| Time and Date | 7:30pm 7 Aug 2023 |
|---|---|
| Location | Zoom |
| Attendees | Sally Barbera, Ben Netterfield, Rachael Downs, Sarah Venamore, Sharmayne Spencer, Helene Brassier (Secretary) |

## 1.  ADMINISTRATION (WELCOME, APOLOGIES, CONFLICTS OF INTEREST, REVIEW OF PREVIOUS MINUTES)

**1.1      Welcome**
Sally opened the meeting at 7:38pm

**1.2      Apologies**
Vireena Peacock, Caroline Hooper

**1.3      Conflicts of Interest**
As recorded. We will declare them as they arise.

**1.4      Review of Previous Minutes**
The Meeting Minutes from the last meeting on 3 Jul 2023 have been reviewed.
Motion: to accept the Meeting Minutes from 3 Jul 2023.
Proposed: Sally Barbera            Seconded: Rachael Downs            Motion Carried

**1.5      Correspondence**
None

## 2.  GENERAL BUSINESS

**2.1      Chairs Report**

None

**2.2      Coach Educator/SSTA Workshop**

EOI: Rather than suggesting locations, we just need to ask coaches where they are located.
This needs to be **prioritised**, with suggestions for dates – some of it can be done online (theory).
Ask if anyone would put their hand up to present something.

Get the letter out for EOI. Time frame less than 14 days.
Workbooks will need to be sent from EA. Sally will contact Jill Taylor

**2.3      Draft a Coaching NSW Calendar (to get organised + coaches have asked for visibility)**

On the coaching Page: we need to update this. Sarah's email address is incorrect + photos to update (Sarah and Sharmayne) and remove Fiona. (update: this has been requested on 10 Aug to ENSW)

**2.4      Next zoom date + content**

A few coaches use electronic systems for bookings. It would be helpful to get an idea of what these systems are, set up, costs…
Add this to the EOI

## 2.5    Committee members list + re-election

Caroline and Rachael are happy to re-nominate.
**The committee will review the letter drafted by Helene to send out asap.**


## 2.6    Business Arising from 7 Jul 23:

**Complaints**: there is now a process. Complaints can now be raised on the EA website:
https://www.equestrian.org.au/content/ea-integrity

| Topic | What | Who | Deadline | Status |
|---|---|---|---|---|
| Improvement | Liaise with Alex to explain our data requirements | Helene Ben Sally | 31Mar | To do |
| Trainings | Decide CE Workshop dates, content + book venue | | | |
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**Meeting Closed: 9:00 pm**
Next monthly Meeting: Monday 11th Sep 7:30pm