

General Meeting of the ACT Equestrian Association, 13 August, 2009.

**RESOLUTION TO ESTABLISH A SUB-COMMITTEE FOR THE PURPOSE
OF MANAGING EQUESTRIAN PARK, YARRALUMA**

IT WAS RESOLVED:

1. That the resolution in favour of establishing a 'wholly-owned subsidiary' of ACTEA to manage Equestrian Park, approved at the general meeting of ACTEA of 14 May, 2009 be rescinded; and
2. that a Sub-Committee of ACTEA, hereafter referred to as the Equestrian Park Management Group (EPMG), be established under the terms and conditions specified in Schedules 1-3 below; and
3. that the financial and administrative decision-making and management responsibilities of ACTEA in managing Equestrian Park under the licence agreement with the ACT Government be delegated to the Equestrian Park Management Group; and
4. that the ACTEA funds that have customarily been held separately for the purposes of management, maintenance, or improvement of Equestrian Park be made available to the Equestrian Park Management Group for its use in performing the role delegated to it by 3 above.

Schedule 1: Definitions

'Equestrian Park User Club' (hereafter 'User Club'): a member club of ACTEA that has registered itself as a User Club with ACTEA by indicating in writing to the Secretary of ACTEA that Equestrian Park is an important location for its activities and that it has an interest in, and is willing to contribute to, the maintenance and development of the Park. Registration as a User Club is to be renewed at each Annual General Meeting of ACTEA.

Schedule 2: Membership of the Equestrian Park Management Group

Voting members of the EPMG shall be

- Up to two (2) delegates from each User Club, nominated by their clubs, whose names and contact details (together with those of alternate delegates, if any) have been provided to the Secretary of ACTEA; and
- the President of ACTEA (or nominee), *ex officio*.

The voting members may co-opt additional members or invite other persons to participate in EPMG deliberations as they deem appropriate.

Schedule 3: Conduct of the Affairs of the EPMG

- (i) The role of the EPMG shall exclusively be to carry out functions related to the delegation to it of ACTEA's responsibility for the management of Equestrian Park under the licence agreement with the ACT Government. Its objectives shall be to maintain, improve, and develop the Park, both as a venue for national and international competition and as an accessible and valuable resource for ACTEA affiliated clubs and the ACT equestrian community generally.
- (ii) The EPMG shall meet at least six (6) times in each calendar year.

- (iii) A Convenor of the EPMG shall be appointed from among its voting members, not including *ex officio* members, at the Annual General Meeting of ACTEA on the recommendation of the EPMG. The Convenor will be responsible for calling meetings of the EPMG and overseeing their conduct. The initial Convenor shall be elected at the first meeting of EPMG following its establishment, and that meeting shall be convened by the President of ACTEA not more than one month after the date of that establishment.
 - (iv) A Treasurer of the EPMG shall be elected from among its voting members, not including *ex officio* members, at the first meeting following the establishment of the EPMG and, thereafter, at the first meeting of the EPMG following the Annual General Meeting of ACTEA each year. The Treasurer shall have primary responsibility for managing the financial affairs of Equestrian Park, including maintenance and use of a bank account or accounts specifically dedicated to that purpose, provision of a financial report to each EPMG meeting, and preparation of an annual financial report for presentation at the ACTEA Annual General Meeting and incorporation into ACTEA's overall financial accounts for the year. Signatories to the bank account, or accounts, maintained by the EPMG shall be any two of the Treasurer, one other voting member of EPMG, and one other person who is a member of the ACTEA Committee.
 - (v) In the event of a casual vacancy arising in the office of Convenor or Treasurer, the EPMG shall elect an eligible replacement who shall hold the office until the next scheduled date for re-election.
 - (vi) The EPMG shall make such other appointments to specific positions of responsibility as it deems desirable for the effective conduct of its business and the management of Equestrian Park. These shall include appointment of a Minute Secretary.
 - (vii) The EPMG shall, through the Convenor or nominee of the Convenor, report on its current activities, orally and/or in writing, at each meeting of the ACTEA Committee. At quarterly intervals, this report shall include a written statement of the EPMG's financial position with commentary on outcomes relative to budget [see 3(ix) below].
 - (viii) The Convenor of EPMG shall provide a written annual report on the activities of the EPMG during the past year to the Annual General Meeting of ACTEA.
 - (ix) The Convenor of EPMG, or nominee, shall provide to the Annual General Meeting of ACTEA a forward budget for the coming year of EPMG's operations, including identification of planned development projects and their estimated costs.
 - (x) The EPMG will, through the Convenor or nominee, provide to the ACTEA Committee on request such further information relating to the operation of Equestrian Park as may be necessary for the overall development of ACTEA's Strategic and Budgetary Planning.
 - (xi) Except as limited by the provisions of this Schedule, the EPMG shall determine the appropriate manner in which to conduct its affairs and exercise the responsibilities delegated to it.
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