**MOGGILL PONY CLUB**

**Committee Meeting Agenda**

**Date: Wednesday 12 September 2018**

**Time: 6.30pm**

**Location: Bellbowrie Tavern, Moggill Road, Bellbowrie**

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

Present: Brad, James, Kelly, Di, Keirra , Kirsty, Gemma

Apologies: Dale, Tanya, Carmen

* 1. Disclosure of conflicts of interest- None
  2. Minutes of the previous meeting

Move that the previous minutes are a true and accurate record of the meeting. Moved: Keirra Seconded: Di

* 1. Business arising- None
  2. Correspondence

Survey Queensland Government Sports and recreation strategy – anyone interested in having a say

Blue Cards- needed for all committee officials

Dr Christian Rowan Marquee ready to donate – let them know when ready to pick up.

Kate Ritchards confirming the sponsorship of the event and funding

* 1. Business arising

1. **Reports and Matters for Decision**
   1. President’s Report

Club development

Once again I want to open my report by thanking all those who have contributed time and effort in developing the club’s grounds and in organising the upcoming Open Hack Day. I particularly want to acknowledge James Robinson and caretaker Robbie Hall who have contributed many volunteer days. Work since our last meeting has included the painting of the front entrance, landscaping after the removal of condemned jumps and stables and disposing of demolition waste and other rubbish. The club owes a particular debt of gratitude to James who has donated his earthmoving machines, plus his time and the machinery’s running costs to do the job.

Club structure

Further to my report to the last meeting of the committee, my solicitor Bernard Ponting has provided the following advice on our club structure.  In short:

1. The club is a company limited by guarantee, a commonly used structure for not for profit organisations.  This should be disclosed if required for future grant applications and will not have any bearing on our club’s eligibility for grants. If we must also supply a constitution, the club should supply the club’s original company constitution until such time as it is amended by the club.

2. The company constitution is largely a sound set of rules for the club to operate under, however it does contain some outdated and cumbersome requirements not suited to our modern operation. An example is that the committee have another 12 members on it in addition to the main office holders. It is a relatively simple matter to amend the constitution to bring it into line with our modern operation of the club. However, this is contingent on a number of important steps below.

3. The club has not updated its company directors with ASIC since 2014 and our directors are currently listed as Kyle Domrow and Fiona Kearney. We must update our directors and Bernard will need to make application to avoid the club being fined for not having done so for four years.

4. We must find our titles to the two blocks of land which comprise the club’s grounds before we can amend the constitution. They are paper documents. Bernard found the club’s original solicitor and the law firm which took over his practice and they do not hold the titles. Gemma has also checked with our bank who do not hold the titles either. The remaining possibilities for their location include the box of records at the clubhouse or a previous committee office holder. Failing this, Bernard will make application for the titles to be reissued to the club.

5. The company limited by guarantee structure of the club should not have any bearing on the current rating of the club by the BCC in Bernard’s opinion, unless there are specific rules to the contrary. I am to make contact with the BCC to ask what rules apply. Bernard will then assist in preparing an application which we will submit formally to council, copying our local Councillor Kate Richards for information.

Fundraising and sponsorship

* Raise the Roof campaign: Robbie and I fitted the stainless steel plaques recognising our donors to date. There are 12 stables (@ $500) still available for sponsorship.
* Federal Stronger Communities grant: I have been advised that our application for a second Stronger Communities grant is progressing through the assessment process.
* Open Hack Day sponsorship: Since the last meeting I’ve been able to secure silver sponsorship from Siam Sunset Express at Pullenvale and have made application for assistance with event costs to Cr Kate Richards.
* Front entrance signage: Now that the front entrance is complete, I’d ask all committee members to approach potential sponsors and send any interested parties to me.
* BCC Stronger Communities grant: Cr Kate Richards’ office has been in touch to encourage the club to apply for this scheme which offers grants up to $100,000. Applications are due this month and Cr Kate has offered a letter of support to accompany our application, which a Kelly is preparing.

Brad Henderson

Move that the President Report be accepted. Moved: Brad Seconded: James Carried.

* 1. New member applications- None
  2. Treasurer’s Report

Moved: Kirsty Seconded: Gemma Carried

**CASH FLOW AS OF 12 SEPTEMBER 2018**

**Bank Accounts Balances**

Building Fund: $40.00

Noms Account: $51.52

Term Deposit (Levies) $5,668.40

Transaction Account: $10,281.25

**Total Funds: $16,041.17**

***Available Funds: $10,372.77*** *(excludes Levie Account)*

**Outstanding Debtors**

Anthea O’Loughlin – Ground Hire $175.00

**Total Outstanding: $175.00**

**Expenses Due:**

James – Mower $ 300.00

James - Fencing $1,000.00

Rates $1,134.40

**Total Expenses: $2,434.00**

**Overall View – Club would have a balance of $8,113.77 if all debtors were collected and all creditors paid. Therefore overall cash position is better than last month. ($6,364.12)**

* 1. Chief Instructor’s Report

Next Rally is Combined Training- it will be formal

Using Brookfield Jumps.

Also include theory to push through certificates by the end of the year.

Parents to help kids with theory

C certificate in October

Moved: Tanya Seconded: Di Carried

* 1. Grounds and Maintenance report

Projects Completed

* Front Gate and Fence painted white.
* Disposal of timber and metal roofing done.
  + Robbie’s brother took the timber
  + Brad and Robbie cut up the sheets for a scrap metal guy
* I have cleaned up the rubbish pile between the stables and Robbie’s house.
  + Lantana
  + Old concrete blocks and posts
* I have filled in the old jump in the south west corner.
* I have filled another hole in the entry road.
* Tractor has been degreased, washed, waxed and inox coated. (should be done every year)

Future Projects

* Jumps Maintenance and alterations. Tyre jumps still need discussion.
* Earth works required on entry road and around club house. Now have some fill
* Clean up around Robbie’s place.
  + De clutter
  + Screen

Working Bee

* Spraying
* We will require help to mow this summer

Equipment/Expenses

* + - Purchased degreaser cans for tractor.

No more jobs to be done this year as Brad and I have done heaps this year to date. Need to push this to the other members that we will need people to help with mowing this summer.

Move that the Grounds and Maintenance report be accepted : Moved: James Seconded: Keirra Carried

1. **Matters for Discussion**
   1. Fundraising campaign

Bunnings Sausage Sizzle

Nominations for the last 6 months of this year have closed for Bunnings Oxley, nominations for 1st half of next year need to be in by 01 November. I will submit a letter soon for a date in 2019.

Have only selected Oxley as you need the numbers through the door to make it a viable day – Oxley has the numbers.

Chocolate Box’s

Keirra was running with this.

QLD Government Recycling Program

Recycle signs done and fixed to yellow bin – Program opens 1 November

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

Federal Stonger Communities Grant- due in October $20K with agreement that you will match fund

Local Brisbane City cancel Stronger Community 100K for tractor or shed at the end of the stables, lining of canteen vermon proof, fan for summer, due in September 24th

That the Publicity report be accepted: Moved Kelly Seconded: Kirsty Carried.

* 1. Publicity report

Hack Day Planning –expecting approx. 100 riders. Still need some more volunteers

Have organised Raffle prizes and silent auction

That the Publicity report be accepted: Moved Gemma Seconded: Keirra Carried.

* 1. Canteen and Volunteer Coordinator’s report

**Takings:**

August muster was cancelled due to weather

**Issues:**

* Baking – although the call goes out I am getting limited baking, therefore the club is not receiving this additional profit they had in the past from people donating morning tea items. I will keep posting on facing book on the lead up to each muster and see what response we get.

**Old Fridge:**

Old fridge placed on the MPC Facebook page (no interest) will now put in on the market place for $40 and see if we can sell it as a beer fridge. Still need to do this.

**Issues:**

* Need to Vermin proof the canteen, lots of droppings and feathers – Shane will do on next trip home
* Electricity outlets need to be looked at – one circuit trips out when 2nd warmer switched on. We have wires that are just hanging and old ports that need to be dealt with. Not Urgent
* Hot water is not reliable, nil hot water for August clean up and again yesterday.

**Open Hack Day**

Menu done, planning is complete, Prep work scheduled for 4pm Saturday

Roster out, but need more volunteers for morning tea and lunch periods

In canteen all day – Dan, Roz, Di (& Kaden)

Canteen Clean up – Saturday 15 Sep

Need to clean and de-cobweb toilets. Clean outside tables and seating, blow out pergola area, set serving and display tables out.

Notice to go out on Facebook & emails asking for help to clean up 12noon-2pm

That the Canteen and Volunteer Coordinator report be accepted: Moved Gemma Seconded: Tanya Carried.

* 1. Uniform and Sun-safe report
  2. Zone report

Congratulations to all MPC riders who attended last weekends Aitken's Gymkhana and Show jumping event. It was great to see riders out putting training into practise and dealing with the tension of riding at different grounds and over 110 riders on Sunday.

Please keep tuned for Zone Derby at Samford (8th October) and Zone Teams events coming up in every following weekend in October in Sporting, Dressage, Show jumping and Eventing.

Zone CIP has been very busy with clinics for coaches etc with November being probable time for assessment. I had the pleasure of representing Z1 at the Biannual Coaching Conference conducted by Pony Club Australia last month and looking forward to delivering aspects of new syllabus at an information evening later in year.

Finally, after 2 years of meetings, endless emails and hours of my life I will never get back, Z1 has been able to force changes to PCQs Riders Insurance Cover. As of 1st August 2018, riders may jump on grounds at any time, with the supervision  of a person 18yrs or over who is unmounted. However I believe clubs will now need to be more diligent in Risk Assessment. This is a great win for clubs within Z1 esp Moggill and agistment  clubs. There will not be any changes to Membership fees for next year.

1. **General Business**
2. **Meeting Close**
   1. Meeting evaluation
   2. Next meeting: Wednesday 17th October 2018

Next rally: September 23