MPC Committee Meeting Minutes

**MOGGILL PONY CLUB**

**Location**: Zoom
**Date**: 11 July 2022
**Time**: 1900





* Meeting Opened: 7:12 pm

Present: Brent Doyle, Shayna Smith, Sarah Drane, Suzanne Smith, Rachel Green, Nick Green, Katrina Dahl

Chair – Brent Doyle

Meeting Opening

* Welcome and apologies

Apologies: Gemma Burger, Brent Smith, Carmen Coombs, Nicky Boersma

* Disclosure of conflicts of interest - nil
* Minutes of the previous meeting – still waiting to receive some reports to incorporate – will seek endorsement at next meeting or out of session.

1. **Reports and Matters for Decision**

# President’s Report

**General Items**

* Prorata Membership – takes place from July. Should be automated on Justgo.
* Round yard update – new location costs.
* Driveway and trenches – costs.
* Grounds update.
* Godson Earthmoving – price new arena?
* Pony club donation of $2000
* Grants – thank you Suze.

Discussion points:

* Master plan/Strategic plan of the club - survey released to members and awaiting feedback to shape the strategic plan. Strategic plan is being drafted by Nick Green with assistance from Ben Burger.

Outstanding action item:

* Obtaining a bank card for small amount expenditure for grounds maintenance such as fuel for the mower/tractor. Committee decision is required for positions that can access the account and to issue a card in Robbie’s name.

Committee decision:

1. The Committee agreed to apply for an everyday business banking account which can be accessed by individuals holding the following Committee positions:
* President (Brent Doyle)
* Treasurer (Nicholas Green)
* Secretary (Shayna Smith)

# The Committee agreed that a bank card linked to the everyday business banking account should be issued to Robert Hall for the purpose of small amount expenditure for grounds maintenance activities.

**End of report**

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

Moved: Brent Doyle Seconded Nick Green

* **Treasurer’s Report**

**General points to note:**

* Godson Earthmoving invoice paid $6,000 for Round Yard.
* General expenses this month. ASIC, Canteen expenses.

**Grant and Sponsorship income:**

* PCQ - PAYMENT PONY CLUB QLD- $1,000 (flood recovery related)
* HHH Floats (Don) - $1,000
* DSRC Enquire Moggill Pony Club- $2,000

**Account Summary**

|  |  |  |
| --- | --- | --- |
| **Account**  | **Current Balance** | **Change from last month** |
| Building Fund | - | - |
| Nominations Account | - | - |
| Term Deposit - Levies | $5,782.87 | 0.73 |
| Transaction Account | $43,566.40 | (1,743.61) |
| **Net Position** | **$49,349.27** |  |

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

Moved Shayna Smith Seconded Rachel Green

* **Secretary’s Report**
1. New memberships received: none in June as fees pro rata’d from July.
2. Confirmation of decisions made by Committee between meetings:

16 June 2022 – the Committee agreed to let Brookfield pony club borrow MPC’s portable dressage arena equipment for their Official Dressage and CT day on 31 July 2022

1. Correspondence:
* ASIC industry funding level invoice dated 02.06.22 – sent to Treasurer 30/06/22
* NAB term deposit details – 14.06.22
* Department of Tourism, Innovation, Sport and Recreation – electronic payment advice of $2,000 – 14.06.22
* Queensland Government Land valuation notice
* Correspondence from Horseworkx Saddlecloths – price list for club saddlecloths
1. Notification of PCQ AGM 2022 Thursday 8 September and nomination form for PCQ state office bearers 2022-23 were circulated to the committee on 4 July 2022.

One delegate from MPC can attend to vote and multiple observers (non voting). MPC delegate? Carmen advises it should be club president. Club delegation nomination form to be submitted no later than 1 September.

**Committee Decision**:

Brent Doyle to be club delegate at PCQ AGM 2022. Observers: Carmen Coombs and Gemma Burger.

1. Communication to members – circulated PCA National Gear Rules and summary of some of the changes.

**Other:**

1. Shayna contacted the office of Ms Elizabeth Watson-Brown MP, new Federal member for Ryan. Spoke to electorate staff and requested time to meet/call with Ms Watson-Brown to introduce the Club and to provide an overview of our purpose and membership. They have had a large volume of requests and they will contact me with a future date/time.

Action items list – from June 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** |

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

Moved: Shayna Smith Seconded: Brent Doyle

* **Chief Instructor’s Report**
* Nil. Gemma Burger is an apology.
* Sarah Drane – August rally will focus on showjumping and there will be SJ instructors. This will prepare members for the upcoming Official SJ Day at Moggill in September.
* **Grounds and Maintenance report**

Nil. Brent Smith is an apology.

1. **Matters for Noting**
	* **Grants report**
* State Department of Sport and Recreation has circulated an expression of interest and we find out in mid August if MPC is able to proceed with an application for the grant. It is for $35K which could be used to build the arena and fencing in a better, flood proof area.
* Part 2 of the RACQ grant
	+ **Communications Report**
* Communication circulated about canteen
	+ **Canteen and Volunteer Coordinator’s report**
* Propose to have a BBQ at the next rally. The freezer also needs to be cleaned out. Will circulate an email about volunteering at canteen and ordering so shopping can be completed.
	+ **Events Report**
* Sponsorship invoices have been sent out.
* Starting the event planning for the MPC Official Showjumping event on 4 September.
	+ **Zone report**
1. **Matters for Discussion and Decision.**

Volunteer co-ordinator:

* Shayna - Can the President please circulate call out to members for a volunteer co-ordinator?
* Received information from previous secretaries and volunteer co-ordinators and a list of members that are yet to pay the volunteer levy. A volunteer co-ordinator is necessary to update and confirm the list and work with treasurer to communicate with and invoice each member.
* It also needs a co-ordinator to look at hours done thus far this year, notify members that are under 8 hours (half way) and to work with the Treasurer at the end of year to invoice for the outstanding volunteer hours if the member wants to renew their membership in 2023 and carry over their levy.
* It does not appear to be difficult, it just needs someone who can put some dedicated hours into keep on top of it.
* Rachel Green offered to investigate it and suggested a document is drafted so the committee understands how the volunteer levy payments and invoicing works.
* Shayna will provide emails to Rachel. Thank you Rachel.

First aid training

* Should the committee source first aid training and offer it to members (for a fee)?
* 3 hour training is $120 per person. CPR only training is 1.5 hours and $65 per person.
* **Committee decided** this would be valuable and that the **club should pay the first aid training cost for instructors**. **All others** that participate in the training **are to pay for themselves** (including committee members that aren’t instructors).
* Action: Brent to source first aid training for club members.
1. **General Business**

Blue cards:

* The committee discussed the legislative requirements for who requires a blue card. It was clarified that parents that volunteer and undertake the same activity as their child do not require a blue card. Therefore, volunteer parent instructors that have a child riding at the club do not need a blue card.
* Paid instructors may require a blue card depending on how often they provide the paid services and certain committee positions are required to hold a blue card.

**Action items list**

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| 20/07/22 | Brent to source first aid training and offer it to members. |  |  |

Next meeting: Monday 8 August 2022 – 7pm – will decide closer whether it is via zoom or at the Tavern.

1. **Meeting Close** 8:20pm