MPC Committee Meeting Minutes

**MOGGILL PONY CLUB**

**Location**: Moggill Pony Club Grounds
**Date**: 18th June 2020
**Time**: 1900





* Meeting Opened : 1910

Present: Gemma Burger, Di Toll, Keirra Middleton, Belinda Ryder, Cheryl Nell, Tanya Holliman, Nick Green, Rachel Green, Anna Hamilton (via Zoom)

1. **Meeting Opening**
* Welcome and apologies

Apologies from Sarah Pearce and Shane Toll

* Disclosure of conflicts of interest - nil
* Minutes of the previous meeting – moved Di Toll, seconded Belinda Ryder
* Business arising
* Correspondence – request received by an official photographer to be at Moggill Pony Club for events – will be kept in mind
1. **Reports and Matters for Decision**
* **President’s Report**

**Covid Policy Measures**

The scheduling requirement has now been removed with the easing of restrictions to allow 20 persons on the site at any one time.

Several of the MPC committee attended an online forum delivered by Equestrian Queensland to learn about the Covid-Safe Return to Activities Outdoor Sports Industry Plan. It was very informative, and I have summarised a few key points below:

* We may return to training activities immediately with multiple groups of 20 people allowed on the site at once, if those groups do not co-mingle.
* We may return to competition from July 10th with multiple groups of 100 on a single site, as long as groups do not co-mingle from July 10th.
* Covid-safe plan must be adhered to for this to happen.
* Covid-safe plan includes recording all attendees to any activity/events (including spectators/carers/grooms etc).
* Government recommended signage must be used to promote good hygiene practices around the premises.
* No canteen to be allowed

I will leave the discussion around how this will be implemented at MPC for discussion by Belinda Ryder. –

**Proposal:** I would like to nominate Belinda Ryder as our Covid-safe officer - seconded Keirra Middleton

**Back protectors for Cross Country**

Email sent to all members, I recommend we invest in gate signage to indicate the same to ensure we are demonstrating to our insurer we have made best attempts to inform all members and users of the grounds.

**Proposal:** Gemma to investigate the cost and suitable wording for such a sign and report to committee.

**New Business**

Previously we have approached the council for appropriate signage around the grounds to alert motorists of the presence of horses on the road near the grounds. This has not been acting on. With many riders accessing the grounds by riding to the premises it seems pertinent to lobby council for such signage. We can also ensure our MPC signage while holding any event including rallies is placed in visible locations on Boyle and O’Brien roads to alert of the presence of horses.

**Proposal:** Gemma to write to the new counsellor to request permanent signage. (Boyle and O’Brien Roads)

**Camp**

I would like to propose to make up for the rallies we have missed and the lack of events we run a camp within the Covid safe restrictions. I would propose no overnight camping for people, but horses can stay and we can have take-away pizza for dinner. We would be unable to provide a canteen so people would need to bring their own snacks and lunches. We can sell drinks and packaged snacks. We can plan of multiple groups of 20 and keeping them separate if before July 10th , there is a suggestion the easing to groups of a 100 may come sooner than then so this might ease logistics. Recommendation of 2 days mid-week allowing working parents to drop horses the night before if needed. Start 8.30am but with option to drop children from 7.30am if needing to get to work. First day to finish with dinner and second day 5pm (kids to be collected by 6pm for those working). Older teen riders to receive discounted rate in exchange for assisting with younger riders and working towards Junior Instructors. (Tues/Wed 7th and 8th July) Teen riders to deliver coaching with support of experienced coaches. $120/rider, $80/teen rider)

**Budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description**  |  **Cost per unit**  | **No.** |  **Cost**  |  **Income**  |
|  Coaches  |  $ 350.00  | 4 |  $ 1,400.00  |   |
|  Games/Activities Equipment  |   |   |  $ 250.00  |   |
|  Junior attendance  |  $ 120.00  | 20 |   |  $ 2,400.00  |
|  Senior attendance  |  $ 80.00  | 5 |   |  $ 400.00  |
|  **Subtotal**  |  |  |  **$ 1,650.00**  |  **$ 2,800.00**  |
|  **Total**  |  |  |  |  **$ 1,150.00**  |

Motion: The President’s Report be accepted into the minutes. Moved Gemma Burger, Seconded Keirra Middleton

* **New member applications**

Tom Boersma, Elizabeth O’Neill (associate), Tamzin Baker

New members now eligible for a prorata discount

Fair play vouchers now can be processed

Motion: New member applications are approved. Moved Keirra Middleton, Seconded Gemma Burger

* **Treasurer’s Report**

5 transaction over 2 months

May: minus $50 from Urban Utilities $23445

June: Grant money and membership fees $25661

Rates $1100 in July

Electricity $500 rebate, paid $8

Rates $1166/qtr

Urban Ut $100/month

Signage money – chasing up with James

Treasurer Nick Green to provide more extensive summary at a later date.

Motion: The Treasurer’s Report be accepted into the minutes. Moved Nick Green, Seconded Gemma Burger

* **Chief Instructor’s Report**

**Rally 28th June**

This will be held in 2 sessions,

8 -9.30am - Groups 1 & 2 (dependent on numbers)

10.30-12pm - Groups 3, 4, 5 (dependent on numbers)

Each group will do 2 x 45min rotations, musical ride and poles/jumping

An hour between sessions, first session must have left the grounds by 10am and next group to arrive no earlier than 10am.

Coaches:

Session 1 - Cathy Mccarthy & Gemma Burger

Session 2 - Tanya Holliman, Keirra Middleton & Carmen Coombs (or Gemma Burger if Carmen not able to attend)

**Camp**

**Propose 7th & 8th July**

5 groups

Older group (group 5) to have different schedule and integrate junior instructors training and assisting with coaching of junior groups.

No catering, no camping for people, horses can stay the night in stables, Robbie to be approached to caretake overnight for horses.

Gemma Burger to coordinate with support from Keirra Middleton

**Show Jumping Event**

**Propose 1 & 2 August or 14th August**

Saturday afternoon & Sunday morning, 2 heights, 2 events for each session.  Numbers capped at 100 per group including spectators (potentially 200 on the site at one time.  Ride in heights but judge in age groups for each height.

Gemma to finalise program

Anna to coordinate with support from Gemma Burger and Keirra Middleton and a subcommitee

**Grant for Equipment**

Propose to purchase jump for joy poles as requested in grant.

Certificates for members, new structure for certificate work. Possibly do some certificate work at camp, then push the rest of the program in the 2nd part of the year. New books or previous books acceptable

Check online memberships to ensure instructors are named correctly and to have their Blue Cards. Keirra Middleton to follow up

Motion: The Chief Instructor’s Report be accepted into the minutes. Moved Tanya Holliman, Seconded Belinda Ryder

* **Grounds and Maintenance report**

(Given by Di Toll on behalf of Shane Toll)

Robbie has been assisting with keeping grass down; Robbie has been told the caravan has to go and the surrounding site of his accommodation to be cleaned up. Robbie is experiencing invasion of personal space with a member- consider running a fence to designate the space. To investigate running a “plant fence”

Jumps have been moved to protect ground

Lights now on own fuse and do not need to be switched off at mains

Jump trailer requires tyre change

Arena rake being repaired

Robbie to spray the boundaries

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

**1**. **COVID Safe Kickstart Grant**(State Government) - We have been successful in obtaining the $2,000 (excluding GST) COVID Safe Kickstart grant.  This grant can be used by the club for operational expenses including costs to deliver activities, utilities, ground and facility **maintenance costs**, safety and sanitisation requirements.  These grant funds must be used by 30 June 2021.

Nick, can you please confirm that these funds have been paid into the Club’s bank account? - confirmed

**2.  Gambling Community Benefit Fund (GCBF) Grant round 100 -**Thegutter guard is due to be installed on Thursday 18 June by Gutter Knight at the cost of $1344 (GST inclusive) using the unspent GCBF grant funds of $887.90 already held by the Club, with the balance of $456.10 contributed by the Club from its own funds (please refer to the motions in my email of 21 May and my email of 28 May).

Thank you to James Robinson for organising the quote for the Club.

The acquittal of this grant is due by 4 July.

**3.  Community Energy Efficiency and Solar Grants** (Federal Government)  - This grant application is currently being reviewed by the relevant authority and I am responding to their request for further information with the help of Matthew Gross from Rivercity Solar and Electrical.

**4.  Active Club Grant Program - $2,000 (excluding GST)** (State Government) - It was originally intended that these funds be used to purchase Jump4Joy poles. This project is yet to be completed and will need to be finished by 31 January 2021.

* + **Events and Communications Report**

Communication: 2 people requesting to have a come and try day for next muster – to be decided

Alicia Burton - difficult to communicate with and to organize any activity

Memberships advertised as being pro rata from June

Camp to be promoted

Events: SJ – dates TBC (consider 14th August as is public holiday – ran over 1 day) James will contact sponsors regarding event. Anna to coordinate ribbons/trophy etc; program to be collated by Gemma

Hack Day 13th September (will potentially be run over 1 or 2 days, depending on current requirements)

Ribbons to be ordered in one order for both events; sponsors potentially be offered a package for both events

Helen Huie to organize judges for the hack day; Gemma to organize judges and course builders for SJ day

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

Cheryl Nell to email members via Keirra Middleton to advise to order uniforms in advance of Rally Day. Cheryl can pack items up for members prior to day. Di Toll to give Cheryl info on where to order uniforms, and membership list to know the approximate sizes required

* + **Zone report**

Erica Woodland approached to provide additional support for training young instructors

1. **Matters for Discussion**
* **Covid19 Planning**

Signage to be placed on front gate, stable blocks and clubhouse for Covid awareness

Covid safe certificates for instructors to be displayed

All members need to be aware of the need to track member activity at the club – discussion around best way to achieve this. Members to be emailed a form for pre-completion prior to Rally day and must present the completed form on arrival. Strict instructions to be given to members and their families to not attend if they are unwell with any symptoms.

Toilets will be available to all persons on the grounds during Rally, and a cleaning schedule will be implemented hourly.

Parking for each group at Rally will be separated.

* **Upcoming rally Sunday 28th June 2020**
* **Event and Date Planning**
1. **General Business**
* Robbie 60th birthday party on muster. Akubra hat suggestion as a gift – Rachel to post on social media for members to give donations
* Next meeting Thursday 16th July 2020
1. **Meeting Close 2025**