

Minutes of BOD Meeting held 5th – 27th May 2007
PHAA Office, Whylanda Street, Dubbo NSW

MEETING OPENED – 7.32pm

PRESENT – C Dengate (director), J Hall (director), S McPhee (director), K Mills (director), A Newton (director), A Lord (director), L Slee (director), L Hall (member)

MEETING APOLOGIES – Lee Wear (director)

1	Visit by L Hall
1.1	<p>Visit by L Hall to overview the staffing position as of when she finished up. She presented a number of staffing structures proposals.</p> <p>L Hall left the meeting at 8.20pm</p>

2	Staffing discussion
2.1	<p>New Office Manager - Proposed advertisement for the vacancy of Office Manager. To be run in the Daily Liberal at a cost of \$400. If no suitable applicants found locally, then follow up with widening advertising range.</p> <p>Motion: To place add in local paper advertising the position of Office Manager Moved: C Dengate Seconded: A Lord All in favour: Carried</p>

3	ACCEPTANCE OF PREVIOUS MINUTES
3.1	<p>Minutes of the Meeting of 2nd - 5th February.</p> <p>Motion: Accept the previous minutes of the Meeting of 10 – 12 November 2006.</p> <p>Moved C Dengate Seconded A Lord All in favour. Carried</p>

4	BUSINESS ARISING From Previous Minutes
4.1	Horse Registration
4.2	Member issue issue is now resolved.
4.3	Raffle Foal – Ticket sales are slow. C Dengate doing a mail out of tickets with a flyer. Correspondence from SEQPHA Secretary requesting that ticket sales finalise by Friday of the Paint – o-rama.
4.4	Portfolio Guidelines & BY-LAWS C Dengate has an amendment to propose but this will be held over till the next board meeting.
4.5	GELDING AMNESTY APPLICATION Need to follow up on the DNA request which has not been received.

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4	BUSINESS ARISING From Previous Minutes
4.6	PHAA YOUTH BANNER Pending due to sewing machine problems.
4.7	National Show Qualification Proposed rule change not supported by members at the AGM.
4.8	National show questionnaire S. McPhee reported that 67 responses had been received - see S McPhee agenda items for details of responses.
4.9	Thong Throwing Competition made \$66.
4.10	A/O world trip – Held over till next year. A Lord mentioned that at the 2005 A/O meeting the Amateurs stated they didn't want a trip as they couldn't compete.
4.11	Sydney Clinic L Wear is still working on it.
4.12	Recognition of horses competing in polo/polocrosse To be ratified later in the meeting, if the rule passes A Newton to write journal article. A Newton advises the article is half done. Discussion on applying the same ruling to team penning. C Dengate to follow up. REFER item 24.7
4.13	CONTAINER J Hall advised that the container has arrived and is located permanently at the Showground. Conditions placed by Show Ground Management are that the container must be painted the show grounds colours to maintain the ambience.
4.14	Risk Management Policy S McPhee to give a report at next meeting.
4.15	WEBSITE S McPhee advises that she only has windows of availability for updates. If possible please respond to requests for info promptly.
4.16	JUDGES BOOKS not ordered as yet. S McPhee to follow up
4.17	DOCUMENT CONTROL S McPhee to obtain prices on generic directors cards
4.18	INTERNATIONAL REPORT Deferred until 26/5
4.19	Registration Issue C Dengate to follow up with last registered owner
4.20	Breeding Issue: – held over until 26/5 REFER item 24.2

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5	MATTERS OF URGENCY
5.1	Nil

6	OFFICE REPORT
6.1	<p>MEMBERSHIPS -Membership figures noted. List of members joined / renewed since last meeting tabled.</p> <p>Motion – List of new members as tabled be accepted Moved C Dengate Seconded J Hall. All in favour Carried</p>
6.2	<p>FINANCIAL REPORT tabled & discussed. C Dengate to look into the expenditure of the Amateur account.</p> <p>Motion – Financial Report as tabled accepted Moved C Dengate Seconded S McPhee All in favour Carried.</p>
6.3	<p>SIGNATORIES TO BANK ACCOUNTS –</p> <p>Motion – To have new signatories - President, Company Secretary, Vice President and Director Jeffrey Hall Moved C Dengate Seconded K Mills All in favour. Carried</p>
6.4	<p>ACCOUNTING SOFTWARE</p> <p>Deferred .No need seen at present.</p>
6.6	<p>OUTSTANDING INVOICES</p> <p>C Dengate to follow through with J Sciberras to write letter of suspension. S McPhee to work with the office staff to develop procedures.</p> <p>Motion: Procedure needs to be developed for processing membership applications which includes checking for member not of good standing Moved C Dengate Seconded S McPhee All in favour. Carried.</p>
6.7	<p>SIGNATORY TO POST OFFICE</p> <p>To be the same as Banking with the addition of K Hocking and A McKenna.</p>
6.8	<p>STAFF TRAINING</p> <p>J Sciberras has deferred Business Management Certificate IV course till a later date.</p>

6.9	<p>OFFICE FURNITURE</p> <p>L Hall has provided a list of the furniture which she owns and has been on loan to the PHAA for a number of years.</p> <p>Motion: To buy office furniture from L Hall that has been on load. subject to full inventory presented to the BOD Moved: C Dengate Second: K Mills All in favour: Carried</p>
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Meeting suspended 11pm

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	Meeting re-opened – 26th May 2007 9.00am
7	ACCEPTANCE OF PREVIOUS MINUTES Amended minutes tabled by S McPhee as provided by S McPhee and L Hall. Moved: C Dengate Seconded: K Mills All in favour: Carried
8	CORRESPONDENCE
8.1	Limited Hunter Under Saddle Explanation: Limited class for horse with less than ten points, not a beginner class. Motion to accept Limited Hunter Under Saddle points Moved: C Dengate Seconded: K Mills All in favour: Carried
8.2	Horse Registration Letter asking for more information in light of the mare appearing on a stallion return as provided under rule 125a. Letter asking for DNA samples to be supplied under rule 125b. Article to journal explaining correct procedure for completing Breeding Returns and service certificates.
8.3	NSWPHA Response to letter earlier letter. No Action required.
8.4	MURRAYS QUARRY SERVICES Rental of office premises proposal. No response required
8.5	SEQPHC RE: Foal raffle tickets and presentation at state show. Letter to be sent to Secretary, noting their concerns and being happy to comply with requests.
8.6	Member letter Letter to member thanking them for their feedback.
8.7	Member Letter – Show Australia program Graham Thornton joining the meeting at 1pm to present the Show Australia program
8.8	YISC Service issue- Letter to owner to ask if they will honour breeding. Foal will not be eligible for YISC futurity. Reply to member by letter explaining situation is dependant on owner.
8.9	Member Letter – Letter requesting 2yr Paint Bred futurity. To be taken under consideration
8.10	Member Letter – Letter requesting increase of Paint Bred futurities to include 2yr Paint Bred or 2yr and over Paint Bred futurity. To be taken under consideration when reviewing futurities.
8.11	2008 PHAA National Show futurities Discussion of 2008 National Show futurities in response to letters tabled in 8.9 and 8.10 above as well as results of the Questionnaire - including discussion on Paint Bred classes Discussion

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	<p>suggested the following futurity events.</p> <p><u>HALTER</u> Coloured-Weanling, yearling futurities and 2yr old and over maturity. Paint Bred - Weanling, yearling futurities and 2yr old and over maturity.</p> <p><u>RIDDEN</u> Coloured- 2, 3 4&Over Western Pleasure futurities 2, 3,4 &Over Hunter Under Saddle futurities 2,3,4&Over Trail futurities 3-5 yr Old Reining futurity Open Hunter in Hand Paint Bred - 2&Over Hunter Under Saddle futurity 2&Over Western Pleasure futurity</p> <p>Motion to adopt the Futurity list as discussed. Moved: C Dengate Seconded: S McPhee All in favour: Carried</p>
8.12	HSAA
	Newsletter tabled for information
8.13	HORSEFORCE
	Conference flyer tabled for information
8.14	National Show Refund
	<p>Request for National Show entries refund due to family illness. Discussion of case and consideration of exceptional circumstances.</p> <p>Motion: To refund everything except for stabling and administration on compassionate grounds. Sum to be refunded \$243. Moved: C Dengate Seconded: J Hall All in favour: Carried</p>

9	Carol Gleeson - welcomed to the meeting 10.30am
9.1	National Show Secretary Report
	<ul style="list-style-type: none"> ▪ Needs three people in the show office. ▪ Judges need to be relocated from show office. ▪ Need a review on Office facilities. (ie office building, layout, judges facilities, maintenance/housekeeping) List of assets to be made ▪ No draw for ordinary events. Program entries to be jumbled so there are random entry numbers. ▪ Carol enjoyed doing the National Show and would be happy to do it again. ▪ APHA list needs to be drawn up, and a spot on nomination forms for registration numbers. ▪ Ron Gleeson has offered to work in the merchandise booth. ▪ Graham Palm (showground audio contractor) was contacted about speakers in the expo centre, but the work didn't happen. ▪ Vouchers to be drawn up for large awards (ie feed) ▪ Shed/ribbon person needs to be available a few weeks before the show. ▪ Need to revisit check list and update. ▪ Not enough sponsorship. ▪ Capricorn Feed Bins did not receive enough business in 2006 to warrant sponsorship in 2007 ▪ Tuff Rock interested in sponsorship ▪ Class results need to be posted ASAP. ▪ Show program needs work to break up into days. ▪ Survey needs to be sent to Show Ground management for review on comments.

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	<ul style="list-style-type: none"> ▪ Cattle events need review and promotion. ▪ Pack up needs review. ▪ Judges recommend larger back numbers and on yellow background. ▪ Stable plan required for Paint-o-Rama.
10	OFFICE REPORT Continued
10.1	Foal Raffle – 2008 Letter to member thanking them for their offer of a foal for the next raffle. But at this stage we are unable to accept his offer as the Foal Raffle is under review
10.2	DATE & VENUE OF NEXT MEETING 17th – 19th August 2007
11	DIRECTORS AGENDA ITEMS - C DENGATE
11.1	REGISTRATION COMMITTEE To deal with registrations in question rather than wait for next BOD meeting. Motion: To form Registration Committee: A Newton, L Slee, C Dengate Moved: C Dengate Seconded: J Hall All in favour: Carried
11.2	BOARD MEMBER POSITIONS Proposal to instate Board members into committee positions at next BOD meeting rather than directly after AGM. Meeting to be held within 7 days. Requires a change to the Articles and needs to be a motion presented at the next AGM.
11.3	PROPOSAL FOR NOTICE OF DISPOSAL OR SALE OF HORSE. Run education article in journal on the disposal or sale of horses. No change to procedure.
11.4	PROPOSAL FOR ROM TO BE INCREASED TO 20 POINTS. Member feedback has squashed this proposal. New proposal to introduce a distinction award at 25 points. <i>IMMEDIATE RULE CHANGE: 224 Merit Awards</i> <ol style="list-style-type: none"> (1) REGISTER OF MERIT (as current) (2) DISTINCTION AWARD (wording as per ROM but with replacement of 10 points with 25 points) Moved: C Dengate Seconded: J Hall All in favour: Carried
11.5	BREEDING RETURNS Proposal to suspend stallion owners or agents who do not submit correct breeding returns. <i>IMMEDIATE RULE CHANGE: 119 Yearly Stallion Breeding Reports.</i> Penalty Fees. If report is not filed within 6 months, the PHAA Board will take further action to be changed to: “May take further action which may include suspension of the Stallion owner or Lessee.”

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	<p>Motion: C Dengate Second: S McPhee All in favour: Carried</p>
11.6	<p>EQUITANA 2007</p> <p>APHA to be approached to fund L Hall at Equitana as APHA International Director. New (yet to be hired) Office Manager to be requested to attend Equitana funded by PHAA.</p>
11.7	<p>END OF MONTH FINANCIALS</p> <p>J Scibberas not as yet trained to do end of month financials.</p> <p>Motion: to employ L Hall under normal casual rates for an interim period to prepare end of month reports. Moved: C Dengate Seconded: S McPhee Vote 6 in favour, 1 against: K Mills Motion: Carried.</p>
11.8	<p>JOURNAL ARTICLES</p> <p>Motion: to engage L Hall on a contract fee of \$300 to collate and provide material for the next journal Moved: C Dengate Seconded: S McPhee Vote 6 in favour, 1 against: K Mills Motion Carried</p>
	Meeting adjourned for lunch 1pm
	Meeting reopened 1.55pm
12	<p>Graham Thornton welcomed to meeting</p> <p>Graham presented the “Show Australia Fuel Incentive Program” and a program to provide sponsorships for feature events.</p> <p>Presentation was received favourably. Graham throughout the discussions came up with a number of new ideas and has been asked to come back with proposal to start as soon as possible for awards to be presented at next national Show</p>

13	DIRECTORS AGENDA ITEMS - CRAIG DENGATE - continued
13.1	<p>NATIONAL SHOW</p> <p>Held over to next meeting</p>
13.2	<p>PAINT-O-RAMA 2008</p> <p>C Dengate advised he may not be available to organise that.</p>
13.3	<p>EMPLOYMENT OF STAFF AND STAFF TRAINING</p> <p>Addressed elsewhere in the meeting</p>
13.4	<p>YOUTH WORLD SHOW TEAM</p> <p>Preparation for the 2008 Youth World Show Team to commence at next BOD meeting. APHA has asked for a commitment from the PHAA for 2009 Youth World Games.</p>

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13.5	YOUTH TEAM MANAGERS Advertise for submissions in the August journal
13.6	FOAL RAFFLE UPDATE Ticket sales not going very well
13.7	NATIONAL SHOW GOODS AND SERVICES AUCTION Raised \$4900 approx.
13.8	QUESTIONAIRE To be dealt with later in the meeting
13.9	PAINT-O-RAMA AND YOUTH CAMP UPDATE 2007 Approval for purchases. BOD had already given approval at previous meeting.

14	DIRECTORS AGENDA ITEMS - ALISON LORD
14.1	DNA/OLW FEE FOR NOTING ON REGISTRATIONS Membership query – paid for DNA tests upfront and then was advised that there is a \$35 to update papers. Need to run an education program to advise people on the advantages of DNA testing. Note to office that when DNA is recorded for fillies they are effectively upgraded for breeding purposes. Motion: Where people pay upfront for DNA and registration together there is no charge to update their papers. Moved: A Lord Seconded: A Newton All in favour: Carried
14.2	Immediate Rule change, as per Motion 7, as discussed at AGM <i>Immediate Rule Change: Delete from rules 220, 221, 222, 223 the paragraph with the wording: "The title of "PHAA Supreme Champion/Superior All Round Horse/Champion/Superior (Event) Horse is hereby, from the date and in the future, reserved by the PHAA for its express use. The Registration certificate of any horse shall be revoked permanently by the PHAA if the owner thereof fraudulently advertises, claims or holds forth that this certain horse is entitled to the title of "PHAA Supreme Champion/Superior All Round Horse/Champion/Superior (Event) Horse prior to the title being officially awarded by the PHAA.</i> <i>Add to rule 5 Violations</i> <i>(e) Any member who fraudulently claims a PHAA title or award or points prior to the title, award or points being officially awarded or recorded by the PHAA, or who uses a title other than the official title of any PHAA award may face disciplinary action in the form of suspension of all membership rights, by the Board of Directors until such time as the claim is retracted by the member.</i> Moved: A Lord Seconded: L Slee All in favour: Carried
14.3	YEARLING HALTER FUTURITY CLASS – ENTRY DISPUTE Advice given to member was in question, regarding no buy in option for the yearling class. Horse was eligible as it was shown in the weanling futurity. Staff members to be encouraged to ask more information.
14.4	YEARLING VERSATILITY - ELIGIBILITY FOR CLASSES Entries must nominate for 3 of the 4 classes to be eligible for the Versatility. Clarification required for 2008 that the versatility halter is all sex combined.

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14.5	REGISTRATION PAPERS. Issue has been addressed with the arrival of new paper.
15	DIRECTORS AGENDA ITEMS - ANGELA NEWTON
	HALL OF FAME Motion: BY-LAW to be updated with the new guidelines and to be limited to 2 horses and 2 members per year. Update the section: “People 2)” about the first one hundred members and replace with a framed certificate of recognition of the first BOD will on display in the office Moved: A Newton Seconded: L Slee All in favour: carried
16	DIRECTORS AGENDA ITEMS - KEVIN MILLS
16.1	DIRECTORS CLARIFICATION
16.2	AUCTION REFUNDS Motion: C Dengate to seek advice on charity auctions. Moved: K Mills Second: L Slee All in favour: Carried
16.3	TJ CATERING Kitchen equipment failure, only saved by TJ Catering’s own equipment. Query on refund of hire of hall. Motion: Letter to Council asking for refund on hire of expo centre. Moved: C Dengate Second: K Mills All in favour: Carried
16.4	NATIONAL SHOW FUTURITIES All ready addressed REFER 8.11
16.5	OFFICE STAFF/RECOMMENDATIONS/FURNITURE All ready addressed REFER 6.9
16.6	LIFE MEMBERSHIP K Mills proposed two Honorary life members of the PHAA. Motion: To instate the two named members as honorary Life Members of the PHAA. Moved: C Dengate Second: J Hall Abstain: S McPhee Motion: Carried
16.7	35th Anniversary Note that 2008 is the 35 th Anniversary of the association.

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17	INTERNATIONAL REPORT
17.1	Discussion on follow up costing of Judges training clinic, To be deferred until next meeting.
17.2	APHA DIRECTOR FOR ZONE 51 L Hall has been re-appointed as APHA director
17.3	INTERNATIONAL PORTFOLIO The BOD is happy for L Hall to continue as International Portfolio for PHAA
18	APHA Gelding Plus program To be reviewed for allocation guidelines.
19	FUTURITY INCENTIVES Motion: Gelding incentive to be raised to \$300 for the Weanling futurity. A/O incentive of \$100 on all ridden futurities. Moved: C Dengate Second: S McPhee All in favour: Carried
20	DIRECTORS AGENDA ITEMS - SALLY MCPHEE
20.1	Recording of BOD meeting minutes Previously addressed
20.2	QUESTIONNAIRE RESULTS General discussion on responses to questions – particularly regarding National Show and additional classes. Will include questionnaire responses in consideration of 2008 national Show program at next meeting. Discussion of responses regarding futurities and additional events – needs to be decided now as 2008 futurity nomination forms about to go out. Futurity Incentives Motion: Gelding incentive to be raised to \$500 for the Weanling futurity. A/O incentive of \$100 on all ridden futurities. Moved: C Dengate Seconded: S McPhee All in favour: Carried Investigation into affiliating with the NSW EFA to increase participation of English Horses. S McPhee to report to next meeting. Questionnaire results will be posted on the website for the information of all members
20.3	GELDING AMNESTY S McPhee noted that she has grave concerns about people using the gelding amnesty to avoid normal registration requirements – particularly where the actual sire and dam are known but withheld. A number of existing applications may fall into this category. This is detrimental to the breed, to legitimate stallion owners and breeders and to the PHAA. Suggest the following rule change to assist the board to make correct judgements on applications. <i>IMMEDIATE RULE CHANGE</i> <i>Addition to Rule 102(f)</i> “ .. <i>Gelding Amnesty applications received by the PHAA which meet the above provisions, shall be</i>

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	<p><i>advertised in the Paint Horse Journal and on the website. Objections to the approval of the application will be accepted up to 30 days following the publication of the Journal. The Board will consider the Gelding Amnesty Application including any objections lodged within the specified time, at the next scheduled Director's meeting."</i></p> <p>Moved: C Dengate Second: J Hall Vote 6 in favour, 1 against: A Newton Motion carried</p>
20.4	<p>CHANGES TO REGISTRATION FORMS AND CERTIFICATES</p> <p>To be held over to next meeting, S McPhee to work on the proposal</p>
20.5	<p>REDUCTION OF FAMILY MEMBERSHIP FEES</p> <p>Proposal to reduce the Family Membership fee as it is currently cheaper to pay for a constituent + 2 youth memberships. There is currently only 9 current family memberships.</p> <p>As the Family/Constituent memberships are only recent (2years?) changes it was decided to review next year.</p>
20.6	<p>UPDATING OF ARTICLES, BY-LAWS AND RULES</p> <p>Done, website to be updated. S McPhee to obtain copy from J Scibberas.</p>
20.7	<p>DISCUSSION OF IDEAS RAISED AT AGM BY MEMBERS</p> <p>End of Year High Point Awards for Youth</p> <p><i>Immediate Rule Change:</i></p> <p><i>Rule 236 to have the following addition after point (d).</i> <i>Youth age divisions: 13 and under, and 14 to 18 years computed from August 1 of each year.</i></p> <p>Moved: S McPhee Seconded: L Slee All in favour: carried</p>
20.8	<p>WEBSITE REPORT</p> <p>Previously addressed</p>
20.9	<p>ONLINE ELECTRONIC PAYMENTS</p> <p>S McPhee presented information on online payment with Paypal option. Discussion raised issues that this may not be suitable to the PHAA. More investigation into Paypal, BPay and electronic payment options to be done – S McPhee to report to next meeting on other options.</p>
20.10	<p>NEW LOGO – UPDATE STATIONERY AND PUBLICATIONS</p> <p>Proposal to attend office for a couple of days in July and work with Jessica or new office manager if appointed by then. S McPhee to sit in with office staff to help setup forms.</p>
21	<p>DIRECTORS AGENDA ITEMS - JEFFERY HALL</p>
21.1	<p>ACCEPTANCE OF INITIAL JUDGES</p> <p>Discussion of panel/taskforce for the selection and development of judges. Expressions of interests to be published in the PHJ for input into the selection process.</p>
21.2	<p>NSWPHA wish to borrow the floral decorations.</p> <p>J Hall to deliver them to the show, S McPhee to bring them back at next meeting.</p>

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22	DIRECTORS AGENDA ITEMS - LEE WEAR (presented by C Dengate)
22.1	A/O World Show Tour Cancelled for 2006
22.2	AMATEUR YEAR END AWARDS Proposal to change the awards from one saddle to spreading the awards across the top 10. Considered too short notice for this year. Suggestion to be put forward at the next amateur meeting.
23	DIRECTORS AGENDA ITEMS - LINDA SLEE
23.1	L Slee presented feedback from the National Show and the “Shed Sheila” report.
24	ADDITIONAL AGENDA ITEMS
24.1	Registration and Transfers Letter to owner of stallion asking for service certificates to match the breeding return information. Letter to member and ask for DNA for parent verification. Letter to previous owner for signed transfer and for the service certificate for the service.
24.2	YISC Auction service C Dengate to follow through with a letter.
24.3	B & C CARAVAN Letter advising that the business is changing and there will no longer be short term hire. Look into motel costs for National Show workers
24.4	HALTERCLASS REQUIREMENT FOR SHOW HIGH POINT AWARD Letter from member disagreeing on the proposed rule change accompanied with a petition from 10 other members.
24.5	Letter from member objecting to increase in ROM points
24.6	Letter from member objecting to increase in ROM points
24.7	Letter from member objecting to new rule 219B, increase in ROM points, National Show qualification. Requesting Team penning added to rule 218 and consideration of Champion points rule Further discussion on Team Penning points concluded that they are not admissible as it is possible for a competitor to enter the same event 3 times in 3 different teams. Letter to be sent to back to member advising of determination.
24.8	Letter from member objecting to halter requirement for High Point Awards
24.9	Letter from member objecting to increase in ROM points

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24.10	Letter from member objecting to increase in ROM points
24.11	Letter from member objecting to increase in ROM points
24.11	Letter from member objecting to increase in ROM points
24.12	<p>PROPOSED RULE CHANGES DUE TO BE EFFECTIVE 01.08.07</p> <p>Discussion of proposed rules changes due to be effective as at 01.08.2007. Consideration of members' objections taken into account.</p> <p>INSERT NEW RULE RULE 225 – YEARLING CERTIFICATE OF EXCELLENCE (A) The purpose of this award to recognise the achievements of Regular Registered and Paint Bred Yearling Horses.</p> <p>(B) In order to qualify for the award the Yearling must have attained a Register of Merit in each of the 4 events of Halter, Led Trail, Lunge Line and Hunter in Hand, before December 31st of their 2 Year Old year.</p> <p>Passed</p> <p>RULE 227a – Defeated</p> <p>INSERT NEW RULE RULE 218 – Add new paragraph to end – Note – Polo and Polocrosse – Points will be awarded as follows – Horse In winning team – 3 points. Horse in runner-up team – provided three or more teams compete – 2 points.</p> <p>Passed</p> <p>RULE 219B – Defeated</p> <p>INSERT NEW RULE RULE 237(i) if two age divisions are to be offered, they shall be 44 yrs and under and 45 yrs and over. Age calculations as at August 1st of each year.</p> <p>Passed</p>
24.13	<p>Member correspondence regarding Paint Horse Journal</p> <p>Letter back to member.</p>

Meeting closed – 10pm 26th May 2007

Minutes to be distributed to all present. Notes will be published on the web site