MPC Committee Meeting Minutes

**MOGGILL PONY CLUB**

**Location**: Bellbowrie Tavern
**Date**: 4 April 2022
**Time**: 1900





* Meeting Opened: 7:23pm

Present: Brent Doyle, Gemma Burger, Shayna Smith, Rachel Green, Nick Green, Sarah Drane, and Suzanne Smith

Chair – Brent Doyle

Meeting Opening

* Welcome and apologies

Apologies: Nicky Boersma, Brent Smith, Danielle Little

* Disclosure of conflicts of interest - nil
* Minutes of the previous meeting – minutes dated 7 March 2022 accepted by all committee members in attendance as accurate
* Correspondence in – ASIC annual company statement, BCC Rates Notice, Letters of support for grant applications from Federal and State members

1. **Reports and Matters for Decision**

# President’s Report

Roles still vacant:

Junior Club Captain – TBA. Suggest to Ella Green that she should nominate.

Volunteer Coordinator – TBA

Canteen Coordinator – TBA

Brent Smith – Not currently a MPC Member and needs to correct this so he can be added as a company officeholder.

General Items

The long yard has been repaired by Jamie Godson Earthmoving for a cost of $792.00. By all accounts it is better to ride in than prior to the flood.

Driveway rectification still outstanding. I’ll keep onto Matt’s case if not I will complete.

The yellow mower is due for a service.

Action: Brent Doyle to follow up with Kenmore mowers for service of yellow mower and also offer to pick up the bunker rake.

We received letters of support from Greg Adderman and Julian Simmonds and Dr Christian Rowan offered to be a referee on our Gambling Community Benefit Fund grant application.

Current submitted grants:

* RACQ Grant – New Arena
* Gambling Community Benefit Fund Grant – New Club house.
* Active Club Grant – Equipment.

Upcoming grants that are currently available are:

State Government (SRDRP) ($20k): Quote received from Godson Earthmoving to for $18 700 inc. GST to rectify round yard including new fencing. If grant received discussion to be had around type of fencing etc.

Discussion points:

* Master plan of club for discussion.
* Cost of town planner to review zoning of the club.

Outstanding points from last month:

* Bank card for Robbie?
* Discussion: Brent Smith an apology so no further update on progress of this action.
* Canteen Coordinator?
* Discussion: still no resolution of this issue. Some committee members expressed support to pay someone to undertake the role for official event days. Other suggestions included: inviting food trucks, contacting local high schools to see if hospitality teachers and students would like to do it as part of their ‘practical’ requirements for their courses.

Thank you.

**End of report**

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

Moved: Brent Doyle Seconded Shayna Smith

* **Treasurer’s Report**

Bank balance remains healthy, with the following invoices received in the last month:

* Insurance
* Rates
* Earthmoving for the long yard
* ASIC annual statement invoice

The payment nominees need to be updated. It is easier if they are already with NAB.

Action: Nick to contact NAB to add Brent Doyle and Shayna Smith as payment nominees.

End of report

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

Moved Nick Green Seconded Shayna Smith

* **Secretary’s Report**

New memberships received from Joel Brisblat, Jamie McKenzie and Annabelle McKenzie. The Farago’s have not proceeded to membership payment.

Confirmation of decisions made by Committee between meetings:

16 March 2022 – Active Clubs grant – decision to apply for $2000 to replace flood damaged items.

17 March 2022 – expenditure approval to fix up sand arena (long yard) - $1000

22 March 2022 – expenditure approval to contract a grant writer ($65/hour) for approximately 3 hours to prepare significant grant application for the Gambling Benefit Fund ($100k).

29 March 2022 – Approval to move the official Dressage and CT date to 21 May 2022

29 March 2022 – Renew MPC insurance with AIG. Increase expenditure approval for building cover insurance of additional $30.

ASIC notifications and lodgment:

* 11/03/22 - Mailed ASIC form 205 – Notification of resolution – alteration of constitution (change of financial year).
* 17/3/22 – ASIC advised that the change of financial year correspondence has been fully processed.
* Received ASIC annual company statement 2022 and payment invoice - provided to Treasurer

Zone 1 documents lodged 14 March 2022 (Zone 1 club contacts, Zone 1 club instructors, Zone 1 Charter of Affiliation).

Action items list – from 7 March meeting

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting date** | **Action item** | **Comments** | **Outcome** |
| 07/03/22 | President will approach architect/draftsman contact about developing a Master Plan for MPC and to obtain quote | President approached architect and circulated a schematic (general concept) of the pony club | **Complete** |
| 07/03/22 | Secretary will lodge ASIC notifications for change to financial year and change to Articles of Association | 16/3/22 – posted form 205 to ASIC notifying change to company articles of association by special resolution.17/3/22 – ASIC advised by email that the change of financial year correspondence has been fully processed.  | **Complete** |
| 07/03/22 | Secretary and Communications officer to explore whether there is a ‘back end’ of the website (square space) where administrators can upload/save documents. | Club profile page on Justgo platform can upload club documents | **Complete** |
| 07/03/22 | Members to bring forward ideas to future meetings about what the club should fund/purchase in 2022 – for example, canvas covers to prolong the life of the brush xc jumps | Quotes now being sought on items to purchase and will bring forward for committee decision. | **Complete** |

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

Moved: Shayna Smith Seconded: Brent Doyle

* **Chief Instructor’s Report**

**March Rally**

The year has certainly had a rocky start and we finally held our first rally of the year on March 27th. Unfortunately, several of our instructors were unable to attend due to covid isolation and family reasons, including me. Big thank you to Carmen Coombs, Nicky Boersma, Jo Street, Dani Little, Zarah Toll and guest coach Steph Foster for making sure the rally went ahead and there were many positive reports from the day. Steph has issued an invoice for payment which has been forwarded to Nick Green Treasurer for payment.

**Gary Lung Clinic**

Visiting dressage coach Gary Lung came and gave a clinic at MPC on Saturday 2nd April, the clinic was well attended and received much positive feedback. I am investigating dates for a return visit. The clinic is designed to support our more accomplished riders aiming to improve their flatwork (in or outside of competition). Gary caters for prelim dressage and above riders.

Please see below from Erika Woodland - there are some important dates in here for those wanting to get qualified or upgrade their qualifications - note trainees must attend at least 1 preparation clinic before they go for their assessment, there is one on the 28 May. If we have multiple nominations it will often persuade them to hold it at MPC or close by and save you the travel....

**Zone 1 CIP**

Upcoming Zone 1 CIP Clinic and Assessment dates have been circulated with the coaches and trainees. To note are the following:

 “Coaching Principles” Theory Night, by Zoom Meeting at 7.30pm, on Wednesday 20 April for PCQ and NCAS Trainees.

Coaching Clinic for State Chief Instructor Medals and PCA Certificates, Sat 30 April, 8am – 2pm. Venue to be confirmed (after confirmation with Runcorn Pony Club).

Cross Country Coaching Clinic, Sat morning 21 May, 8am – 12md, at Northern Suburbs Pony Club. For PCQ C and NCAS Level 1 coaches, and aimed specifically at improving our coaching techniques for cross country jumping.

Rider PCA C and C\* Certificate Assessment, Sat afternoon 21 May, 1pm start at Northern Suburbs Pony Club. Pre-requisites are D\* certificate for C, & C certificate for C\*.

Instructor Clinic (attending 1 Preparation Clinic is required by all PCQ trainees, 2 Preparation clinics for PCQ Level C trainees), Sat 28 May, venue to be confirmed.

Coach Assessment day, also Sat 28 May. Aimed at PCQ or NCAS Trainees who are ready for a mid-year assessment. Venue to be confirmed.

Riders Showjumping Clinic, Sat 30 July, aimed at progressing riders in their showjumping skills and ringcraft. More details to be announced soon.

Nominations for the Clinic events will be via the Zone 1 website.

**Dates for 2022**

Upcoming rally dates are programmed as follows:

**SATURDAY 23rd April** – rally will be 1-4pm, this has been communicated to all members and a follow up email will go out next week. Those riders attending Tamborine ODE on the 24th as an alternative will collect a rally attendance

22nd May – Combined Training (post competition day) with visiting coaches

3rd & 4th June – Zone 1 JE & SJ (volunteers for setup/packdown and canteen needed)

**19th June** – seeking date approval due to clash with zone 1 camp – XC theme

24th July – Archery

28th August – Show Jumping (with guest coaches)

3rd September – MPC Official SJ Event

25th September – Forest ride

22nd & 23rd October- MPC In-House ODE

27th November – Last rally of the year, 6-bar, fancy dress and AGM

**Purchase**

15 traffic cones have been purchased to improve the access to training equipment

**Proposal**

The Instructors committee request permission to contract additional guest coaches to a maximum of $500 for rallies where there is not sufficient coaching availability with in-house coaches.

**Moved: Gemma Burger Seconded: All members present**

END REPORT

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

**Moved: Gemma Burger Seconded: Shayna Smith**

* **Grounds and Maintenance report**

Brent Smith an apology. No separate grounds and maintenance report for this meeting.

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

As the President noted, grant applications have been submitted to the Active Clubs and Community Gambling Benefit Fund. Upcoming grants are opening for CBA ($10K) and there are multiple for the Qld Department for Sport and Recreation.

* + **Communications Report**

Nil Report.

* + **Canteen and Volunteer Coordinator’s report**

Nil.

Discussion: the committee discussed the future use of the Track it Forward Ap for volunteers to log their jobs and hours. Gemma suggested there may be cheaper and better alternatives.

* + **Events Report**

CT & Dressage confirmed for 21 May. John Martin to TD and some judges are locked in, further will be confirmed in the next couple of weeks but confident of getting amount required.

Nicky will reopen nominate now that event has been confirmed by all official parties. Prizes and ribbons are organised.

Desperately need a crew for canteen – either volunteers, or paid.

* + **Zone report**

Nil

1. **Matters for Discussion.**

Expenditure items:

* Jump poles and wings

Action: Brent Doyle to investigate the cost of sandblasting and painting jump wings.

* Woodshavings for stables:

Action: Gemma to investigate the cost of shavings for the stables – will contact Sapar for quote of supply and delivery.

* Canvas covers for xc jumps:

Action: Gemma to investigate the contact Bunnings to investigate the cost of canvas covers for the brush xc jumps.

1. **General Business**

Shayna said the previous secretary was an administrator on Stripe payments attached to JustGo and this needs to be updated.

Action: Gemma will log onto Stripe Payments and update the administrators that can access and view payments.

**Action items list**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting date** | **Action item** | **Comments** | **Outcome** |
| 04/04/22 | Brent Doyletofollow up with Kenmore mowers for service of yellow mower and also offer to pick up the bunker rake. |  |  |
| 04/04/22 | Brent Smith to advise whether BOQ can provide a low amount debit card for Robbie to use for minor ground maintenance payments |  |  |
| 04/04/22 | Nick to contact NAB to add Brent Doyle and Shayna Smith as payment nominees. |  |  |
| 04/04/22 | Brent Doyle to investigate the cost of sandblasting and painting jump wings. |  |  |
| 04/04/22 | Gemma to investigate the cost of shavings for the stables – will contact Sapar Landscape Supplies for quote of supply and delivery. |  |  |
| 04/04/22 | Gemma to contact Bunnings to investigate the cost of canvas covers for the brush xc jumps. |  |  |
| 04/04/22 | Gemma will log onto Stripe Payments (linked with JustGo) and update the administrators |  | **Complete** |

Next meeting: May 2022 – 7pm at Bellbowrie Tavern.

1. **Meeting Close** 9:25pm