both theory and riding. However, it was agreed that SAPC would allow this, and give out a national certificate which says that the member has passed an abbreviated non-riding C test (ie, in horse care only), where members are not able to fulfil the physical demands of the riding sections. However, the member's home branch must provide motivation for the abbreviated test, and the application approved at regional level, before it is allowed.

27. Proposed Date and Venue for next Meeting

The next AGM will be held on the 1st, 2nd and 3rd February 2013, in Gauteng. The meeting closed at 11.30am.

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Attachments:
Appendix A Chairperson's report
Appendix B Names and e-mail addresses of Attendees at AGM

Appendix A:

National Chairman Report – AGM 2012

Our chairman started by welcoming some new faces to our AGM, it is pleasing to see new people stepping up to the plate. He also warmly welcomed all the others present, who have kept Pony Club in good standing over many years – thank you

Let's make this meeting a happy one filled with lots of positive thoughts.

I cannot stress enough of the importance of strong leadership in all the regions. We are very lucky to have just that, it is your efforts that are holding pony club together.

We are well aware of all the frustrations with keeping a region running smoothly, I can see this from the returns and DC reports. I myself get a call occasionally from an angry parent informing me that pony club is going down and school league are taking over – I have to calm myself before replying.

I remind you all of what pony club is all about and urge you all to stick to these principals.

I believe that there will be big changes in S.A Equestrian and that pony club will be most sort after in the future.

A very big thank you to my national committee, Maggie Lloyd our National Treasurer who has looked after our financiers , I'm sure you will all agree that reimbursements have been prompt.

Ilse Sloane our National Stock controller has tight control over our national stock and distribution is well executed.

Rosemary Tanner Tremaine who runs our Achievement badges so very successfully and finally our National Secretary Leann who is always there when needed and normally a few jumps ahead.

Thank you in running and organising pony club South Africa.

A very big thank you goes to Isabelle Weyer for her outstanding work and time she put in to highlighting the frightful discrepancies that were taking place in the SAEC. It is hoped that this was a big wake up call to all equestrian heads and we hope that they will have the courage to keep this organisation on the straight and narrow in the future.

Leann has now taken the position as liaison officer for pony club and will attend the necessary meetings – Leann will keep them on their toes.

A goal I set myself as National Chairman was to get accurate annual reports from all branches in South Africa.

Well – most of you have got it right, however there are still many branches that haven't a clue. I request all regional committees to address this matter with some urgency.

My complaints:

Receiving returns late – reports not done on proper forms – information missing – financials not in balance – starting off with incorrect bank amount – either no bank statements submitted or done with incorrect date.

Not enough care is taken – we have to get this right.

Appendix B:

NAMES AND E-MAIL ADDRESSES OF DELEGATES ATTENDING

Rob Pickard battspec@netactive.co.za or sapcchair@gmail.com

Isabelle Weyer terryweyer@mweb.co.za

Leann Morecroft-Davies sapcsecretary@gmail.com

Maggie Lloyd maggie@cailim.co.za

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Sarah Woodsford swoodsford@gmail.com

Michéle MacKenzie michelle@optionsit.co.za

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gloria@ponyclub.co.za

Louise MacLeod lou@hps.co.za

Jenny Thom KZNSecretary@hit.co.za

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