# MPC Committee Meeting Minutes

**MOGGILL PONY CLUB**

**Location**: Virtual  
**Date**: 30th April 2020  
**Time**: 1900

  
  


Meeting Opened

Welcome and apologies

Present: Gemma Burger, Sarah Petersen, Rachel Green, Nick Green, Keirra Middleton, Shane Toll, Di Toll, Anna Hamilton, Belinda Ryder

Apologies: Carmen Coombes, Tanya Holliman

Disclosure of conflicts of interest - nil

Minutes of the previous meeting – motion that the minutes were a true and accurate record – Gemma Burger and Shane Toll

**REPORTS AND MATTERS FOR DECISION**

**PRESIDENTS REPORT**

**Covid Policy Measures**

AS per our flying minute a new scheduling system has been introduced to allow people to control their social distancing exposure when using the grounds. This has generally been working well.

***Proposal:*** I would like to propose that in line with the easing of some restrictions this Friday 1st May in Queensland that we extend the scheduling system to allow 2 family groups to occupy the grounds at the same time. Approval of committee granted

All other rules would remain as follows:

* *You must be a current financial member of Moggill Pony Club*
* *You may book up to two hours at a time*
* *You may not book the same time on consecutive days*
* *Max of 2 household groups (plus a coach per household if applicable) to be using the grounds at any time (ie 2 family groups)*
* *Please do not use toilets*
* *Please do not use wash bay*
* *Please tie horses to float. Yards are not available for use*
* *Adhere to strict social distancing rule of 1.5m*
* *Sanitise hands before and after entering the grounds*
* *If sick, stay home*

**Issue of people not attending for their booked time. Encourage people to cancel booking if no longer required**

**Events**

Previously we have discussed the event we have been considering including a polocrosse social event.

***Proposal:*** I propose that the planning of all events is on hold until restrictions on congregating outside are relaxed. Agreed by committee

**Back protectors for Cross Country**

Email drafted for approval below:

Attention all members;

In accordance with the recommendations of both Pony Club Australia and our insurers Gow Gates, Moggill Pony Club requires all user of the any cross country jump above the height of 50cm to wear a body protector at all times when on Moggill Pony Club Grounds. This includes the use of cross country jumps in rallies or at any time on the grounds. Failure to comply with this regulation at any time may incur the cancelation of your membership to Moggill Pony Club without refund. Agreed by committee

Big thanks extended to Keirra Middleton for taking over management of online Dressage Competititon.

Moved: Gemma Burger Seconded: Belinda Ryder

**MEMBERSHIP SECRETARY REPORT**

New members: Fiona Kearney, Isabella Cooper (18 y.o.whom is hoping to attend rallies)

Fair play vouchers – put on hold until rallies start again

**TREASURERS REPORT**

**Statement**

**March & April 2020**

**General points to note:**

* **Strong month of March with event fees generating sold revenues.** 
  + **Main March income from Event Fees, Canteen/Product Sales and membership.**
* **April saw a decrease in revenues, with Expenses for Operations (BCC Rates and ASIC) and Asset insurance (AIB Insurance) falling due this month.**
* **Outstanding debtors:**
  + **Julian Simmonds $500.00**
  + **TMRP Signs $1,000.00**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1. **Cost Centre** | 1. **Mar-18** | 1. **Apr-18** |
|  |  |  |  |
| 1. **Transaction act balance c/o** |  | 1. **$20,866.65** | 1. **$21,481.45** |
| 1. **Nominations Act c/o** |  | 1. **$26.52** | 1. **$26.52** |
| 1. **Building Fund c/o** |  | 1. **$903.70** | 1. **$903.70** |
| 1. **Term Deposit c/o** |  | 1. **$5,763.74** | 1. **$5,763.74** |
| 1. **Opening Cash on Hand** |  | 1. **$27,560.61** | 1. **$28,175.41** |
|  |  |  |  |
| 1. ***Deposits:*** |  |  |  |
| 1. **Membership Dues** | 1. **Membership** | 1. **$480.00** | 1. **$220.00** |
| 1. **Grant Income** | 1. **Non P&L** | 1. **$0.00** | 1. **$0.00** |
| 1. **Canteen/Product Sales** | 1. **Ops** | 1. **$481.84** | 1. **$0.00** |
| 1. **Nomination receipts** | 1. **Events & Mship** | 1. **$0.00** | 1. **$0.00** |
| 1. **Interest received on Deposits** | 1. **Ops** | 1. **$0.00** | 1. **$0.00** |
| 1. **Event Fees** | 1. **Events & Mship** | 1. **$3,360.00** | 1. **$102.50** |
| 1. **Grounds Hire** | 1. **Events & Mship** |  | 1. **$0.00** |
| 1. **Fund Raisers** | 1. **Fund Raising** | 1. **$0.00** | 1. **$0.00** |
| 1. **Sponsorship** | 1. **Sponsorship** | 1. **$0.00** | 1. **$0.00** |
| 1. **Total Deposits** |  | 1. **$4,321.84** | 1. **$322.50** |
|  |  |  |  |
| 1. ***Cash Expenses:*** |  |  |  |
| 1. **Operations** | 1. **Ops** | 1. **-$609.24** | 1. **-$2,091.78** |
| 1. **PCAQ Insurance** | 1. **Ops** | 1. **$0.00** | 1. **$0.00** |
| 1. **PCAQ Other** | 1. **Ops** | 1. **$0.00** | 1. **$0.00** |
| 1. **Product Cost** | 1. **Ops** | 1. **$0.00** | 1. **-$207.75** |
| 1. **Coaching & Training fees** | 1. **Training & Dev** | 1. **-$1,120.00** | 1. **$0.00** |
| 1. **R&M and non-capitalized equipment** | 1. **Asset Mgt** | 1. **$0.00** | 1. **$0.00** |
| 1. **Asset Insurance** | 1. **Asset Mgt** | 1. **$0.00** | 1. **-$1,360.00** |
| 1. **Nomination payments** | 1. **Events** | 1. **$0.00** | 1. **$0.00** |
| 1. **Membership/Levy Refunds** | 1. **Membership** | 1. **$0.00** | 1. **$0.00** |
| 1. **Events** | 1. **Events** | 1. **$0.00** | 1. **-$676.50** |
| 1. **Bank charges** | 1. **Membership** | 1. **$0.00** | 1. **$0.00** |
| 1. **Sponsorship incurred costs** | 1. **Sponsorship** | 1. **$0.00** | 1. **$0.00** |
| 1. **Total Operating Expenses** |  | 1. **-$1,729.24** | 1. **-$4,336.03** |
|  |  |  |  |
| 1. **Cash From Operations** |  | 1. **$2,592.60** | 1. **-$4,013.53** |
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| 1. ***Capital Sales/Purchases:*** |  |  |  |
| 1. **Sale of Equipment** | 1. **PPE** |  |  |
| 1. **Renovations** | 1. **PPE** | 1. **-$1,977.80** | 1. **-$ 676.18** |
| 1. **Equipment and Tools** | 1. **PPE** |  |  |
| 1. **Cash From Investments** |  | 1. **-$ 1,977.80** | 1. **-$ 676.18** |
|  |  |  |  |
| 1. ***Financing Activities:*** |  |  |  |
| 1. **Advance/Repayment of Advance** |  |  |  |
| 1. **Proceeds from Loan/Repayment of loan** |  |  |  |
| 1. **Cash From Financing Activities** |  |  |  |
|  |  |  |  |
| 1. **Ending Cash on Hand** |  | 1. **$28,175.41** | 1. **$23,485.70** |

Nick Green to liase with James Robinson regarding outstanding debtors, with assistance of Shane

Moved Nick Green Seconded: Shane Toll

**GRANTS REPORT**

**GCBF round 100 - I am in the process of acquitting this grant.  $35,000 (GST inclusive) was awarded to the club for the facility improvements described as ‘Roof to Stable Block’.  Costs relating to this project are as follows:**

|  |  |
| --- | --- |
| 1. **Robinson Projects - invoice 1920-02** | 1. **$24,612.50 GST incl.** |
| 1. **Rivercity Solar & Electrical - invoice 4761** | 1. **$1,977.80 GST incl.** |
| 1. **Rivercity Solar & Electrical (RCSE) - part of invoice 4677 (please see note below)** | 1. **$7,521.80 GST incl.** |
| 1. **Total** | 1. **$34,112.80 GST inclusive** |

**Please note that the total of invoice 4677 from RCSE is $9,523.80 (GST inclusive).  This invoice includes both work done in relation to the roof to the stable block and also other electrical upgrades done at the same time i.e. 5 of the 7 spotlights were not directly related to the roof to the stable block.  The invoice does not provide a costs breakdown for these 2 categories of work.   RSCE has therefore separately emailed me a costs breakdown so that I could specifically report on the costs relating to the roof to the stable block.  RCSE has advised that the costs of the work relating to the stables alone included in the invoice is $6,838 (GST exclusive) and the costs of the other upgrades (5 of the 7 spotlights) is $1820 (GST exclusive).**

**Please note on the basis of these figures that the Club may need to return grant funds of $887.90.  The acquittal is due by 4 July 2020.**

**2.  Community Energy Efficiency and Solar Grants - On 7 April I submitted an application on behalf of the Club for a Federal grant for a solar panel project up to the value of $12,500.  Thanks to Gemma for alerting me to this grant and thanks also to Matt from Rivercity Solar and Electrical for quickly providing a quote.  Still waiting to hear outcome, was time dependent and Sarah was very quick to get application in**

**3.  Lord Mayor’s Community Fund Grant – All invoices were submitted to the Pullenvale Ward office for acquittal on 15 March.**

**4.  FairPlay vouchers - Our eligibility to receive FairPlay vouchers is based on our Club offering Pony Club activities at our monthly rallies.  Rallies are currently on hold due to COVID-19.  We have 3 children who wanted to join our Club using FairPlay vouchers that will expire in May.  The Club is yet to redeem these vouchers.  I have contacted the Department of Sport and Recreation and they have assured me that the redemption period for vouchers will be extended until activities are back up and running.**

**5.  Active Club Grant Program - $2,000 (GST exclusive) - As outlined at our previous meeting, it was originally intended that these funds be used to purchase Jump4Joy poles.  There has been some discussion of purchasing second-hand poles instead.  I will leave this item in my report as a reminder until a decision is made by the Committee whether to purchase the Jump4Joy poles or pursue the second-hand poles.  The project needs to be completed by 31 January 2021. Grant can only be used for poles, not trailer. Advertised price 6K, negotiable. Seller happy to invoice poles separately. OH&S issues with current trailer, safety risk. Shane and Keirra to look at 2nd hand trailer.**

Discussion of use of remaining funds for stable roofing. Has to be specific to the roof. Pipework for collection of water as we have a tank already donated

Need gravel for base of tank which would be outside of grant.

Motion made by Sarah to submit invoices as is, acquit and we potentially will have to repay money (approx. $800). All in agreeance

**Nick questions if we are eligible for Covid funding; Di states most likely not as we have not experienced enough of a drop in funding**

**Sarah to look at BCC rates concession for June**

**Moved by: Sarah Pearce Seconded: Gemma Burger**

**EVENTS AND COMMUNICATIONS COORDINATOR REPORT**

**Cancelled Rallies**

March and April rallies were cancelled due to COVID-19 and this was communicated via email and Facebook posts and event updates

**Scheduling of grounds access**

Acuity account was setup by Gemma and myself to manage online booking system for the pony club grounds. The account was on a free trial for a month and when the trial expired we downgraded to a free account, which currently meets our needs.

**Pryde’s EasiFeed Diet Analysis Offer**

Maddy from Pryde’s is offering our members free diet analysis. Info was forwarded to all members. We also hope to invite her to a rally in the future to present a talk about equine nutrition

**MPC Facebook group**

The members list was updated to reflect 2020 memberships and the name changed from 2019 to 2020.

**Mailing List**

Audience is currently sitting at 124 subscribers. No changes this month

**Moved by: Rachel Green Seconded: Gemma Burger**

**CHIEF INSTRUCTORS REPORT**

**GROUNDS AND MAINTENANCE REPORT**

The weather has changed (thankfully!), the grass no longer seems to be growing cm’s each day before our eyes. Thank you to everyone who has jumped on the mower and kept the grounds mowed while I have been away on shift. My shift roster has changed to 5 weeks away and four weeks home (hopefully).

**Stable lights**

Talk to Matt about changing the lights from timer to normal switches cost would be around $50, I have asked Matt to complete in the coming week. I will check in weekly with Matt until this is completed

**Ground Mowing**

Grounds are looking good, I have mowed the stable side this week and started trimming the hedge, thank you the Mark Middleton for starting the hedging. I will be sending a text out the some of the member this week asking for help.

**Repairs outstanding**

Round yard fence – I will be replacing the broken post and levelling the ground next week once completed I will reopen the area for use.

Main switch at back of canteen

Repaint of pole bases – have had some of the poles painted (Gemma organised the person)

Welding of new rails to jumping frames

Whipper snipping of grounds – will be asking for help with tis over the next week

Spraying of long and round yards

Encourage people to get down to pony club especially whilst we are experiencing social isolation, get them out of the house

Rachel to send email out to all members asking for help with grounds this weekend

Moved Shane Toll Seconded: Belinda Ryder

**CANTEEN COORDINATORS REPORT**

**New microwave donated**

**ZONE REPORT**

**Communications from PCQ and PCA regarding Covid restrictions**

**Online information for instructors; to work on how to deliver it**

**General Information**

Volunteer hours will be managed by Di, continue to use Track It Forward. Cost of $288 USD. Potentially look at another option next year. Discussion re potentially reducing volunteer hours for first half of 2020 due to no events. Still to be decided. People need to know all the jobs that need doing – eg painting poles, picking up sticks

Whiteboard or laminated sheets to be put up at stable book with jobs that need doing. Plus be posted on FB

Also a set of keys be made available at the grounds – Di to arrange

Blue Card applications – all members of committee to have Blue Card. Free to apply. Di to assist Robbie with his application.

Gemma has now added Nick to all bank accounts, Di to also be added to one of the accounts with a debit card. Still having issues with removing one of the original directors.

***Approve all reports***

***Moved: Gemma Burger***

***Seconded: Sarah Peterson***

***Vote: Motion carried***

**Close of Meeting – 1953**