MPC Committee Meeting Minutes

**MOGGILL PONY CLUB**

**Location**: Moggill Pony Club Grounds
**Date**: 22nd April 2021
**Time**: 1908





* Meeting Opened:

Present: Gemma Burger, Belinda Ryder, Anna Hamilton, Brent Doyle, Rachel Green, Nikki Boersma, Nick Green, Di Toll, Carmen Coombes

Apologies: Keirra Middleton, Sarah Pearce, Helen Huie

Meeting Opening

* Welcome and apologies
* Disclosure of conflicts of interest - nil
* Minutes of the previous meeting
* Business arising
* Correspondence
1. **Reports and Matters for Decision**

# President’s Report

# Rally good, some feedback regarding group size and group child was in

# Cathy McCarthy – instructors pay for membership currently; suggestion instructors earn credit towards following years’ membership fees.

# Proposal: credit system for PCA qualified coaches whom coach for minimum of an hour and a half at a Rally be given $15 credit towards following years’ Moggill Pony Club Membership – approved by all present

# Proposal of Part time membership (Yr 12 and University) – eligible to come to 50% of the musters; reduced membership fee of 50%

# Housekeeping email to be sent regarding general rules

**End of report**

Motion: The President’s Report be accepted into the minutes.

Moved: Gemma Burger Seconded Belinda Ryder

* **New Member Applications and Secretary Notes**

Blue Card Organisation Portal now operational.

Volunteer levy decision - report from Di

*Little  Family                    Top up was $70                 (up to the committee, Anne Harding – mum, did do 19 hours, Little’s did 11.5hrs) – all in agreeance not to pursue*

New members: Sarah Drane (riding), Jo Street(social), Imogen Christiansen (riding), Chelsie Easton (social), Skye Easton (rising), Sarah Mungomery (rising), Bella Shaw(associate)

Motion: The Secretary’s Report be accepted into the minutes.

Moved: Belinda Ryder Seconded: Gemma Burger

* **Treasurer’s Report**

**March – 28504 trans; debit 1200 (rates, water, utilities)**

**April – debit insurance; 1225 canteen stocking**

**Budgets – car boot 550 +**

**1500 feb camp**

**1500 feb muster**

**800 mar rally**

April account:

**Nick to investigate moving to Heritage Bank**

Motion: The Treasurer’s Report be accepted into the minutes.

Moved Nick Green Seconded Belinda Ryder

* **Chief Instructor’s Report**

April Rally Saturday 24th

Gear Check line up 1:30 for 2pm lesson

Theme: Brookfield show prep and Eventing

The upcoming rally has instruction focussing on teaching skills that riders will need up in up coming events.

We are trying to make the lessons more valuable for everyone by making groups smaller – generally 4-6 riders. This means we now have more groups and will need to find more instructors. We are fortunate to have many parents who contribute to instructing but need to outsource instructors also.

Proposal: an allowable budget be set each rally that can potentially be spent on instructors eg. Up to $300 (equivalent to canteen intake) : pre approval of $300 ; fair distribution of the instructors time with each group – approved by all in attendance

To help with planning we will be asking riders to RSVP to rallies in upcoming months.

Certificate Work: Pony Club Australia have introduced a new syllabus for certificates so the old books that we have been working on are now expired.

Proposal: The club will order some books that individuals will need to purchase from the club. Previously the club did pay for the books but they were minimal cost. Now they are up to $30 a book. It’s a complicated system to ask parents to navigate so I feel we would have more success with having each rider have a book if they were purchased through the club and sold through canteen/uniform shop.

Parents to purchase the books. A step by step guide on how to purchase to be developed

If you have any suggestions or feedback about rally plans please come to speak with me directly.

Motion: The Chief Instructor’s Report be accepted into the minutes.

Moved: Belinda Ryder Seconded: Nick Green

* **Grounds and Maintenance report**

Aeration of grounds :

Green Farm Solutions will complete aeration of half the canteen side of the grounds on the  27th of April. A post has been made on facebook of the closing of this area until the 4th of May.

Survey Pegs for dressage arenas:

Surveying has been completed and permanent markers ordered. The markers should arrive on the 28th of April.

Electrical:

Power point to be installed into round yard. Powerpoint to back of deep freeze needs to be fixed and damaged junction box to rear of canteen. Rachel to do social media post to acknowledge RiverCity Solar and Electrical

Bank jump:

Clean up of bank jump completed with River City Electricals’ bobcat. We are in need of 3 or 4 treated hardwood sleepers and a few bags of concrete to complete the rectification (plus some labour!!). The sleepers must be treated as the white ants are present in the area.  – approach Bunnings for sleepers or Goodna Produce

Mowing/Whipper Snipping:

Grass growing season slowing but currently on top of with the help of Robbie. I met with Di Toll to review Track it Foward and she has forwarded details of family’s that have nominated themselves for maintenance prior to musters.

Equipment:

Red mower – has a flat tyre – however this is being managed and does not need replacing at this stage.

Tractor – will need a service in the near future – seat motor cut out is not working.

Insurance:

Building and motor insurance confirmed. We were unable to obtain flood coverage for the building and contents.

Motion: The Grounds and Maintenance Report be accepted into the minutes.

Moved: Brent Doyle Seconded: Gemma Burger

1. **Matters for Noting**
	* **Grants report**

Strategic Management Plan suggestion – Gemma and Sarah to coordinate

 (Brent Doyle to call council re moving arena)

* + **Communications Report**

Create a poll on Facebook for Rally RSVP

Stable allocation – coaching and volunteering on the day; no float; health reasons

* + **Canteen report**

**Restocked**

* + **Volunteer Coordinator’s report**

As we have not had a great response to people putting their names forward for canteen duty, ground

maintenance &amp; Set-up I have gone through the most up to date member list and allocated families to

duties.  We have enough members now that each family only has 1 canteen duty, 1 ground maintenance

and 1 set-up duty – see rosters attached.

If the committee is happy with this I would like to get the email out by Friday, email will advise members

that they have been rostered on, they are required to complete 16 hours for the year, it’s their

responsibility to find a replacement if they cannot do a duty (and I will specify how they can go about

finding a replacement). I also would like to put the roster up behind the glass notice board as a visual

reminder. – plus a file on Facebook or website

Moving forward I want to set-up a reminder 2 weeks out from muster and then a few days before – I can do

this through trackitforward.  ATM I am not able to set anything up as we simply do not have the volunteers.

I am helping Jacqui in the canteen this muster, it will allow our new members to meet me so I am not a

faceless name that sends out emails for volunteer hours.

Trackitforward – the annual fee has been drawn from my account again – I will send through to Nick for a

reimbursement, are we any closer to getting a credit/debit card for the club?  The annual fee was $378.90.

Side Note

Canteen – I am refining the information the needs to be passed on for each muster – I have taken Nicky’s

many questions on board and am setting up a Q &; A that people can refer to.  After a lot of thought and so

the canteen is not so daunting I will do a stocktake after each muster and reset the basic, things like toilet

paper, hand towels, dish clothes, packaging, good coffee these are not simply procured from down the

road, those rostered on will do everything else relating to the canteen.

* + **Events Report**

**Dates to be set – proposal for CT in June, need to officially apply. CT if before states, SJ if after states**

**Hack Day – check date and that Keirra has put paperwork in for Hack Day**

**Prepare in August for following years dates**

* + **Zone report**

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Zone meeting next week; new certificate books and syllabus

Instructors/examiners only just getting paperwork to know how it will run

Written exams for C level and above

1. **Matters for Discussion.**

**PCA Online Incident Reporting – recommendation an identified person at a rally submits incident report (chief instructor/president)**

**Updated helmet regulations – make sure everyone aware**

**Body protector regulations – ensure people are aware**

**Nicky – sponsorship proposal – attachment. Official contract, letter of acknowledgment and what has been done with funds. Runs June to June. Sponsorship package tab on website. Money sits in separate account. - Approved**

**Arena sub-committee update- TBA. Invite Wendy Goodwin**

1. **General Business**

Next meeting : 17th May 1830 for 1900

1. **Meeting Close 2102**