

NORTHERN METROPOLITAN ZONE DCI/ZA PANEL

Minutes of the DCI/ZA meeting held at Wyena Pony Club on Wednesday 21st May 2008 at 8pm.

PRESENT: Jim Page, Kylie Parker, Jennifer Smith, Kate Wilson, Prue King, Jan Dear, Michele Thomas, Sue Winter, Brenda Mitton, Rachael Edwards, Gill Gascoigne, Linda Smith, Peter Smith, Jim Hurley

APOLOGIES: Shayne and Richard Collins, Chris Townsend, Diane Baxter, Anna Beard, Marj Waterbury, Ina Moss, Rob Welch

Sue Winter in the chair opened meeting at 8.10pm. Jim Hurley introduced himself as Zone Vice President to those who did not know him.

MINUTES: of the previous meeting held 20th February 2008 as circulated be accepted.

Moved: M. Thomas

Seconded: R Edwards

BUSINESS ARISING/ACTION LIST:

Jim Hurley attended this meeting with a reconciliation of the Zone and DCI/ZA bank accounts from 2005 – 2008 and presented his detailed findings and written report to the panel. Panel members all seem to be accepting of Jim's findings from a financial viewpoint, although still bothered about minutes detailing the merging of the accounts. Linda advised the minutes on the website should go back the 3 years required to find this decision. Linda also suggested we be more careful in our terminology over such issues as there were legal ramifications (probably my fault there – sorry KW) Sue Winter going to look into minutes online.

Brenda suggested that as accounts were reconciled we should move on from this issue.

Jim added that nothing gets paid in cash anymore, everything done via cheque to increase traceability of monies.

Rachael extended many thanks to Jim for all of his work in reconciling these accounts particularly when he has had some health issues.

CORRESPONDENCE: As per attached list.

TREASURER'S REPORT: As attached.

Moved: Jan dear

Seconded: Prue King

ZONE CHIEF INSTRUCTOR'S REPORT:

- Michele queried minimum age of coaches as a club had asked about a 16 year old. Lots of concern amongst panel re circumstance surrounding this particular instructor but agreed there was no age limit. Michele to ring DC concerned back and offer advice and suggestions on coach's suitability.
- Michele queried reimbursement for attending CIP meeting. Linda advised it would be the Zone's responsibility to reimburse expenditure. State office is bringing in a new system for such reimbursements. Brenda and Prue added that they had never been recompensed in such a way.
- Michele has finished the State level judges list and will forward to Clare.
- C Certificate Kits – Michele has a copy of an explanation sheet from State and suggested this should be included in the kits being bought by members.
- C* manual is in progress – C* horsemastership will be the same as for K.
- Haynet removed from C syllabus – Clare advised to keep teaching it at rallies but cannot examine it, as it's not in syllabus.
- Clubs needs to be doing more theory – much concern about the length of rallies and the amount of riding being too much particularly for older ponies/younger children. Agreed most rallies are 4 riding hours and could easily be 3. Panel thought that Michele bring this to the next Zone meeting suggesting to clubs that they look at shortening rallies, make sure they are following the syllabus, include more theory sessions, and so on.
- New guidelines for grading form available from the website along with new guidelines for XC judging.
- Working with Children checks will commence for Pony Clubs in July – 12 months phasing in period.
- State are organising DCI/ZA uniforms for anyone interested, application sent directly to all members.
- Gill queried unmounted gear check – Panel agreed this has not been introduced in Victoria.
- EFA Intro to Coaching – is it a qualification? Seems it's as indicated an introduction to basic coaching.
- State advised that we are not required to forewarn clubs of a club visit, we are permitted to arrive unannounced at a club rally for the purpose of inspecting. Some clubs have been known to change format, instructors, etc when they know people are coming to observe.

Moved: Gill Gascoigne Seconded: Sue Winter

ZONE REPRESENTATIVE'S REPORT: as per attached.

Moved: Prue King Seconded: Gill Gascoigne

ZONE EXAMINING SECRETARY'S REPORT: as per attached

CLUB VISITS:

None completed since last meeting.

Seville to be done this coming Sunday.

GENERAL BUSINESS:

- Rachael submitted a report and financials on the recent C Certificate Info night and also advised where C DVD was available. Linda queried why there was discussion on C DVD when letter advised there was to be none till matter was resolved with PCAV. Rachael advised that report was written and submitted before she had seen the revised agenda for this meeting removing the topic for discussion. (Ooops probably my fault again – sorry! KW)
- Jennifer noted that there are several discrepancies in between the C certificate manual, activity book and syllabus. Also there are inconsistencies in the syllabus. Main issues were picking up the hind leg, leading, haynet, saddling, bridling and fitting of it. Gill concerned about opening noseband with horse still tied to twine when bridling and unwrapping tail bandages rather than quickly pulling down tail. Some comment about we should maybe look at making D* a pre requisite for C as has more of the subject matter included. Linda suggested we should send a letter to Zone outlining our issues and they will forward to PCAV for inclusion at next CIP meeting. Kate to draft letter for Jennifer to check.
- Brenda advised the 2 clinics held during March/April were successful even though the weather was very unforgiving. Entries are starting to roll in for upcoming clinics.
- Sue advised that Wyena XC had been booked for the senior rider clinic in August. Asking panel whom they should contact to coach at clinic. Suggested Will Enzinger, Sue Leslie, and a few others, main concern that a lot of our eventers will be overseas preparing for Olympics.
- Prue nominated Melinda Saldaneri as a Zone Assistant, panel in agreement.
Moved: Prue King Seconded: Sue Winter
Prue will organise application form and send to Zone, Kate to send letter inviting Melinda to join panel.
- Kate raised issue of running a Dressage Judges accreditation to refresh existing judges and hopefully recruit some new judges. Michele offered to organise the accreditation. Suggested facilitators were Clare Lewin, Wendy Myers, Mary Longden, etc.
- Zone Chief Instructor nominations due into PCAV in July. Michele Thomas agreed to another term as ZCI, form completed and Kate to post to PCAV.
Moved: Sue winter Seconded: Kate Wilson
- Prue has asked panel members to review the examining fee for C Certificate from \$75 per day plus petrol money to an hourly rate. Lots of pros and cons put forward plus issue of raising candidate application fee again arose. Item to be added to agenda for next meeting.

Meeting closed 10.45pm

Next meeting Wednesday 20th August 2008.

SIGNED:

DATE:

C INFORMATION NIGHT REPORT

The C Information night was held on Friday 9th May at Ringwood Pony Club.

There were 29 people who attended the evening, including 2 from other zones.

The night ran very smoothly with positive feedback received.

A big thank you to Peter Smith and Jennifer Smith for the handouts and overheads as well as numerous other tasks, and again to Jennifer Smith and Diane Baxter for facilitating during the evening.

The door prize was won by an Upper Yarra Member.

A break down of the costs for the evening are attached

DVD REPORT

As per the letter from the NMZ Executive(28th November 07) to Peter Smith, Jennifer Smith, Rachael Edwards and Kedosa Pty Ltd which stated "You are free of course to market this product elsewhere", we are pleased to announce that we have a web site up and running which has generated some sales already.

The web site is www.c-dvd.com

Saddle Up are now also selling the C DVD and we paid for a stall to maximise the C DVD exposure at the recent "Hearts for Horses" day held on 17th May at the Yarra Glen and Lilydale Hunt Club. Unfortunately, the weather wasn't brilliant with deterred a lot of people from attending the day. Nevertheless, a few DVD's were sold and more exposure was made. A big that you to Peter and Jennifer for attending the day and "manning" the stall.

In the future we look forward to being able to divide the profits from the DVD amongst NMZ clubs.

Signed - Rachael Edwards – 21.05.2008

C Certificate Information Night (from Peter Smith)

Income

Non-NMZ attendees	2 @ \$5	\$10.00
Total		<u>\$10.00</u>

Expenses

Biscuits		\$6.67
Coffee, Milo and Tea		\$18.66
Cups, stirrers, milk		\$2.67
Leftover refreshments		-\$10.00
Handouts	40 @ \$0.40	\$16.00
Overhead transparencies	60 @ \$1.85	\$111.00
Total		<u>\$145.00</u>

Net due