MPC Committee Meeting Minutes

**MOGGILL PONY CLUB**

**Location**: Bellbowrie Tavern
**Date**: 8 August 2022
**Time**: 1900





* Meeting Opened: 7:20 pm

Present: Gemma Burger, Shayna Smith, Suzanne Smith, Rachel Green, Nicky Boersma

Observer: Lucy Sartor

Acting Chair – Gemma Burger

Meeting Opening

* Welcome and apologies

Welcome to Lucy Sartor who is observing the committee meeting as part of her Pony Club Australia Leadership Certificate.

Apologies: Brent Doyle, Nick Green, Sarah Drane, Katrina Dahl, Brent Smith, Carmen Coombs

* Quorum reached for meeting (50% of committee present)
* Disclosure of conflicts of interest - nil
* Minutes of the previous meetings – 13/06/22 and 11/07/22

Motion: The minutes are confirmed

Moved: Gemma Burger Seconded Nicky Boersma

1. **Reports and Matters for Decision**
* **President’s Report**
* Nil. President is an apology.
* **Treasurer’s Report**
* Nil. Treasurer is an apology.
* The following general update was provided by the Chair:
* Greg Grant payment of $193 (when members purchase from their store and select MPC)
* Outstanding payments of $12,000 for the roundyard
* Cash balance is $50,452
* **Secretary’s Report**
1. New memberships received: Landon family, Joubert family
2. Confirmation of decisions made by Committee between meetings:

28 July 2022 – Committee approved Zone 1 to use the grounds on 6 August 2022 for C certificate assessment.

1. Correspondence:
* BCC Rates notice – provided to Treasurer.
* NAB Term deposit information – provided to Treasurer.
1. Lodged PCQ AGM 2022 nomination form on 28 July 2022
2. Communication to members – circulated Zone 1 update and information about Beaudesert Show.

Action items list – from July meeting

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting date** | **Action item** | **Comments** | **Outcome** |
| 09/05/22 | Brent Smith to advise whether BOQ can provide a low amount debit card for Robbie to use for minor ground maintenance payments | Account in name of MPC but card in Robbie’s name. Has to provide ID. Will be ID’d by someone other than Brent S due to conflict.Bank has advised what it requires to progress this. | **Still pending**  |
| 09/05/22 | Gemma to investigate the cost of shavings for the stables – will contact Sapar Landscape Supplies for quote of supply and delivery. | Sapar declined. Gemma to approach Zanows for crusher dust to go under shavings. She will also approach SE Sawdust for sponsorship, signage in exchange for sawdust. | **Still pending** |
| 09/05/22 | Gemma to contact Bunnings to investigate the cost of canvas covers for the brush xc jumps. | Gemma has requested Bunnings donate the tarps. | **Still pending** |
| 09/05/22 | Brent will extend an invitation to Mia to see if she will fill the role of animal welfare officer, which will also require the preparation of a biosecurity plan for the club. | No response. This position needs to be filled. Suggestion for Gemma to approach Sarah Drane. | **Still pending** |
| 20/07/22 | Rachel to source first aid training and offer it to members. | Waiting to hear back from provider about potential October dates. | **Still pending** |

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

Moved: Shayna Smith Seconded: Gemma Burger

* **Chief Instructor’s Report**
* Next rally will have a showjumping focus in the lead up to MPC’s official showjumping competition in September.
* National gear rule changes -update
* 2 members successfully passed their C certificate assessment
* Will work toward assessment dates for members to obtain E and D certificates

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

Moved: Gemma Burger Seconded: Shayna Smith

* **Grounds and Maintenance report**

Nil. Brent Smith is an apology.

1. **Matters for Noting**
	* **Grants report**
* The second round of the Sports and Recreation Grant is $35,000
* Clarification sought about the repairs needed for the arena – the hard base has waves in it that need to be rectified. It cannot just be moved to a new location.
	+ **Communications Report**
* Nil to report.
	+ **Canteen and Volunteer Coordinator’s report**
* Nil. Katrina is an apology.
	+ **Events Report**
* Need 3 First Aid officers for the Official Showjumping Day. Have 2 scheduled and seeking a third – will circulate assistance from members to count towards volunteer hours.
* Need to borrow jumps for upcoming Showjumping competition from Hendra Pony Club. Collecting this jump trailer can count toward volunteer hours

Action: Committee to seek First Aid assistance and collection of Hendra jump trailer from members for the Official Showjumping Day.

* Quotes being sought for poles - $1,000 plus freight.
* Likely to be a sausage sizzle for lunch and possibly breakfast
* Sandblasting and re-painting of jump wings (34) and seats (10)
	+ **Zone report**
* Nil report.
1. **Matters for Discussion and Decision.**

For Decision:

* Committee **agreed** to support expenditure of up to $250 to restock Club’s first aid (human and horse) kits so we are compliant.
* Committee **agreed** to purchase from Bellbowrie Tavern some basic food platters and beverages for members attending the Strategic Planning meeting on 22 August 2022.

For Discussion:

Pro rata calculation of membership fees – to be held over to the next meeting.

Volunteer hours/levy:

* Rachel invoicing members that have not yet paid the compulsory volunteer levy.
* Members will be reminded that set up and pack down for rallies is not counted towards volunteer hours.
* First 2 hours of volunteering at any event hosted by MPC where their child is competing is also not counted towards volunteer hours. It is a standard helper requirement at pony club events.

Action: Secretary to draft an email for President to circulate to members to clarify volunteer levy, hours and need to log them via the Track if Forward ap.

Uniforms:

* Nicky is exploring jump and dressage cut saddle pads to form part of the official uniform.
* Gemma is ordering additional adult MPC shirts.

Strategic Planning meeting:

* Date for the members meeting is 22 August, 2022 at 6:30pm (for a 7pm start) at Bellbowrie Tavern.
* Attendance by members can contribute towards 1 hour of volunteering.
1. **General Business**

**Action items list**

|  |  |  |  |
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| 08/08/22 | Nicky to seek First Aid assistance and collection of Hendra jump trailer from members for the Official Showjumping Day event. |  |  |
| 08/08/22 | Shayna to draft an email for President to circulate to members to clarify volunteer hours and need to log them via the Track if Forward ap. |  |  |

Next meeting: Monday 12 September 2022 – 7pm – will decide closer whether it is via zoom or at the Tavern.

1. **Meeting Close** 9:19pm