



Australian Carriage Driving Society

ABN: 28 794 114 302 – Incorporation No: A01028

Minutes Federal Council Meeting 7:00 pm, 1 June 2023, via Zoom

1. Welcome

2. Attendees: President
Vice President
Secretary
Treasurer
NSW Delegate
Qld Delegate
Tas Delegate
Vic Delegate
SA Delegate

Observers: Christine Gibbons (incoming Fed Treasurer)
Kathy Miles (WA State Secretary)

3. Conflict of Interest (to be submitted for each agenda item)

4. Minutes of previous meetings 14 March 2023 (distributed prior to the meeting)

Resolution

It was resolved that these minutes were a true and accurate account of the meeting held on 14 March 2023.

Carried

5. Treasurers Report

P&L Statement
Bank Reconciliation

A brief given by the Secretary and awaiting final Accountant review and should be ready for the AGM.

Resolution

That the Treasurer's Report, as presented, be accepted.

Carried

6. Correspondence – In

- a. Letter to Ryan and Co – 14 April
- b. Paul Tester – 29 April (WA thing but included to keep you informed)
- c. Murray Districts Committee Statement – 6 May (as per b. above)
- d. Janet Smith - 10 May
- e. FDDC – Dates for National DD Championships



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7. Correspondence – Out
 - a. Letter to Armstrong Legal 17 March 2023
 - b. Letter of Authority Montgomery, Carey & Associates – 27 April 2023
 - c. Letter to GDCD extension of OAM – 9 May 2023

BUSINESS ARISING

8. 2023 AGM – Vero Voting is all good so far.
9. Western Australia Branch – update on the situation in WA. President and Vice President have resigned and the Treasurer has indicated that she will not re-join the ACDS. State Secretary is continuing to fill the position at the moment.

No State Delegate has been elected by the remaining Committee members.

Secretary asked to contact the Mines Dept in WA (the Incorporated Association body in WA) and seek advice as to where the Branch will go now.

Clause 36.3 has been placed in the voting for the AGM on 3 June and this will allow Federal Council to help members in Western Australia.

10. There has been a reaction from two members in WA regarding the last report from the outgoing WA delegate. These have been addressed separately.
11. Membership Process Update is pending.
12. Life Membership notification. Life Membership has been awarded to Boyd Exell and Diana Lawrence and this will be announced by the President during the AGM on 3 June 2023.
13. Showdriving Handbook Draft has been sent to the Federal Convenor and he will send out for review.

NEW BUSINESS

14. Council Appointments for 2023 - 2024

Showdriving Convenor – Max Pearce

Combined Driving Convenor – Peter Harkness

Driven Dressage Convenor – Three nominations and FC used their discretion under By-law 4.2 and appointed Cheryl Dowling for a sixth year.

Pleasure & Endurance – Peter Honeyman

Historical – Vacant

Schools and Training Sub-Committee

Peter Lee

Peter Harkness

Lorraine Cairns

Cheryl Dowling

Sue Plath (New)

ACDS Electronics Sub-committee

Dot Willcoxson

Bernadette Lewis



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ACDS EA Sub-Committee

Dot Willcoxson
Brendan Dwyer
Bernadette Lewis

Assistant Federal Secretary – Peter Dunn
Coaching Coordinator – Vacant
Journal Managing Editor – Jenny Conquest
Journal Production Editor – Chris Milvain
Public Officer for Incorporation – Ann Eldridge
Horse Registrar – Briony O’Bree
Grading Officer – Jane Keevers
Web Coordinator – Hilary Billett (New)
Young Driver Coordinator – Vacant
Publicity Officer – Vacant

The Federal Secretary declared a conflict of interest and abstained from voting for the Schools and Training and the left the room for discussion and voting for the Federal Driven Dressage Convenor.

Vic Branch Delegate did not register a vote for the Federal Driven Dressage Convenor.

15. Driven Dressage Championships – 2023 (refers to By-laws 7.4 and 7.5)

Resolution

The Schedule for the National Driven Dressage Championships to be held at Peterborough is accepted as presented.

Carried

Resolution

The Budget for the National Driven Dressage Championships to be held at Peterborough is accepted as presented.

Carried

It was noted that the Budget indicated the Goyder Plains Club may run this event at a loss of approximately \$600. It was discussed and agreed that no Club should run a national event at a loss. Goyder Plains Club (through the SA Delegate) is to inform the Club that Federal Council is willing to make up a shortfall but has asked that the conduct of the event be critically scrutinised to reduce any monetary shortfalls.

Resolution

That Federal Council will reimburse the Goyder Plains a sum up to \$600 if the Federal Graded Driven Dressage event runs at a loss.

Carried



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16. Driven Dressage Championships – 2024

Victorian Branch is listed on the Rota and an email from VB stated they will conduct the event in Bendigo, but no paperwork received yet, consequently, no date and no recommendation to run the event from the Federal Driven Dressage Convenor.

At the recent Dressage Forum held on Friday 26 May, there seemed to be dissension among some Victorian attendees about the dates for the National Driven Dressage Championships. One person stated that the Championships would be held in Autumn and there has been suggestions that the Championship is to be held in April 2024.

The National DD Championships was put on the Rota in 2019 and from discussions at Beechworth in 2019 during the Federal Conference, Convenors that attended the DD forum agreed that the Championships should be held at the later part of the year.

Consideration is also given to Rule 6.1 of the Driven Dressage Rules, which states:

'That the Graded Driven Dressage season year will officially commence on January 1 each year and end on December 31 of that same year. The qualification is valid for that year only, based on the approved tests being driven'.

Considering that this is a National Event and this year's NDD Championships are being held in the last weekend of October, to hold the event in the Autumn does not give all ACDS members from all States the opportunity to qualify for the 2024 Championships. As per Rule 6.1, the qualification is valid for that year only.

Resolution

That a letter be sent to the Victorian Branch advising them that the National Driven Dressage Championships for 2024 must be conducted during the later part of the year, that is, October or November.

Carried

The Vic Branch Delegate and the Federal Secretary abstained from voting.

Resolution

That future National Graded Driven Dressage Championship be held during the months of September, October or November.

Carried

This will need to be added to the By-laws.

No vote recorded from the Vic Branch Delegate and the Federal Secretary abstained.

17. Showdriving Championships 2023 – listed for Tas and we have been informed they cannot do this event. Fed Sec has sent the SA, Vic, NSW and Qld secretaries an email asking if they are interested in canvassing clubs to run the event as a standalone or run it on behalf of the Tasmanian Branch.



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No responses yet. Fed Sec is to send another email giving a date for reply.

18. Showdriving Championships 2024 – listed for WA and we have been informed they cannot do this event. Should we send out an email to other States asking for an EOI?

Yes. To be advised.

19. Driven Dressage Championships – 2025 – Tasmania listed on the Rota, but we have received correspondence that they cannot conduct the event – we will probably need to ask another State if they are interested in doing this event.

20. New Member Liaison

Is there a need to maintain this position or could it be done by the Fed Assistant Sec or Club Secs?

Discussion on cost of materials and postage, the need to send out more documentation electronically and that there has been a double up on many items because Club secretaries have been issuing materials and some duties are being replicated. For example, the issue of New Member Handbooks.

Resolution

That the position of New Member Liaison be dissolved and the duties are to be performed by the Assistant Federal Secretary.

Carried

The Assistance Federal Secretaries Position Description will need to be amended to reflect this.

21. Website

Discussion on layout, content, accessibility, search engine etc, etc.

A list is to be provided to the New Website Coordinator (elected previously – Hilary Billett) and discuss with the Federal Secretary.

22. Forums – outcomes of Convenor forums

The Federal Convenor Forums conducted over the previous week were a success and it is a good opportunity for information to be exchanged. A good response to all forums and we will need to consider more in the future.

23. CDE Rule Book - update

Being updated now and should be available in mid-July.

24. ACDS Journal

Discussion Paper attached and outlined a possibility of saving money. Federal Exec is to discuss further and consider a survey to all members.



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25. SWOT Analysis update

In progress

26. Driven Dressage Judge Assessors

Resolution

That the following Driven Dressage Judge Assessors be ratified for a further three years:

Shirley Crossley (SA)
Cynthia Doherty (VIC)
Cheryl Dowling (VIC)
Sue Plath (NSW)
Dot Willcoxson (NSW)

Carried

The President and the Federal Secretary abstained from voting.

27. Insurance (Certificate of Currency)

The Public Liability Certificate of Currency for 2023 – 2024 is available and has been sent to State Secretaries for distribution and posted on the Website. Any Club wishing to have special C of Cs with property names on them are to contact the Assist Fed Sec.

28. Letter received by the President from Vic Branch asking that Federal Council confirm the application of the Form E 'Non-ACDS Grooms'. The Federal Secretary is to draft a letter for distribution.

29. Proposed budget for 2023 -2024 was displayed on screen and details outlined by the Treasurer for discussion. The budget is to be finalised, but it is predicted that it would run even for the upcoming year.

CLOSURE

30. Next meeting – TBA

31. There being no further business the President declared the meeting closed at 9:57 pm

Dot Willcoxson
President



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DISCUSSION PAPER ACDS JOURNAL

This discussion paper has been formulated from an item considered at an FC Meeting on 14 April 2023.

Currently

Currently, the ACDS has a quarterly Journal that is posted to members and subscribers four times a year in March, June, September and December.

Working off the invoices for the March Journal this year (2023), the cost for one Journal is:

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

From these figures, the total cost of four Journals per year \$30,329.60.

At this time, the Journal Manager Editor, Jenny Conquest, is a volunteer member of the ACDS and there is no charge for her time.

Discussion

Approach to Chris Milvain

I emailed Chris Milvain, our Journal Production Editor, knowing that Chris also does the production editing of the Welsh Society Journal (and they do electronic journals) and asked questions regarding formatting and costs.

Chris's response is that the easiest way to do this would be to make a .pdf version and run it one page at a time so that when it is onscreen it is larger – and you only need to scroll down to read it, not across as well.

If that was acceptable, she could do all the photos in colour and her cost wouldn't be any different to now (\$2,400 per Journal) and the number of pages would remain at 44.

Chris also went on to discuss fonts, ease of reading on screen, reasons why pages are split into two columns, etc, etc.

Proposals

All ACDS members would need to be surveyed to get their response to this.

Websites that offer free online surveys have been reviewed and there are a number out there that we could use at no cost (and I would be only too happy to get some inside info on these if someone is up to speed with this). I have purposely not looked at Survey Monkey because it was used in our last survey and a lot of the reaction to this was negative – so it may turn people off before they even consider conducting a survey.



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It is suggested that there be six proposals placed on the Survey and includes:

1. We only produce two electronic journals per year at a cost of \$4,800 and reduce costs by \$25,529.
2. Four electronic Journals emailed to every member at a cost of \$9,600. Total savings would be approximately \$20,729.
3. Three electronic Journals at a cost of \$7,200 and one yearly Journal (probably December??) that perhaps would need to have more than our standard 44 pages. This would cost more to print and post and is estimated at \$4,500 and \$1,200 respectively and editing cost of \$2,500. Total cost is approximately \$15,400 – a saving of \$14,929.
4. Two electronic Journals at a cost of \$4,800 and two printed Journals (June and December??) with a print and post cost of \$8,240 and \$2,120 respectively and editing cost of \$4,800. Total cost is estimated at \$19,960 – a savings of \$10,369.
5. One electronic Journal at a cost of \$2,400 and three printed Journals (April, August and December???) with a print and post cost of \$12,360 and \$3180 respectively and editing cost of \$7200. Total cost is estimated at \$25,140 – a savings of \$5,189.
6. Journals remain as they are at a cost annually of \$30,329.00.

To consider also:

- The March Journals totalled 711. That equates to a cost of \$10.66 per Journal and includes, \$3.37 for editing; \$5.79 for printing and \$1.49 postage.
- For Journal Membership we charge \$70.00. Cost of producing and sending four journals per year is \$42.64. Should the Journal Membership be reduced or remain the same?
- We have 31 members that do not have an email address and we are currently waiting for quotes from printing houses locally to print a .pdf file, A4; 22 sheets (double sided to make 44 pages) in colour and stapled on one side. Cost of postage for these documents is approximately \$75.00 (figure is from postal votes this year – approx. the same number of sheets). Maybe we ask local clubs to print them out for these members??
- If there is a reduction in costs for the Journal, we could expect that members will ask for a reduction in Membership fees.
- With respect to Option 5 above, there is reference to the June Journal in our Constitution. It's to do with Fed Exec nominations and resumes for the AGM. It doesn't apply this year because of the date of the AGM and the Journal release date. This will need to be addressed.
- If we are reducing costs, we may be asked as to where the extra money will be utilised and we will need to give a proper response on this. No doubt up for discussion.

This item will be on the agenda for the 1 June FC Meeting. The options listed above are not final and we would welcome other options, considerations and open discussion on this subject.

Tom Dowling
ACDS Fed Sec
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