



Riding for the Disabled Association (NSW)

Board Talk

Summary of Issues and decisions from Minutes of Board Meetings held July, August, September, November 2020 - via Teleconference

July 2020 Brief meeting held to welcome and introduce the incoming Directors to the Board and to answer questions put by the incoming Directors.

- Appointed Directors - Chair welcomed Wayne Gallagher, Janine Osland and Susie McDonell to the meeting
- letter sent to Centres in the Central West Region to seek a new Regional Rep
- All agreed that the directors will take note of the comments and concerns from the Centres at the AGM 25 July 2020 regarding involvement by the Centres re incorporation and restructure of RDA (NSW)

August 2020 Brief meeting held to discuss Director Portfolios. A recommendation was put forward that the previous directors retain their own portfolio to retain continuation of knowledge. The incoming Directors accepted the following Portfolios.

- Marketing promotions director – Janine Osland – Janine accepted
- Communication director – Susie McDonell – Susie accepted
- Workplace safety health and emergency evacuation director – Wayne Gallagher.

Ex Officio for disciplines to liaise and communicate with the Chair of each committee -

- CASP & RTO – Wayne Gallagher
- Dressage – Olwen Smith
- Carriage Driving- Jan Pike
- Horse Welfare - Wayne Gallagher
- Mounted Games- Janine Osland
- EFMH&L- Tracy Lucas
- Hippotherapy – Susie McDonell
- Finance – Margaret Norman

September 2020 - Special Purpose meeting to discuss the following: -

- Certain Centre matters
- Drafting Memorandum of Understanding (MOU) between RDA (NSW) and Riding Schools
- Regional Rep's to communicate with their Centres to ensure Minutes are sent to SO and RRs.
- Further Email to centres in North West and Central west regions to seek new RRs - no response
- Discussion held on Hippotherapy and EFMH&L being set up in every Centre - ongoing

November Meeting - The first formal meeting since May held over 2 days. The Board held meetings with both CASP (10/11) and SNC (12/11).

Financials:

- Financial Report and Company Secretary – Reports Received
- Balance Sheet and P&L as at 31/10/2020 also supplied.
 - The Profit & Loss Account shows that RDA (NSW) has made a notional net profit of \$301,198 (\$135,212 for the same period last year, an increase of \$165,986). This substantial increase arose largely from the effects of the various Government stimulus packages (both Federal and State) as a result of the COVID-19 pandemic.
 - This increase is the result of \$19,500 by way of JobKeeper and \$30,000 by way of other similar support grants, the “normal” ADHC Grant of \$24,450, the SSOD Grant of \$174,000 to State Office plus the \$40,000 SSOD Grant that has been distributed to Centres
 - The net return on investments, which is what usually stops RDA (NSW) showing a loss for the year has decreased by \$56,937, from \$138,560 to \$81,622. This “loss”, measured as at the close of business on 31 October 2020, is only a “paper loss” as we still hold the shares and have not disposed of them, which means that the loss has not been crystallised.
- The RDA (NSW) accounts as audited by Mr Richard Rogers of RL Rogers & Associates, Chartered Accountants, for the 2019 year were approved by the Board.

- 2021 Rider Registration Fee for the 2021 year to remain at \$87.00 per rider as per the Finance Committee recommendation as there has been no increase in net CPI for the twelve months to 31 July 2020, according to the Reserve Bank of Australia website.
- 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.

2021 AGM

- Central Coast RDA have graciously offered to host the 2021 RDA(NSW) AGM and 1 day Workshop on Saturday 1 May, 2021
- Due to COVID-19 no State Coaching Workshop was held in 2020, The 2021 1 day Workshop will consist of approx. 6 hours designated to Coaching and 1 hour to Administration.
- The Chair will book accommodation for Directors and Staff.
- All Regional Reps and Disciplines will need to make their own booking arrangements.
- Annual Report: - EO will be asking Centres to send in a Brief Report for the 2020 year and will also contact 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.

The 2021 AGM Criteria for Director nominations -

- Centres were advised that Susie McDonnell emailed her resignation as a Director due to personal reasons
- Board to review the criteria for Board nominations and will be encouraging Centres to put up nominations
- Write letter in the New Year to the Centres, asking if they know of Professional or experienced people in all spheres of Director Portfolios that would be willing to be nominated for the 2021 Board of Directors.
- Olwen Smith, Janine Osland, and Wayne Gallagher will remain on the Board as they have not completed their 2 years term. Jan Pike, Joe Orland, Tracy Lucas and Margaret Norman will need to stand for re election.
- Under the Constitution, there will be a maximum of 8 elected Directors on the Board.
- In the interest of diversity, a Centre can nominate up to 2 Nominees for the position as a Director. Nominations need to be on a skill basis.
- New style of Award Trophies has been sourced by Lucy.

Marketing Team and Centre for Volunteer Advisors

- A Marketing Committee to be formed with Janine as the ex officio. The Committee to come up with a Budget. Janine to draft letter to the Centres in the new year for volunteers with proven marketing experience that would be interested in becoming part of this team.
- Write to Centre for Volunteering requesting Professional or experienced people in all spheres of Director Portfolios to be appointed to the Board of Directors in a voluntary capacity as "Advisors"

Governance:

- Strategic Plan - Current Plan 2020 to 2025 - Meeting being arranged to meet with Olivia and her team early in the New Year to deal with the matters needing attention.
- Succession planning - TORS to be finalised for RDA (NSW) Board, Regional Reps and Disciplines.
- NDIS/NDIA - Update - Action from meeting with Amisha (AON) - That, based on the information and advice provided by Amisha Vaghela, a practitioner in NDIS matters, a summary of advice has been sent to the relevant Centres that RDA(NSW) has cancelled registration with NDIS. Whether the Centres are separately registered as NDIS Providers or users of the RDA(NSW) registration, Registration as an NDIS Provider is an expensive and time consuming process for RDA (NSW) and its Centres but has no effect on the users of the services of RDA (NSW) and its Centres as alternative procedures are available that do not require time or cost and does not disadvantage any of our clients.
- RAM- Several documents have been uploaded to the RAM including NSW 44 -Whistleblower Policy, WWCC update –Centres to place copies in their Centre RAM. The RAM has also been updated in the members' area of the website.

Centres:

- Centre location name. Moving forward, all centres need to have their property location at the beginning of their Centre name for identification purpose. When relocating, Centres will need to change their name to their suburb or their recognisable locality that they are moving to. The Board needs to approve the change of name.
- Kendall has relocated to new property 29 The Old Coach Road BATAR CREEK.
- Recess: Nepean Centre to be placed into extended recess until they are operational
- Closures: Clarence Valley Centre and Eurobodalla Centre have closed.

Face to Face Meetings:

- As from 2021 the Board of Directors and CASP are permitted to hold up to 2 face to face meetings annually, one being the weekend of the RDA (NSW) AGM the other meeting to be determined by the Board of Directors and CASP.
- All other disciplines and the Regional Reps are permitted to hold 1 face to face meetings per annum to be held over the weekend of the AGM 2021.

State Office: [Lucy Pentony]

- Report – received
- Centre Minutes and financial Reports - sent on to SNC requesting Regional Reps contact their Centres that have not complied with sending all their Minutes to SO and to the respective Region Rep.
- State Office will be to closed for the Christmas break from 21 December 2020 reopening on 1 February. Over this period, the office will be manned by:
 - OS to answer phones calls
 - JP to deal with the emails
 - JO to collect the mail from the PO Box

General:

- 50 year celebration - Centres will be notified in the new Year regarding information on this important event
- COVID-19 Recovery Strategy for 2021 is being developed by Directors
- Working Group Meetings regarding Incorporation and Restructure of RDA(NSW) were held. Apart from a few Centres, the greater majority of Centres attended and agreed not to Incorporate but to remain with RDA(NSW) -The Meeting organised for 31 October has been postponed until advice from our Legal Advisor is received. Company Secretary has advised all Centres once a response is received from our Legal Advisor, a final meeting will be set up with Centres.
- Volunteer Handbook. Printing booklet (A5) size version for Centres, if requested. Standard size A4 version to be placed in the members' area of the website. Tetanus immunisation for all RDA (NSW) volunteers will be noted.
- Funds received from Racing NSW sent to the Centres with the board's recommendation funds to be used for equipment for RDA horses or riders.
- RDA (NSW) accepts the offer put forward by Tabcorp Holdings Ltd to be involved in a sponsorship partnership, similar to the fundraising activity held in 2018.

Grants:

- Centres received an amount of \$2,100.00 (including GST) one being a generous donation of \$50k from the Commonwealth Bank with \$1k going to each Centre as a donation from State Office. The other was a Grant of \$40k from Grassroots Sport Fund through the Office of Sport. A third untied Grant of \$154k was received from the Office of Sport for RDA(NSW) use.
- Defibrillators have started to be distributed to Centres - Some Centres have received defibs through other grants.
- Successful Grant to Cootamundra RDA from Australian Turf club of \$10,000

Next Board teleconference meeting: February, 2021 date TBA.

Margaret Norman OAM
Hon Director/Chairperson