



Riding for the Disabled Association (NSW)

## *Board Talk*

*A summary of issues and decisions from January to May 2020 Minutes of Board Meetings*

### **Financials :**

- Financial Report and Company Secretary – Reports Received
- Balance Sheet and P&L as at 24/04/2020 also supplied.
- Share Portfolio- took a beating. down \$¼ million since beginning of the year due in part to COVID-19 pandemic and following a big increase last year. As shares are long term assets Share Market expected to recover well over time.
- Refund Rider Registration – memo circulated to the Centres with questions for the Centres to follow regarding rider registrations - waiting from responses from Centres – this will be dealt with on a case by case basis for each Centre.
- concern that If too many Centres request financial assistance by way of grant or donation at this difficult time of COVID-19, recent drought and fires RDA (NSW) as well as centres could end up depleting all State Office funds.
- Board to revisit the proposed draft for the Training Fund see if any other changes are to be made and discuss with Regional Reps at the SNC (State Network Committee) before going to the Centres.
- The modified Coaches Training Fund RAM document will be sent to Centres once discussed with SNC.
- Reminder of Expenditure greater than \$5,000 CEN-5A: All expenditure greater than \$5,000 must be approved by the Board even if the cost is covered by a grant. Amended RAM CEN-5A has been sent to Centres.

### **Governance:**

- Strategic Plan 2020 – 2025 - ongoing with an outsourced consultation specialist company.
- Constitutions (RDA(NSW) and Centres) restructure. Centres have received an update from the Company Secretary that the Board are awaiting advice from the solicitors on various legal issues relating to a possible review of the structure of both the RDA(NSW) and Centre Constitutions
- Incorporation of Centres - Centres have received an update from the Company Secretary that the Board are awaiting advice from the solicitors on various legal issues relating to a possible review of the structure of RDA (NSW) and Centre Incorporation issues and procedures.
- COVID-19 procedures: Centres have been notified of financial assistance application and to record exercising of the horses in their minutes
- Sport NSW - Webinar meetings. Directors have been attending to several teleconference Meetings re COVID-19 Pandemic and Volunteers
- NSW-44 - Whistleblower new Policy - was adopted by the board as it currently stands with a provision that an independent company can be sourced.
- Centre Newsletters to be sent onto CASP prior to issue. CASP will advise Centres if their photographs are inappropriate.

### **NDIS/NDIA - Update**

- Due to the covid-19 Pandemic with the closure of our Centres. No further advancement has been made since the Report in the previous Board Talk. However, a webinar meeting is being organised with a NDIS specialist to set up NDIS policies/Plan/templates (Volunteer). This is ongoing.
- Waiting for reply from the NDIS specialist on possible date/time for a Teleconference meeting. The outcome from this Meeting will be sent on to Centres.

### **WWCC –**

- Due to the covid-19 Pandemic with the closure of our Centres. No further advancement has been made since the Report in the previous November Board Talk.

### **RAM - NSW 44 -Whistleblower -**

- New Policy that has been adopted and placed in the RAM

### **Centres:**

- Centres need to record exercising of the horses in their minutes
- to contact Regional Reps re encouraging the Centres to hold Zoom meetings for their AGM's
- Centres colours can be at the choice of the Centres.
- Insurance issues – Received notification re horse agistment. Has been prepared by CASP and sent to Centre and response received from Insurer.
- Provisional Centre: Congratulations to Clarence Valley Centre which has achieved the requirements to become Provisional Centre.
- Steering Committee Welcome to Malabar Centre - look forward to this Centre gaining Provisional status in the not too distant future.

### **State Office: [Lucy Pentony]**

- Reminder sent to Centres re sending minutes, including a minimum of Profit and Loss account and bank balances to SO with an advice to SO whether they have meetings monthly, quarterly or yearly.
- Receiving minutes from the centres is needed to allow the Board to meet their obligations under company law and Centres are required to submit them in accordance with the terms of their Centre Constitution.
- Centre Matters are sent onto the respective Regional Representative.
- Letter sent to Centres congratulating them on complying with the OCG requirement of WWCC for all volunteers and for improvement in information sent to SO.

### **General:**

- Volunteer Handbook: Board is reviewing the updated Volunteer handbook and hope to have the Handbook converted to A4 printable document to Centres shortly.
- Metropolitan RR - Due to family commitments, Kirsty Hardman resigned her position. Paula Gray nominated by BHTT Centre. Board congratulated Paula on her appointment as Regional Rep. for this Region.
- RAM document - NSW – 09, (Centre Colours) has been removed with information on Style Guide to remain.

### **2020 AGM**

- Hosting the 2020 AGM/Coaching Workshop - Centres have been advised that due to the COVID-19 Pandemic, the AGM/Coaching Workshop has been cancelled.
- The Board thanked Central Coast for their generous offer to Host the 2020AGM/Coaching Workshop which, unfortunately, had to be postponed due to the Government's requirements due to COVID-19 pandemic.
- The 2020 RDA(NSW) AGM will now to be held on Saturday, 25 July, 2020 by Teleconference. The appropriate paperwork has been sent to Centres by our Company Secretary.
- I am sure Centres will agree with the Board on how pleased we are that our EO, Jan Pike, reconsidered her resignation to resign and will remain on the Board until the 2021 elections.
- It was with regret we received Melanie Spaggiari's Resignation from the Board of Directors for she was a great team worker. We wish Melanie all the very best for the future.
- New style of Award Trophies has been sourced by Lucy.
- Annual Report: -
  - EO in contact with James Goldwater re publication. Copies to be sent to Centres, Board, Regional Reps and RDA(NSW) Life Members. Electronic copies sent to RDA (NSW) Patron and others.
  - Centres will also be asked to send an electronic copy of the Annual Report to all their members, and other people of interest, such as their Local Member, businesses that support their Centre, etc.
- New style of Award Trophies has been sourced by Lucy.

### **2020 Coaching Workshop**

- Centres have been advised that due to the COVID-19 Pandemic this Workshop has been cancelled.
- CASP has sent details of Regional Workshops they hope to be holding before the end of 2020.

**Next Board teleconference meeting:** Tuesday 18 August and Thursday 20 August 2020. CASP and SNC meetings TBA.

*Margaret Norman* OAM  
Hon Director/Chairperson

### **Following on from Board Talk:**

1. **CASP Representatives** - Wendy Torr and Nicole King joined the Board meeting on Tuesday 28 April at 2.00pm.
2. **SNC (State Network Committee consisting of Board and RRs)** - Teleconference Meeting : Held 1 May, 2020 - 2-4pm

#### **1. CASP Representatives - Wendy Torr and Nicole King joined the Board meeting on Tuesday 28 April at 2.00pm.**

- ❖ Discussion on guidance to give the Centres on how to operate and provide plans and contingencies after restrictions are lifted. Suggestions put forward were sent to Centres on minimum standards before they can reopen, e.g;
  - having enough stock such as soap and Sanitisers,
  - better control on who goes in and out of the Centre
  - how to mitigate risks e.g. having, smaller group environments or individual riders' sessions. NB more information on infectious diseases has been added to the risk assessment.
- ❖ Coaches and Assistant Coaches are being kept up to date with Zoom networking sessions. Every Centre will be able to do their own staged approach.
- ❖ Insurance concerns have been sent to Centres from the Board
- ❖ Discussion on difficulty to attract coaches and assessors as the criteria for becoming an assistant coach/coach/assessor is daunting. It was noted that RDA (NSW) is big organisation and RDA needs to make sure we have checks and balances for coaches and assessors. Down the track RTO may be sourcing a 3<sup>rd</sup> party to do the assessing. ASQA is looking at remote assessing and video assessing after this COVID-19 situation.
- ❖ Given the limited time and COVID – 19 restrictions CASP prefer to focus on the trainee coaching workshops rather than the State workshop for this year.
- ❖ Nicole noted being involved in these meetings keeps communication flowing.
- ❖ The Board congratulated CASP on their forward thinking on guidelines and procedures for the Centres re opening after COVID-19 Pandemic and for the contingencies they are putting in place and information on how to exercise the horses during the lockdown was excellent. The board appreciates their great effort.

#### **2. SNC (State Network Committee consisting of Board and RRs) Teleconference Meeting : Held 1 May, 2020 - 2-4pm**

- Questionnaire may need to be sent to Centres requesting which of the 3 categories of NDIS programs their NDIS participant riders have - self-managed, program- managed or NDIA funding – managed. Board to seek advice re whether alternate arrangements are available and whether RDA (NSW) retains its registration as NDIS Provider in view of the high cost of the audit relative to the small number of participants and alternate arrangement being possible. Includes whether Centres want to continue claiming for those that are NDIA managed or if those riders can self-manage their RDA funding. And do they want to register themselves as NDIS providers.
- Strategic Plan: Board to look into UTS Shop front - post graduate students from UTS will design and develop systems - may be able to help the board to develop strategies for RDA (NSW).
- (NSW) Annual Report in by 18 December 2020.
- RDA(NSW) Annual Report - investigate self-publishing and seek a printer.
- Active Kids Vouchers – this can't be refunded - provision of a service that hasn't been provided; advice received that Centres could retain funds.
- Refund Rider Registration – discussed as referred to in "Financials"
- Regional Reps welcomed Paula Gray as the new Metropolitan RR.

- Due to COVID-19 Pandemic:
  - Centre Audits will not be conducted due to COVID-19 and that their self-audit could be conducted during COVID-19 as long as all the guidelines for COVID – 19 that have been sent out are followed our EO will consult with Joan Edwards.
  - CASP will send recommendations to the Centres when they can be reopened and procedures that must be followed.
  - Regional Reps to advise Centres that Olwen Smith can organize a Zoom meeting for the Centres that would like to hold their AGM by teleconference and that OS can hold trial sessions for the Centres
  - OS to send an email to the Regional Reps with instructions on holding a Zoom meeting.
- Regional Reps to remind Centres:
  - In mid-October 2020 to have their Centre report for the 2021 RDA
  - Minutes and financials need to be sent on to SO displaying the Centre name on the title to enable identification for SO and minute readers.
  - To have Sanitizer available for their Volunteers and Riders.
  - If exercising the horses or attending the Centre during lockdown and when Centres resume riding, that proper sanitisation procedures must be followed between riders, including in relation to helmets.
  - Photos displayed in Centre Newsletter must be approved by the coach of the Centre before publishing to make sure that they comply with RDA (NSW) standards. A photo which would not meet RDA (NSW) standards has been noted as being published.
  - Facebook must not be used as a chat to the general public.

The Chair thanked RRs for their attendance.

Next Teleconference SNC Meeting: Tuesday 18 August 2.00pm 2020