



Australian Carriage Driving Society

ABN: 28 794 114 302 – Incorporation No: A01028

Federal Council Meeting, 8:30 am, 14 March 2023, Attwood Convention Centre

1.0 GOVERNANCE

1.1 Welcome

The President opened the meeting at 8:21 am and welcomed all.

1.2 Attendance and Apologies

Attendance: President
Vice President
Secretary
Treasurer
NSW Delegate (NSW Secretary is lieu of NSW President)
Vic Delegate
Tas Delegate
SA Delegate
WA Delegate

Apologies: Qld Delegate

Observer: Leanne Kirby – Member No 1408V. Member of the Northern Country Club and the Victorian Treasurer.

1.3 President Address

President thanked all Council members for their input and support.

1.4 Conflict of interest to be declared at appropriate points during the meeting.

1.5 Minutes

Minutes of meetings conducted via Zoom for the 16 February and 27 February were distributed prior to the meeting.

Resolution

That the minutes of the meeting held on the 16th and 27th February be accepted as a true and accurate account of those meetings.

Carried

1.6 Treasurer's Report

A Profit and Loss Statement and a Bank Reconciliation were presented to Council members prior to the meeting.



Australian Carriage Driving Society

ABN: 28 794 114 302 – Incorporation No: A01028

The Treasurer answered questions put to her by Council members.

Resolution

That the Treasurer's Report as presented be accepted.

Carried

Resolution

That Montgomery Carey & Associates, Accountants, of 225 Koroit Street (PO Box 414) Warrnambool Vic, be appointed as the auditor for the ACDS financial year ending 30 April 2023 at a cost not to exceed \$1000.

Carried

1.7 Correspondence In

1. Letter to ACDS from Tim Kennedy of Kennedy Vinciullo
2. Application to conduct 2024 CDE at Peterborough in SA.

Brief discussion at the previous meeting regarding a local Technical Delegate (TD) versus a TD outside of the Goyder Plains Club. John Tonkiss has been provisionally appointed to be TD for the event, but there is a considerable cost difference.

Federal Council recognises that the cost of conducting events is getting higher with the main cost being the travel and accommodation for officials. In the past, the ACDS has provided a club hosting a national event with a contribution of \$500. This has since been increased to \$1000 and there is a need to reconsider this for future events. No Club should host a national event and run at a loss.

Resolution

That the ACDS contribute up to \$3000 towards travel for an external Technical Delegate for the 2024 National CDE Championships at Peterborough.

Carried

The Goyder Plains Club is to maintain a separate costing for the Technical Delegate to justify the spend.

3. Application to conduct the 2023 Graded Driven Dressage Championships at Peterborough.
4. CDE Qualifications Dispensation from the Federal CDE Convenor.
5. Heads of Agreement – WA Supreme Court
6. Notice to Members – legal advice from WA.



Australian Carriage Driving Society

ABN: 28 794 114 302 – Incorporation No: A01028

7. Invoice – Venetia Bennett (Barrister)
8. Claim for reimbursement – Horse Registrar
9. Orders from the Honourable Justice Strk
10. Letter from FDDC concerning results of GDDQ to the Grading Officer
11. Report for the Vice President concerning outcomes of his visit to WA.

In-Camera. VP gave details of his report and outcomes following his visit to WA.

In-Camera discussion regarding a meeting between the Vice President and a non-member of the ACDS.

The Vice President advised that the ACDS had been offered a pro bono arbitrator to discuss items of disagreement with this person and the ACDS. Both parties need to agree to abide by the arbitration rulings. The Vice President is to arrange this meeting if the other party agrees.

Resolution

That the ACDS agree to appoint a pro bono Arbitrator to resolve any matters in this issue and abide by the ruling of the Arbitrator.

Carried

WA delegate declared a conflict of interest and abstained from voting.

12. Email from a member regarding actions in WA and the cancellation of the AGM face-to-face in Wagga. Comments regarding the Supreme Court action in WA are misinformed and FC are not in a legal position to tell anyone of the conduct of the mediation session. As per the information letter released, members will be informed of where monies were spent in the proceedings in an audited report at the AGM. Info regarding a face-to-face conference is at item 2.3 of these minutes.

1.9 Open Forum

Resolution

General forum via Zoom, will be organised for all members of the ACDS to speak to Federal Council at 8:00 pm on Thursday 30 March 2023.

Carried

Questions put to the forum prior to the date will be taken and discussed first.



1.10 Correspondence Out

1. Non- member in WA regarding membership
2. Tim Kennedy of Kennedy Vinciullo
3. Goyder Plains – CDE Championships
4. Goyder Plains – GDD Championships
5. Amendment to CDE Rules – info to members
6. Notice to members JS matter
7. Notice of Website
8. Leanne Kirby – letter of invitation

2.0 BUSINESS ARISING

2.1 Review of the ACDS Constitution

Whilst in Perth, the VP had an introductory meeting to assess suitability of K&L Gates to assist the ACDS with review and revision of the current Constitution and By Laws following recommendations by Venetia Bennett (ACDS Barrister).

Following a brief look at the ACDS Constitution, Adam Levine (partner of K & L Gates), immediately focussed on the fact that ACDS is incorporated as an Association in the Australian Capital Territory. Given that the ACDS is a national body operating in all States, this was not appropriate.

According to Corporate Law, such a body should be incorporated under the Companies Act and his recommended structure is a Public Company Limited by Guarantee. This is a common structure for sporting bodies such as the ACDS.

Actions: To move forward the following actions were agreed to:

Provide Gates with Word document versions of the current Constitution and By Laws (Done 24th Feb)

An “ideal” membership structure and desired Constitution changes for inclusion in the new Constitution to be worked on by ACDS.

Information explaining the change from Incorporated Association to that as a Public Company Limited by Guarantee to be provided by Gates. This information is to be shared with members.

Cost agreement to be submitted by Gates for consideration by the ACDS.



Australian Carriage Driving Society

ABN: 28 794 114 302 – Incorporation No: A01028

K & L Gates are confident that changing the incorporation basis for the ACDS could be achieved quite easily (they have done it numerous times) and at the same time the Constitution would be updated and the areas of concern we currently have regarding membership, discipline and mediation and others fully addressed and dealt with.

The changes could be constructed in such a way as to not adversely impact the current rights (and responsibilities) of individual members in any material way.

Impact on insurance coverage will need to be assessed as part of any restructure.

K & L Gates is to issue a Constitution Questionnaire, engagement letter and transfer of Incorporated Association process.

There needs to be review of the ACDS structure, in that the States Branches are only mentioned in the By-laws, but there isn't any structure or a list of their roles and responsibilities. In real terms, the States are branches of the ACDS and they should not be an independent body, be registered with the State body or have their own Constitution. States are not affiliated with the ACDS, clubs are and will remain an Incorporated Association in their State, but a standardised Club Constitution could be formulated where all aspects cover the needs of the ACDS and the Club.

There needs to be a top-down approach to membership but there is a need to organise a structure, get this information to members and allow for feedback before any decision is made.

There needs to be a Project Team put together to investigate all aspects and put recommendations to members. It must be considered that all members of the ACDS, including Federal Council are volunteers, have a family and work life and are not experts on a lot of things and professional help should be welcomed.

Resolution

That actions shown in Peter Smith's presentation be accepted.

Carried

Resolution

That \$4000 - \$6000 be available for changes to the Constitution and from Incorporated Association to a Public Company Limited by Guarantee.

Carried



Australian Carriage Driving Society

ABN: 28 794 114 302 – Incorporation No: A01028

This is subject to finalisation of an agreement between the ACDS and K & L Gates and agreement by members for change from an Incorporated Association to a Public Company Limited by Guarantee.

Changes to be considered for the 2024 – 2025 membership year.

2.2 Western Australia

WA Delegate asked what would happen in WA if no one put their hand up for a role on the WA Branch Committee. There would need to be a review of the WA and ACT Acts and Regulations. Distribution of assets would be in the hands of WA members, but the ACDS would need to get advice on interim or future measures regarding the 'link' between WA Clubs and the ACDS.

2.3 Vero Voting

Vero Voting has been contacted regarding the running of the ACDS AGM for 2023. Cost of running a face-to-face Federal Conference, including an AGM would normally run at \$9000+. Records for 2017, 2018 and 2019 shows that, on average, there are just above 60 people attending full Federal Conferences.

For 2021 the number of members voting was, on average, 165 and for 2022, this number increased to 190.

At a cost of \$4500 + GST (\$4950.00), Vero Voting is capable of the following:

- Voting with instant results (during or prior to the meeting)
- Phone & Email Support during business hours for all states
- Able to handle in-person voting via own device
- In-Meeting Concierge Support and advice through the whole process.
- Video stream Integration and/or zoom meeting/ webinar licence (if required)
- Initial Setup Time and Training (5 hours included*)
- Documentation and Notices Storage
- Emailing / SMS communication to your members to on-board them
- Multiple reminders up to and prior to the event
- Registration
- Q&A Module
- Include 1 x Test run & 1 x Management training & 1 x Tech run*.
- Full Attendance reports, Q&A's, Declarations of results.
- Video recording hosted for 1 year on Vimeo (Private access only).
- Election process (only for elections run completely during the Meeting, not before).
- Independent - Scrutineer services technology and access
- Qualified and Proper and Fit Person for Returning officer services
- Proxy management



Resolution

That Vero Voting be utilised for the 2023 ACDS AGM at a cost of \$4950.00.

Carried

2.4 Membership Process Update

Nothing to report yet from the project team.

The trial conducted last year was not very successful and the project team is aware of this.

2.5 Honorary Life Membership

Resolution

That the ACDS award Boyd Exell Honorary Life Membership as at 14 March 2023.

Carried

Although Boyd Exell does not meet all the criteria, he has been a Deemed Member for a long time. He is the biggest advertisement we have and we should recognise what he has done for the sport.

Resolution

That the ACDS award Diana Lawrence Honorary Life Membership as at 14 March 2023.

Carried

2.6 Reports

NSW Delegate

Delegate spoke of member numbers. AGM to be a Zoom meeting. PE drive at Boorowa. Showdriving has dropped off, but local shows picking up numbers. CDE numbers dropping off. Dressage judge numbers need addressing.

Qld Delegate

Qld delegate not at the meeting – report accepted. Fed Sec and Fed DDC to visit Qld next month.



Australian Carriage Driving Society

ABN: 28 794 114 302 – Incorporation No: A01028

SA Delegate

Main concern is qualifying persons for events, qualifying officials and grading list (CDE).

Tas Delegate

New Southern Club going well.

Vic Delegate

Zoom meetings are running smoothly. Down on numbers for Showdriving and Dressage. Face-to-face AGM.

WA Delegate

Accreditation and Re accreditation of Show Driving Judges is an issue in WA and possibly other states. Show Driving Guidelines has not yet been reviewed and updated. Candidate Judges are required to attend a Judges Workshop and Judges are required to attend a Refresher every 3 years. Who are the Authorised Presenters for this workshop? Federal Show Driving Convenor have been contacted. No responses received at this time.

CDE Convenor

One off dispensation for CDE qualifications. All State convenors also sent in their reports.

Driven Dressage Convenor

A reminder that all GDDQ results need to be sent to the Grading Officer so that attendance can be recorded for Championship qualifications.

P & E Convenor

As presented.

Showdriving Convenor

No report

Young Driver Coordinator

Resolution

That the young driver logo as presented be accepted.

Carried



Australian Carriage Driving Society

ABN: 28 794 114 302 – Incorporation No: A01028

Schools and Training Sub-committee.

As presented but there needs to be an updated process for qualifying officials and the relevant reporting.

Assistant Federal Secretary

As presented. Some States are down on membership numbers.

One important point is insurance – Peter Dunn is going to negotiate Insurance costs with Affinity with the aim of reducing fees. Peter has collected a lot of information (e.g., number of claims over the last five years, information from the Affiliation forms – risk assessments, medical personnel at events and relevant first aid kits). There is also an aim of looking at other options for insurers and even look at other Societies globally and compare to what they do.

The aim is to reduce costs for members, not increase membership fees and at the same time maintain the current level of insurance.

Journal Managing Editor

As presented.

Horse Registrar

As presented.

Grading Officer

Reiteration of FDDC comments about GDDQ results being sent so that attendance to qualifiers can be recorded.

Web Coordinator

As presented.

2023 National CDE Championships update

As presented.

Resolution

That all reports as presented be accepted

Carried



2.7 Showdriving Handbook

There is a need to follow up on an update for the Showdriving Handbook. The Federal Secretary is to follow this up.

2.8 Member Resources

A request from a Club that wants the ACDS to print all documents in the 'Members Resources' section of the Website and send it to them. It is suggested that at least one member of the Club would have the knowledge and resources to print out documents on a needs basis.

2.9 One Activity Memberships

11 OAMs received so far this year and the Fed Sec maintains the record of how many are used by an individual per each membership year. Still chasing three payments.

2.10 Incident Reports

No reports are outstanding regarding actions by Federal Council. It was noted by some FC members that there are some Incidents that they are aware of that are not listed. Fed Sec is to chase these up.

2.11 Art 901.7.3 Qualification for Championships

SA delegate asked that, considering there has not been an insurance claim for over five years, the three-year qualification period, as per Article 901.7.3 Qualification for Championships, be rescinded. The NSW delegate believes that this qualification period is reducing the number of entries at competitions simply because of time and space and cost for qualifications. This change for be for a five-year trial period.

Some discussion about other rules amendments sent to the CDE Convenor and there is a definite need to align Rule Books, e.g., Error of Test and Error of Course differs in the GDD Rules to the CDE Rules.

Resolution

That Federal Council write to the Federal CDE Convenor and ask that the CDE Panel revisit Art 901.7.3 Qualification for Championships as a matter of urgency.

Carried



Australian Carriage Driving Society

ABN: 28 794 114 302 – Incorporation No: A01028

2.13 SWOT Analysis

Too much on this analysis to discuss in the two hours left for this meeting, but FC did deliberate on:

- Schools and Training and a process for qualifying officials and maintaining qualifications.
- Training for part-time trainers and assessors.
- Budgets for Schools and Training.
- Layout of the website and content that should be included or discarded. We need feedback from a team with recommendations on changes to the website.
- Journal – with the consideration of saving money for members and not increasing membership fees, the following scenarios were considered:

Cost per Journal (example used is March 2023)

Journal Production Editor	\$2,400.00
Postage	\$1,060.00
Printing	<u>\$4,120.00</u>
Total	<u>\$7,582.40</u>

Total cost of four Journals per year \$31,409.60

It is understood that some members enjoy reading all the Journal, some only go to the report from their Club and some don't read it at all. Chris Milvain, our Journal Production Editor, has sent through a copy of the March 2023 Journal in a .pdf (layout) format that is easy to read and maybe there could be a consideration for two printed journals per year – a savings of \$11,450.00 – or one major Journal per year (there would need to be more pages) and is estimated to save approximately \$16,200 and the remainder of Journals sent electronically.

The Federal Secretary is to place a survey to members with differing scenarios and associated cost and get feedback.

The NSW Delegate has been nominated to review all aspects of the SWOT analysis list and place them in a logical sequence and suggest a plan for review.



Australian Carriage Driving Society

ABN: 28 794 114 302 – Incorporation No: A01028

3.0 CLOSURE

3.1 Next meeting TBA

3.2 There being no further business, the meeting was closed at 3:42 pm

Dot Willcoxson
ACDS Federal President

29 March 2023