1. Meeting Details

Date	7/11/2026
Time	Start Time – 12:34 pm End Time – 1:20 pm
Venue	Whiteman Park Equestrian Grounds, Gnangara Road, Whiteman WA
Chairperson	Keira Cotter
Minute Taker	Mhari Grant

2. Attendance

- Present: see **Appendix A**

3. Agenda Items

1. Welcome & Opening

2. Confirm attendees and that a quorum is present – Confirmed

3. Summary of 2025 AGM minutes – See Appendix B

4. Matters arising from previous minutes – None

5. Move minutes from 2025:
   Moved by: Gail Carmody
   Seconded by: Kelli Fawcett
   Outcome: Approved

6. President's Report – See Appendix C
   Moved by: Mhari Grant
   Seconded by: Emma Harris
   Outcome: Approved

7. Treasurer's Report – See Appendix D
   Moved by: Keira Cotter
   Seconded by: Caro Moser
   Outcome: Approved

8. All Office Bearer positions declared vacant

9. Election of Office Bearers

Wanneroo Adult Equestrian Club Inc. AGM 7/11/26

President

Nominations – Keira Cotter

Award by vote or default - Default

2027 President – Keira Cotter

Vice President

Nominations – Caro Moser

Award by vote or default - Default

2027 Vice President – Caro Moser

Secretary

Nominations – Emma Harris

Award by vote or default – Default

2027 Secretary – Emma Harris

Treasurer

Nominations – Natalie Bruyns

Award by vote or default - Default

2027 Treasurer – Natalie Bruyns

Rally Coordinator

Nominations – Emma Harris

Award by vote or default - Default

2027 Rally Coordinator – Emma Harris

Website Coordinator

Nominations – Emma Harris

Award by vote or default

2027 Website Coordinator – Emma Harris

Uniform Coordinator

Nominations – Jess Hough

Award by vote or default - Default

2027 Uniform Coordinator – Jess Hough

Event & Social Coordinator

Nominations – Caro Moser

Award by vote or default - Default

2027 Event Coordinator – Caro Moser

Lunch Coordinator (3 positions)

Nominations – Helen Cutler

Award by vote or default - Default

2027 Lunch Coordinators – Helen Cutler & Jess Hough

ARCA Representative

Nominations – Julie Shields & Nicole Speed

Award by vote or default - Default

2027 ARCA Reps – Julie Shields & Nicole Speed

10. General business/any other business raised by members

- Helmet Standards for 2027 – new standards noted that all members need to follow and helmets must meet new standards at the February 2027 rally
- Feedback from 2026 Member Survey – Emma provided summary of feedback from the recent survey.
- Emma put forward an idea to hold a Bunnings Sausage Sizzle – motion moved by members – all agree for Emma to contact Bunnings and book this in. WAECI should try and gain donations from Spud Shed or IGA for food for the sizzle to save money.
- Emma raised a motion to buy new poles for Horsemen's PC and WAECI would take their older wooden poles to leave beside Arena 2. This will significantly reduce the set up and pack away time and effort for pole classes. Motion moved by members – all agree for Emma to buy poles
- Nicole Speed asked if it would be possible to have 5 people per class as this would help with the difficulty of people getting in their preferred lessons. Emma notes that she is hoping to add a fourth coach next year so that we can have 4 lessons running at once which would solve this issue.
- Suggested coaches; Tiarna Newbold (providing she has insurance), Emma Criniti and possibly Dave Carey. Members asked for Jaqcui Bond as they really enjoyed her lessons. Safety concerns were raised about her cross-country lessons, it may be possible for Jacqui to do flat work and show jumping only. Gail noted it's important to remember that people like different coaches and need to have the choice to choose who they would like to have lessons with.
- It was agreed that we should regularly review our coaches throughout the year and provide them with feedback from the club if necessary. This will hopefully prevent the club from being 'stuck' with coaches that aren't working out.
- Members noted that not everyone is in the closed Facebook group, we need to ensure that all members are included in this group so that they don't miss important information
- Motion moved for Keira Cotter and Natalie Bruyns to be on the bank forms for 2027 for access to banking – Approved

11. Next AGM = 6 November 2027 at 12:30 – time and date is an estimate and a formal notice will be sent closer to the time

12. Presentations of trophies/awards

13. Meeting Close

4. Actions

Action/Decision	Responsible Person	Due Date
Contact Bunnings to book in Sausage Sizzle for 2027	Emma Harris	6/2/2027
Organise new poles / wooden poles for Arena 2	Emma Harris	6/2/2027
Keira Cotter and Natalie Bruyns to have access to banking for 2027	Keira Cotter/Natalie Bruyns and Emma Harris	6/2/2027

5. Sign Off

Chairperson's Signature	Keira Cotter (Nov 18, 2026 20:51:34 GMT+8)
Date	Nov 18, 2026
Minute Taker's Signature	
Date	11/11/2026

Appendices List:

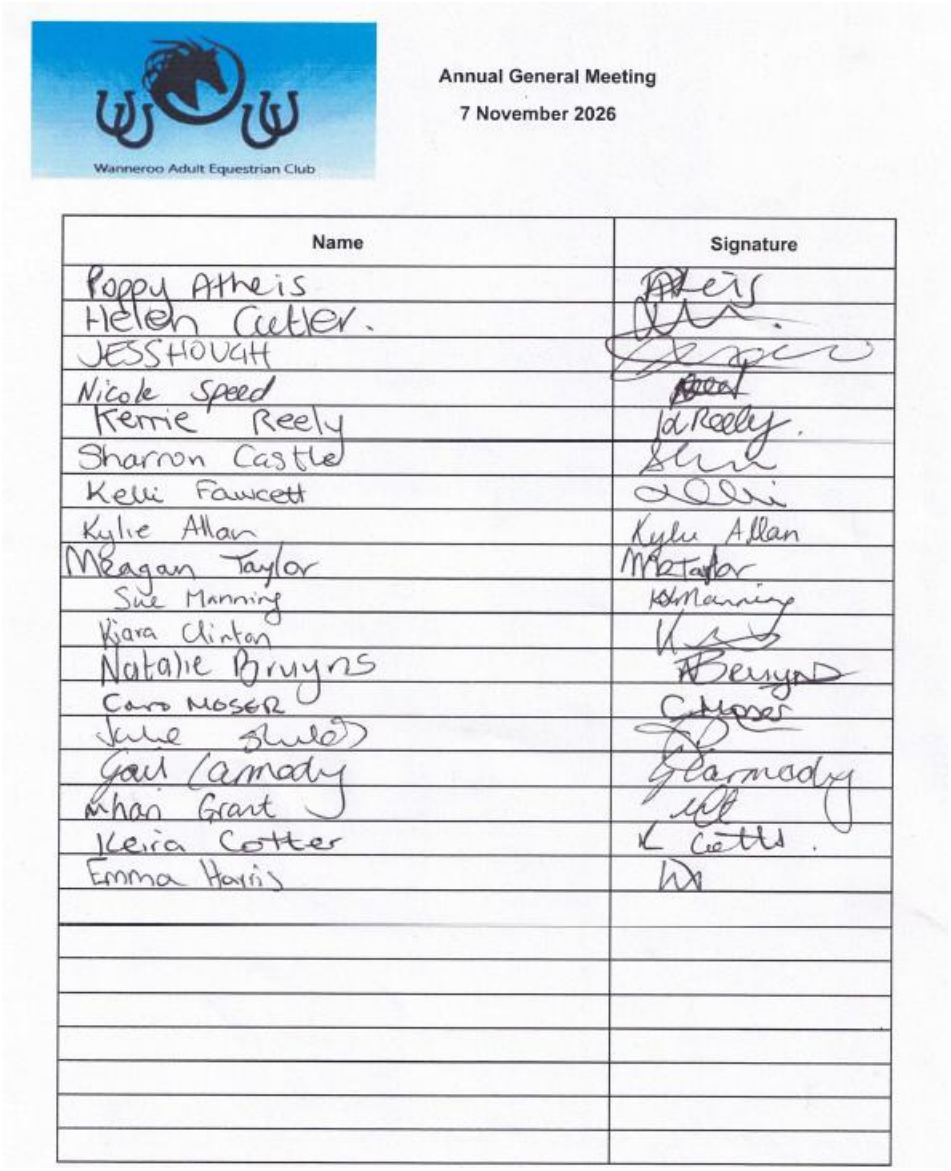
Appendix A – 2026 AGM Attendance Sheet

Appendix B – 2025 AGM Minutes

Appendix C – President's Report

Appendix D – President's Report

Appendix A 2026 AGM Attendance Sheet



Wanneroo Adult Equestrian Club

Annual General Meeting

7 November 2026

Name	Signature
Poppy Atheis	
Helen Cutler.	
JESS HOUGH	
Nicole Speed	
Kerrie Reely	
Sharron Castle	
Kelli Fawcett	
Kylie Allan	Kylie Allan
Meagan Taylor	
Sue Manning	
Kiara Clinton	
Natalie Bruyns	
Caro MOSER	
Julie Shultz	
Gail Carnady	
Rhian Grant	
Keira Cotter	
Emma Harris	

Appendix B – 2025 AGM Minutes

1. Meeting Details

Date	1 November 2025
Time	Start Time – 12:10pm End Time – 1:25pm
Venue	Whiteman Park Equestrian Grounds, Gnangara Road, Whiteman WA
Chairperson	Emily Green
Minute Taker	Emma Harris

2. Attendance

- Present: see appendix 1
- Apologies: see appendix 1

3. Agenda Items

1. Welcome and Opening
2. Confirm Quorum is present
    - Required
        - President (Emily G) & Vice President (Kirsty) and
        - 8 financial members (see appendix 1)
3. Summary of 2024 AGM minutes (appendix 2) and motion to confirm.
    - Moved by: Sarah Bracegirdle
    - Seconded by: Kellie Fawcett
    - Outcome: Approved
4. Matters Arising from Previous Minutes
5. President's Report – see appendix 3
    - Moved by: Emma Harris
    - Seconded by: Kirsty Soulsby
    - Outcome: Approved
6. Treasurer's Report – see appendix 4
    - Moved by: Sarah Bracegirdle
    - Seconded by: Emily Green
    - Outcome: Approved
7. Other Reports (if any, e.g., Secretary, Committees)
8. All officer Bearer Position Declared Vacant
9. Election of Office Bearers
    - Details of nominations, voting process, and election results.
10. Position: Nominees and elected person
11. General Business
12. Other matters raised by members
13. Next AGM
    - 12 pm 7 November 2026, Whiteman Equestrian Grounds.
14. Meeting Close

4. Matters arising from previous minutes

Concerns were raised at the 2024 AGM regarding the arena surfaces. Horseman's Pony Club are still in the process of receiving quotes and applying for funding for the resurfacing of arenas 2 and 4. This will likely be ongoing during 2026.

Concerns over jumping in arena 2 given how hard the ground is and holes in the surface.

2026 Committee may need to assist Horseman's PC to obtain further funding.

8. Office Bearer Positions

All positions are now declared vacant, and we are asking for nominations for the 2026 Committee for the below positions.

Please note that these are all committee positions and you will be required to attend at least 2 committee meetings during the year (in person, via phone or video call). You may also be required to vote on committee decisions (generally at meetings or via Facebook poll).

First 2026 Committee Meeting 24th January 2026 12pm

President

Nominations – Kiera Cotter

Award by vote or default - Default

2026 President – Kiera Cotter

Vice President

Nominations – Emily Pagan

Award by vote or default - Default

2026 Vice President -Emily Pagan

Secretary

Nominations – Emily Pagan, Mahri Grant

Award by vote or default – Default (as Emily was nominated as VP)

2026 Secretary – Mahri Grant

Treasurer

Nominations – Emma Harris

Award by vote or default - Default

2026 Treasurer – Emma Harris

Rally Coordinator

Note: This can be a supporting role to Emily P

Nominations – Emily Pagan

Award by vote or default - Default

2026 Rally Coordinator – Emily Pagan

Website Coordinator

Nominations – Abi Clemens

Award by vote or default

2026 Website Coordinator – Abi Clemens

Uniform Coordinator

Note: this role is generally only busy at the first rally and then around may when we do a uniform order

Nominations – Kelly Fawcett

Award by vote or default - Default

2026 Uniform Coordinator – Kelly Fawcett

Event Coordinator

Nominations – Caro Moser

Award by vote or default - Default

2026 Event Coordinator – Caro Moser

Lunch Coordinator (3 positions)

Note: this role is best split over 3-4 people each member only has to do 2-3 rallies. Which rally each person does is to be decided amongst yourselves

Nominations – Keerie Reily, Gail Carmody, Emily Green

Award by vote or default - Default

2026 Lunch Coordinators - Keerie Reily, Gail Carmody, Emily Green

ARCA Representative

Note: needs to be able to attend the majority of committee meetings

Nominations – Emma Harris & Emily Pagan

Award by vote or default - Default

2026 ARCA Rep – Emma Harris & Emily Pagan

Social Coordinator

Nominations – Sarah Bracegirdle

Award by vote or default - Default

2026 Social Coordinator – Sarah Bracegirdle

Committee Nominations received prior to the AGM

Emily Pagan – Secretary
Emma Harris – Treasurer
Abi Clemens- Website Coordinator
Caro Moser – Event Coordinator
Gail Carmody - Lunch Coordinator
Kerrie Reely – Lunch Coordinator

12. General Business

1. Special General Meeting first rally 2026 to renew the constitution
2. Coach suggestions (question to be added to member survey)
    a. Emma Crinty
3. Some members didn't like 2025 rally format with no lunch, felt like they didn't get to know other members
4. Busy Bee to become a regular thing
5. Members not sure if they want to join next year, lack of social aspect, frustration over forcefulness of helper duty completion. Wasn't a fun environment
6. Frustration of similar lesson types being offered at the same time, i.e in hand and walk trot or walk trot and poles classes or immediately after each other so riders can only do 1 lesson
7. Member preference for Anita for every rally, second coach the same for every rally and 3 coach the guest that changes. Members feel they are lacking consistence through the year in their lessons and/or not able to get the lessons they would like
8. 8am start for helper duties is a bit early for some through winter, this might be resolved if rally format is changed
9. Interest in February rally being a sign-up day/get to know everyone with 1 lesson each rather than full rally format
    a. To consider Lesson scheduled at 9 & 10, lunch 11-12 and afternoon lessons 12 & 1 (possible a 2pm if enough members)
10. Pack up after doing the last lesson is difficult for those riding in the last lesson so consider if we can have jumps in arena 1 and ground work/ poles in arena 3 where poles can be left to the side to limit pack away duties and have the jump ring finish earlier to pack away after lunch. potentially have jump classes morning and poles afternoon so some wings and poles could be packed away during the lunch break if going back to that

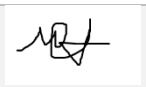
format. Have previously had complaints about members not being able to socialise when doing this helper duty.

11. Members survey to go out soon
12. Gail – expressed appreciation of behalf of club for the work the committee has done, she has had a good year.

4. Actions

Action/Decision	Responsible Person	Due Date
2025 AGM meeting minutes to be posted	Emma Harris	3 November 2025
2026 Memberships to go live on Nominate	Emily Pagan	10 November 2025
Member Survey to go out	Emma Harris/Emily Pagan	10 November 2025
Book coaches for next year	Emily Pagan	31 December 2025
Office Bear handovers	2026 Committee	31 January 2026
Decide 2026 Rally Format	2025 Committee	31 January 2026
Final updates to policy book	Committee	15 January 2026
Print policy book for club rooms	Emma Harris	7 February 2026
Update Calendars and Schedules to put on club cupboards	Emma Harris	7 February 2026

5. Sign Off

Chairperson's Signature	_____
Date	1 November 2025
Minute Taker's Signature	 _____
Date	1 November 2025

End of 2025 AGM Minutes

Appendix C – President's Report 2026

PRESIDENT'S REPORT – 2026 AGM

Welcome & Big Thanks

Welcome everyone to our 2026 AGM!

First and foremost, a massive thank you to all of our members. Put simply, without you, we wouldn't have a club. It's awesome to see so many familiar faces back again, and a huge welcome to all the new members who jumped on board this year.

I also want to give a shout-out to our hard-working committee members. Thank you for everything you do behind the scenes to keep the wheels turning week after week.

This Year's Highlights

We've had a cracking year with plenty to celebrate:

- **Hosting the ARCA Challenge:** We successfully hosted the ARCA Challenge, which was a huge effort and a massive win for the club. We also had great feedback from other clubs saying it was an awesome day!
- **Away Competitions:** Our members did us proud competing in ARCA challenges hosted by other clubs.
- **Arena Eventing:** We are very lucky to use the pony club grounds and work together to host events. We successfully co-hosted our Arena Eventing alongside them this year and look forward to future collaborations with Horsemens Pony Club.
- **Ranch Sorting:** Ranch sorting was a big hit for our May rally, and a huge thanks to Sarah for organising it!

Shout-Out to Our Volunteers & Coaches

Our events can't happen without people stepping up to help, and we got great feedback about our member helpers this year. A few special mentions:

- **Sue:** For doing an awesome job with photos and pencilling for our whole helper duty for the ARCA Challenge.
- **Margaret & Brendan:** For keeping us all fed and watered at the canteen, and a special thank you to Margaret for putting on this amazing lunch today!

We were also lucky to have some truly great coaches working with us this year—including Anita, our trusty resident coach—thank you for helping us improve our skills! Also, a big thank you to Emma for judging our hack show today.

Social Wrap-Up

On the social side, the **8 Slices** night and the **Boot Scooting at the Challenge** were absolute hits and brought a lot of laughs to the crew.

Looking Ahead (Your Feedback)

Thank you to everyone who filled out the feedback surveys. We hear you loud and clear, and we are focusing on scheduling, coaching consistency, and volunteer coordination to ensure we keep our existing members happy.

Moving forward, our key areas of improvement will be:

- **Smoother Scheduling:** Eliminating back-to-back lesson clashes so riders actually have time to get from class to class.
- **Coaching & Volunteering:** Securing encouraging, consistent coaches and providing clearer volunteer instructions with much more advance notice.
- **Fresh Classes & Outings:** Enhancing our club atmosphere by introducing more lower-level and varied classes—like Western Dressage and Working Equitation—along with extra social activities like line dancing, ranch sorting, and beach rides.

Thanks for an awesome 2026, everyone. Let's make next year even better!

End of President's Report

Appendix D – 2026 Treasurer's Report

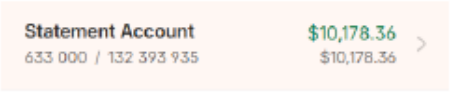
Wanneroo Adult Equestrian Club

2026 End of Year AGM Treasurer Report

7 November 2026

Profit and Loss 1 January 2026 - 7 November 2026				
		2026	2025	Movement
Income	Membership fees	10,300	12,635.02	- 2,334
	Ground Fees Received	3,672	3,637	- 35
	Sponsorship		-	-
	SJ Training Day		977	-977
	ARCA Challenge	4,310		4,20
	Arena Eventing	510	970	-4600
	SJ Competition		689	- 689
		18,793	18,908	- 114
Expenses	Rally Lunches	-521	-667	145
	Coaches Fees	-9,803	- 8,320	-1,484
	Grounds Rent	-4,000	- 4,000	-
	Insurance	-1,929	- 1,390	-539
	ARCA Affiliation	-210.00	- 155	- 55
	EWA Affiliation	-300.00	- 273	- 27
	Uniforms	223	- 96	319
	Tyro Bank fees	-1.68	-	- 1
	Event Subsidies		- 20	20
	Website	-23.45	- 1,209	1,185
	Misc (new fridge)	-817	0	–817
	End of year Club awards	-545	- 567	21
		-17,929	- 16,696	-1,232
	Profit/(Loss)	864	2212	-1,347
	Less 2027 membership fees	1622	-1622	-
	Profit/(Loss)	2,486	589.86	1897

Bank Balance at 7 November 2026 $11,092.31, bank balance at 11 November 2026 $10,178.36. This is after all AGM expenses were paid.



Presented by: *Emma Harris at the end of year AGM 7 November 2026* ***Accepted by:*** *Mhari Grant*

Wanneroo Adult Equestrian Club

2026 End of Year AGM Treasurer Report

7 November 2026

Petty Cash: $378.85

Bank Account

Opening Balance at 1 January 2026 - $9,313.97

Variance to closing balance presented at the 2025 AGM due to the website renewal and 2026 membership fees received. This was updated in the 31 December 2025 Treasurer report posted to the club page.

Closing Balance at 10 November 2026 - $10,178.36, $11,092.31 reported at AGM, this was prior to AGM expenses being paid

---

Revenue
Total revenue for the year of $18,793.47

Our largest source of income is membership fees even with the increase in fees memberships we $2,334 less in 2026 due to lower full member renewals

- 15 Full members (7 less than 2025)
- 19 Associate members (4 more than 2025)
- 1 Social Member
- We had 10 new members is 2026 but we had 14 2025 members not rejoin so a net movement of 4

Expenses
Total expenses for the year $17,929.08

Our largest expenses are rent for the grounds and coach fees. Coaches fees were lower than expected this year as we did not have a normal rally in May and we had a coach early in the year cancel at the last minute that we could not replace.

Liabilities
The Club has no material liabilities and is in a sound financial position for 2026 however additional fundraising and/or Club sponsors should be considered for 2027.

Net operating Result
Our net position for the year is a profit of $2,486.66
This includes $1,622.27 of membership fees for the 2026 year that were received in the 2025 year.

As our financial year doesn't end until the 31st of December, a final treasurers report for 2026 will be updated once all payments for the year are made and the final report provided to members early January.

Presented by: *Emma Harris at the end of year AGM 7 November 2026*

Accepted by: *Mhari Grant*

Wanneroo Adult Equestrian Club

2026 End of Year AGM Treasurer Report

7 November 2026

In 2025 we made a profit of $589 and in 2026 we made a profit of $2,486.66, this includes $510 of income from the events we hosted with Pony Club during the year and $4,230 profit from the ARCA challenge.

Without the ARCA challenge in 2027 it is likely the club will run at a loss, (roughly estimated at $1500) while this is not ideal the club has a healthy bank balance and the profit from the ARCA challenge which will assist in covering costs in the next year. I recommend the incoming treasurer and committee continue to monitor this and plan accordingly.

ARCA Challenge financial summary

Entries Received 74 (excl late scratching's)

Entry fees received	$3,700	
Ground fee received	$1,095	
Medic fee received	$365	
Yard fee received	$430	
Camping fees received	$270	
Day memberships received	$180	
ARCA Funding received	$500	
1x raffle ticket	$30	
3x raffle tickets	$200	
6x raffle tickets	$200	
Canteen	$1619	Includes some raffle & pick a number
	$8,589	
Nominate fees	-$356	
Food/Drinks	-$1,084	
Horsemen's Ground Fees	-$1,095	
Judges & Pick a number	-$800	
Ambulance	-$900	
	-$4,235	
Total Profit	**$4,353**	
Profit per bank account	$4,230	
Variance to accounts	$42.85	nominate incorrectly calculated an entry fee, This is a variance accounts to nominate and not a variance to what we should actually have received

Presented by: *Emma Harris at the end of year AGM 7 November 2026*

Accepted by: *Mhari Grant*

2026 End of Year AGM Treasurer Report

7 November 2026

Additional Treasurer Notes

At least one of our coaches is putting up their hourly rate next year but I would expect most will.

There is a member that is owed a refund for uniform, please let me know who you are!

We will need to update bank account contacts for 2027 for the new treasurer

Members eligible for membership discounts in 2027,

2 Helper Duties are required for the membership Discount

These members completed their 2 duties

- Kiera
- Emily
- Mhari
- Emma
- Caro
- Kelli
- Sarah
- Kerrie
- Gayle
- Meagan
- Julie
- Jess
- Helen C
- Nicole
- Sue M
- Kiara
- Julie
- Kate

- Jasmine Nelson only completed 1 helper duty (life member) not eligible
- No other life members completed duties so as of 2027 we will not have any life members

END OF TREASURERS REPORT

Presented by: *Emma Harris at the end of year AGM 7 November 2026*

Accepted by: *Mhari Grant*