

13. ATTENDANCE

Present: Kylie Jonkers, Darryl King, Clare Fleming, Susan Woodward, Avril Cummins, Sarah Pollard-Williams, Annette Bailey, Brandon Dick, Linda Henley,

Apologies: Talea Hasko-Stewart,

In attendance: Helen Rich (Minutes), Jax Barlow, Belinda Hopley

The purpose of this meeting is to discuss banking requirements and signatures and to discuss the bookkeeping requirements that we need to move forward and our accounting requirements.

MOVED Brandon Dick, Clare Fleming

THAT Panorama Accounting & Advisory, Tumut no longer acts as Accountants for the NSW Endurance Association and that all partners and associates cease being administrators for the Association on Xero Accounting and that the master Xero administration be transferred by Panorama Accounting & Advisory to Brandon Dick, Treasurer.

Carried Unanimous

MOVED Brandon Dick, Darryl King

THAT Kim Stephens, John Howe, Alamdar Dastani and Anthony Warren be removed as signatories on all Commonwealth Bank (CBA) accounts of the NSW Endurance Riders Association including private access to Netbank facilities linked to NSW Endurance Riders Association; AND THAT Annette Bailey, Brandon John Dick and Susan Mary Woodward be the new signatories on all CBA accounts of the NSW Endurance Riders Association; AND THAT Kim Stephens be removed as sole signatory on CBA Society Cheque account and replaced with Brandon John Dick; AND THAT all signatories and Nebank "view only" access for Jacqueline Barlow are to remain the same.

Carried Unanimous

MOVED Brandon Dick, Clare Fleming

THAT that Anthony Warren and Kim Stephens be removed as Commbiz Authorities on all CBA Accounts for the NSW Endurance Riders Association and that Annette Bailey and Brandon John Dick be placed as Commbiz Authorities on all CBA Accounts for the NSW Endurance Riders Association.

Carried Unanimous

14. Conflicts of interest

Nil.

15. Address banking and bookkeeping arrangements for NSWERA Inc.

Discussion took place re current bookkeeping arrangements with Kim Stephens. Brandon Dick advised that Kim Stephen's bookkeeping would be of assistance if she wished to continue in that roll, which would be to do necessary entries into Xero accounting program and reconcile the bank statements. Brandon Dick as Treasurer, would do all banking transactions in relation to bank accounts, including Commbiz.

Resolved that Brandon approach Kim Stephens and ask her if she wishes to continue as bookkeeper for the Association.

16. Term Deposits

Discussion took place as to what the IBD money is used for by the Association. Understanding is that is to provide a financial buffer for the Association in the event of any future large or legal costs, etc.

Resolved that Brandon look at investing the two IBDs that mature shortly into a term deposit and to take money out of the cheque account to balance the figure up to around \$100,000 and once the third term deposit matures on 28 March to put that money into the cheque account.

17. Invoices for approval and payment

\$3450.00	Jacky Barlow Secretarial Fees – February 2023 - \$2300.34 plus %50% loading \$1150.17.
\$500.00	Bob Pierce – Audit fees for 2022
\$500.00	Stirling Crossing – rug sponsorship Tom Quilty.

MOVED Brandon Dick, Linda Henley

THAT the invoices as tabled be paid.

Carried Unanimous

MOVED Brandon Dick, Sarah Pollard-Williams
THAT a refund of \$90 be paid to Tamara Stadtmiller for change in her membership. Going from full membership to intermediate membership.
Carried Unanimous

Minutes of 13 January 2023 have not been officially approved by the old SMC but have been approved via email. **Resolved** that the minutes of 13 January 2023 are approved and can be put up on the website.

There being no further business, the meeting was then closed at 7:32

Approved by the SMC members by emails dated 28 February and 1 March 2023.

Chairman

Date