**MOGGILL PONY CLUB**

**Committee Meeting Agenda**

**Date: Tuesday, 13 March 2018**

**Time: 6.30pm**

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

1. **Meeting Opening**

Brad opened the meeting at 6.50pm.

* 1. **Welcome and apologies**

Present: Kirsty Wittmack, Dale Innes, James Robinson, Gemma Burger, Brad Henderson, Di Toll, Keirra Middleton, Tanya Holliman

Apologies: Wendy Tozer, Kelly Foster

* 1. **Disclosure of conflicts of interest**

Nil

* 1. **Minutes of the previous meeting-**

MOTION: That the minutes of the meeting of 20 February 2018 are accepted as a true and accurate record.

Moved: Brad Henderson Seconded: Gemma Burger Carried

* 1. **Business arising**

T o be addressed in this meeting’s agenda.

* 1. **Correspondence**
* Prenzlau School re: grounds hire inquiry
* Grounds hire inquiries re: party hire
* Letters of endorsement from Jane Prentice MP, Christian Rowan MP and the McIntyre Centre
* Correspondence around promotions for jumping equipment and floats.

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

Congratulations to re-elected colleagues and particularly to those newly elected members of the Moggill Pony Club management committee. The club is fortunate to have secured a great mix of corporate knowledge and new thinking on the committee this year, which gives me a lot of confidence for the year ahead.

2018 priorities

As President, I see the key priorities this year as:

* The continuing improvement of the club’s financial position and securing that for future years;
* The continued enhancement and improvement of the club’s grounds for current and future generations of members;
* The continued development of the club’s culture as a family club that thrives on the willing contribution of its volunteer members and appreciates the support of those who support it;
* The continued development of our riding and event program; and
* Developing and strengthening the club’s relationships with local decision makers, influencers, neighbours and like-minded organisations.

2017 saw the club and this committee rack up a good list of achievements that is being noticed by members, visitors, neighbours and influencers within our community. While that’s extremely encouraging, it does bring added responsibility. The new committee now has a great platform to continue improving the club and entrench Moggill as a pony club “on the move.”

Notably, the club has captured the attention of each of our local, state and federal elected Members as well as Local Bulletin editor Barry Searle who has offered me any in kind support he can provide in the form of coverage each month. This is priceless publicity for the club.

The club has had an exceptional start to the year in terms of the number of events and strength of attendance. All rallies and events run to date in 2018 have been well communicated, well organised and well run on the day, particularly our first for the year in February which boasted really good numbers and such a heavy program of activity. The adult riders group has been another great addition to our club’s offering. Congratulations and thank you to all involved and particularly Gemma, Tanya and Keirra.

Actions since last meeting

I’ve been working with local councillor for Pullenvale ward Kate Richards’ office on a solution to the club’s expensive rates bill, which is a huge drain on our resources. With the club’s seemingly unique position in owning its own grounds, it seems that the club has been placed in the same category as more commercial clubs and paying a rates premium accordingly. Councillor Richard’s office is sympathetic and I hope to have more to report on this issue in coming weeks.

Since the last meeting, I’ve also been working on the fundraising campaign with modest success. As at the time of writing we’ve sold six “raise the roof” sponsorships, with another committed via paid instalments and two owed to the Robinson family. I’m also working with Councillor Richard’s office on signage rules (for consideration in our corporate fundraising package).

Assisting caretaker Robbie Hall to keep up with the mowing and maintenance of the grounds, including the recent minor flooding, has consumed many hours over summer months. Credit to James Robinson for his new working bee system that, while not overwhelmed with willing volunteers, has already proved a successful formula that can only build from here.

Recommendations

The committee gradually found its operational feet over the past 12 months and by the end of the year we were running efficient meetings of around an hour’s duration. I propose to continue that and ask that all committee members provide written reports to club Secretary Keirra for circulation ahead of each meeting, with any decisions sought from the committee to be included in those written reports as a resolution:

MOTION: That committee members supply the club Secretary with a written report ahead of each meeting that should canvas actions taken since the last meeting, any issues for the committee’s attention and proposing any matters for decision via resolution.

The committee agreed, with Keirra to prompt committee members with a reminder email on the Wednesday two weeks prior to the meeting.

The previous committee agreed to hire out the club grounds to a member family for a teenage birthday party last weekend. It was a difficult decision and the experience confirmed our fears with complaints from neighbours, litter in surrounding streets and on the grounds and some damage to the club ‘s facilities after the event. Frankly, I don’t think the income to be made from hiring the grounds for this type of event is worth the risk to the club’s reputation and our grounds.

MOTION: That the committee resolve that it will not accept grounds hire bookings for out of hours non-equestrian events and/or those events where the club’s security and the peaceful enjoyment of its neighbours cannot be assured.

Moved: Brad Henderson Seconded: James Robinson Carried

Finally, the last committee discussed the idea of committee members wearing a branded club shirt on rally days and at events, embroidered with our names for ease of identification by new members and visitors. I propose that we task new Uniforms and Sunsafe Officer Dale Innes with sourcing options for consideration. I’d also propose that the club purchase caretaker Robbie Hall a similar shirt and new hat in recognition of his role with the club and his considerable work over recent months in maintaining the club’s grounds and equipment and assisting with the many events that have been run. This will also assist in identifying Robbie to members and visitors alike.

MOTION: That the Uniform and Sunsafe Officer be tasked with recommending uniform shirt options for the committee’s consideration.

Moved: Brad Henderson Seconded: Keirra Middleton Carried

MOTION: That the club recognise club caretaker Robbie Hall’s role and contribution over 2017/18 through the gift of a club shirt and suitable hat.

Moved: Brad Henderson Seconded: Gemma Burger Carried

MOTION: That the President’s report be accepted.

Moved: Bred Henderson Seconded: James Robinson Carried

* 1. **New member applications Keirra Middleton**
     1. Membership applications

Keirra presented new members’ applications for the committee’s acceptance.

MOTION: That the committee accept the new membership applications to Moggill Pony Club.

Moved: Keirra Middleton Seconded: Gemma Burger Carried

2.2.2 Junior-parent requirement

MOTION: That upon reaching the age of 17 years, junior members are not required to have an accompanying adult membership.

Moved: Keirra Middleton Seconded: Gemma Burger Carried

2.2.3 Membership payment plans

MOTION: That members who are unable to afford a lump sump payment can make application to the club Secretary for a payment plan, the conditions of which will be:

1. The family must pay the PCQ insurance upfront.
2. The family must complete a direct debit form that they will pay $50 a month towards payment of the pony club fees and levy payment.
3. The club’s membership fees need to be paid off in 12 months.
4. The family must complete their volunteer hours on a quarterly rate.
5. That plans are kept confidential and not to be discussed with other members.

Moved: Keirra Middleton Seconded: Gemma Burger Carried

* 1. **Treasurer’s Report Gemma Burger**

Summary Cash P&L for Feb 2018:



* Rates due 3 April: $1,085. No other major bills expected.
* Membership income down on last year so far approx. $2,650
* Event profit from Dressage fix-a-test day was $694.76
* Canteen sales tracking around about $500 profit per month at the moment between rallies and additional events.

MOTION: That new Treasurer Kirsty Wittmack be added as a co-signatory to Moggill Pony Club’s bank accounts.

Moved: Gemma Burger Seconded: Keirra Middleton Carried

MOTION: That the Treasurers report be accepted

Moved: Gemma Burger Seconded: Dale Innes Carried

* 1. **Chief Instructor’s Report Tanya Holliman**

Tanya reported:

* She had produced a flyer to invite other clubs to our inhouse gymkhana on 25 March, with the fee for inhouse gymkhana to be $10
* On a proposed monthly rally plan, with the June Rally to be a ride out in the forest and adult riders encouraged to be part of it. The committee agreed with Tanya’s rally plan.
* Instructors Clinic – need to get new rules books for each discipline. 5 books at $5 each. Tanya to organise.
* Stables need to be numbered for booking purposes with priority for those that ride to pony club.

ACTION: James to organise stick on numbers.

* It worked well to have helpers/volunteers on set up
* Our dressage arena/long yard needs new letters which are in the clubhouse ready to be screwed on.
* Sign on procedure must be followed at rallies to capture participants’ names and allow name tags to be issued
* The club need to look at buying new breakaway cups and gaming equipment, making new race flags and buying a new jumps trailer.

ACTION: Tanya to supply jumping equipment needs and quotes to Kelly Foster for inclusion in grants applications.

ACTION: James to quote on construction of a trailer including galvanising.

ACTION: Tanya to supervise a working bee stocktake of club equipment to determine the club’s equipment needs, what can be thrown out and what should be kept and/or refurbished.

MOTION: That Tanya arrange the purchase of new rule books by the club from PCQ.

Moved: Brad Henderson Seconded: James Robinson Carried

MOTION: That the Chief Instructors report be accepted.

Moved: Tanya Holliman Seconded: Keirra Middleton Carried

* 1. **Grounds and Maintenance report James Robinson**

Completed Projects

* Stage 1 of the stables contracted works are now complete.
* Overland flow is working in the parts of the stable area with a pad cut at the west end ready for extension for storage.
* Posts extended ready for stage 2, raise the roof. This will give a better and cheaper outcome.
* Gate chains to be extended, I was told by Robbie that he was instructed to extend the chain to all the gate on the stables.
* We constructing the stables the spoil removed was used to fill holes in the areas around.

Future Projects

* Installing the stable Roof Structure is top priority including roofing, guttering on the boundary side and downpipes.
* Propose one line of roof structure which requires 200PFC Beams to span the centre laneway.
* Estimates cost of $51k ex GST Budget does not include electrical or plumbing.
* Overland flow from east of the stables to Robbie’s house requires fill and shaping to mitigate flooding in the area and through the clubhouse. Cut to remove / lower around gate area at boundary for waterflow.

Minor Projects

* New Padlock fitted to the front gate with stainless steel cable to prevent relocation.
* Toilet pipe connection to septic needs to addressed. Reported by Brad that there was an issue at the Somerville School day.
* Filling of holes around the gate and in front and behind the clubhouse, pulling out/maintenance of jumps. Requires a skid loader and labour for the day. Requires direction.
* Reomval of old stable materials: Gumtree the Roofing, proposed fundraiser Guy Fawkes Night “Burn the old stable to get a new one” using the scrap timber from the old stable and grounds maintenance waste.
* Mowing, hedging and trimming
* Good turnout to the working bee with the chance to really cut back the hedge and remove rubbish under. The hedge still needs work on the west paddock side. Grass around the long yard was not completed as a person that came to volunteer did 5min then went riding to sell a pony. Told the couple that was brush cutting that area to go away. Some ladies turned up but didn’t really do anything and just chatted.
* Mow and spray will be the focus of the next working bees.
* Working Volunteers should have preference/right of way over riders. There is plenty of room for rides to remove themselves. There is a regular lady that has no problem with this.
* Would like to organise a small working bee prior to each club rally.
* Cost of preparing the grounds for hire groups. To do a basic mow and clean up would be in the $1200 range. Since this does not include the holding cost of the investment (land and infrastructure).
* Fuel and Oil for Mowing? Storage

Purchases

* 20L of weed spray from Moggill Barn (Mike put it on club’s account) $175.
* New padlock $29.95 for reimbursement to James. Cable and swage donated.

General

* Need a list of volunteers.- Brad suggested a sign in sheet for volunteers at working bees that people have to sign in and then have to have it signed of. Then send this paperwork to Wendy Tozer, Volunteer Coordinator.
* Volunteers that turn up to a working bee that then say they can’t do any physical work, should not turn up to these days.

MOTION: That The Grounds and Maintenance Report be accepted

Moved: James Robinson Seconded: Gemma Burger Carried

* + 1. Grounds hire terms and conditions

Held over until the next meeting. Draft terms and conditions to be circulated with the minutes of this meeting.

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

Decision on the establishment of a fundraising sub-committee held over until the next meeting.

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

Kelly’s report was circulate prior to the meeting and taken as read.

I have attached a table of proposed grants I will be applying for and for note I submitted an application the Gambling and Community benefits Fund for the maximum allowable amount which was $35,000 to contribute towards the stable roof.  Thank you to Brad for sourcing letters of support from Jane Prentice, Dr Christian Rowan and The McIntyre Centre and to James for the quote and Gemma for the banking certification.  
  
The next grant is due in a couple of weeks (31/03/2018).  This is the Holden Home Ground Advantage Grant.  For this I require some assistance please - I would like to apply for a new jumps trailer as this was listed as a priority due to safety and the average amount awarded is approximately $13,000 so I need to aim for something around this amount.  I wonder if James may be able to help with sourcing a new quote for what we require please?

Following this there is the Sunsuper Dreams for a Better World (due 13/04/2018 and criteria attached) - I wonder if we throw this out to the members to have a think about as we need to fit the 'better world brief'.  The grant covers health and sports so is within our remit, but I really think the kids could be imaginative here.  It is for $5000.  I could write up a blurb to send out to members if you think this would be a good idea?

Tracy, Gemma and I have been discussing a "Raise the Roof' event.  I have highlighted that we need to outlay for these type of events and the cost would be considerable and I am not sure we are in a financial position to do this just yet, as there are huge financial risks and we have limited funds and pending urgent job lists.  There is however a Lord mayors initiative fund which would fit the brief in terms of community event equipment hire - marquee etc so I will keep exploring this further and this may help cover some of the larger costs and in turn we would gain more profit from such an event.  This is due 15/06/2018.

I am happy to assist with a fundraising committee if this is decided upon, and wonder if we can get some kind of a raffle together for the JF McGill day as this will likely be a big event.

MOTION: That The Grants and Promotions report be accepted

Moved: Gemma Burger Seconded: Dale Innes. Carried

* 1. **Communications and publicity report Gemma Burger**
* Grounds hire request for either 2 or 3 June for Prenzlau SS for an interschool event. Calendar is free of bookings for this event.
* Calendar for events and grounds bookings has been created on our website for all to see. I will endeavour to keep this up to date so all can see what’s upcoming but in particular for Grounds & Maintenance and Canteen.
* Propose we need a fundraising committee to drive initiatives
* Camp dates:
  + Thursday 12 April (School Holidays) Full-day SJ camp for those looking to start competing and want to learn rules etc. Format – classes in am, theory of different jump classes (eg. AM5, AM6, A2 etc), then mini comp in correct format after lunch.
  + Saturday 14 April Full-day Junior camp – similar to previous Christmas camp but 1 day only.
* Bulletin have offered us a write up each month – I would like to write a piece on the adult riders group for this month – is everyone happy with that? Will refer to MARS (Moggill Adults Riders) unless people have better suggestions?

MOTION: That the communications and publicity report be accepted

Moved: Gemma Burger Seconded: Di Toll Carried.

* 1. **Canteen Coordinator’s report Di Toll**

Takings:

As I have got more use to the general running of the canteen and on top of regular stocktakes I have started to keep track of the actual expenditure and takings for the each time the canteen is opened and ran to support an event.

February Muster:

The total takings for the day $760.50

Costs $177.28

Profit $566.97

Interesting fact – we sold 22 cups of Barista coffee = $88. This muster I was able to use a lot of stock carried over from sign-on-day, and Fix-a-Test day, so costs are low.

Zone 1 Instructor’s day & Guy Creighton Show jumping – 10 March

The total takings for the day $861.50

Total Costs $570.82

*Instructors $147.84*

*Show Jumping $203.73*

*Cost of business $70.25*

*Restock $166.20*

Profit (-cost of business & restock) $527.13

Interesting fact – we sold 30 cups of Barista coffee = $120

Worth noting: running & hosting events outside of the muster days are profitable for the club and potentially will see increases to membership numbers as those that attend these events are able to see first-hand the facilities that we have to offer. Of note is the number of compliments that were received throughout the day from those who attended the Instructors day as to how wonderful the grounds were and the canteen.

Issues:

1. The hiring of the canteen needs to have more structure and accountability from the hirer.

On both occasions that the canteen was hired out by a school this year I have found issues that have cost the club.

Solution: I am working on a Hire Agreement for the Canteen in particular that sets out all expectations and hire conditions – this will include if you use any items that are a cost to the club you will be charged for them. Another solution is to simply lock away our supplies, in the short term refer solution 1, but lock term locking away our supplies is going to be more desirable but at a cost.

1. Muster days and pre ordering food - this is great as it allows for reduced wastage of food, downside it needs to be better managed as not all food is paid for at time or order and double ups of orders are taken at lunch time. Solution: see Newsletter write up

Changes

As per the Newsletter write up

Recommendations

I would like the club to consider buying a small coffee machine that can handle the output volumes that we are now experiencing so I can give my girl a rest and not break her!

MOTION: That the club purchase a new coffee machine (Sunbeam Cafe Series Espresso Coffee Machine - $649) and that the committee gratefully accept Di Toll Financial Planning’s offer to sponsor half the cost of the purchase of the new coffee machine.

Moved: Di Toll Seconded: Gemma Burger Carried

MOTION: That the Canteen Coordinator’s report be accepted

Moved: Di Toll Seconded: Kirsty Wittmack Carried

**4.4 Volunteer Coordinator’s Report Wendy Tozer**

Held over until the next meeting.

**4.5 Uniform and Sun-safe report Dale Innes**

I checked the stock of the uniforms this afternoon. We have no uniforms available for younger riders with the smallest size left being kids size 8. I am wanting to order new stock with smaller sizes, however I am aware that the polos and shirts may be changing to the new logo and design (something to be discussed).

* There are no caps available (not that I could find in the cupboard)
* There is enough sunscreen at this moment

Current stock:

Saddle Pads: 6 full sized, 5 pony sized

Polo shirts: 2 X size 8, 1 X size 10, 2 X size 12, 2 X size 14, 2 X size 16, 1 X size 18

Long Sleeve Polos: 3 X size 18, 1 X size 10

Ties: 24 X ties with plastic neck loop, 12 X normal ties (without neck loop)

Badges: 25X

Vests: 1 X size 6, 2 X size 8**,** 3 X size 10**,** 3 X size 12, 3 X size 14**,** 3 X size 16**,** 1 X size 22

Various items of second hand clothing available.

MOTION: That the Uniform and Sunsafe report be accepted.

Moved: Dale Innes Seconded: Kirsty Wittmack Carried

* 1. **Zone report Carmen Coombs**

Held over until the next meeting.

**5. General Business**

* 1. **Arena raking**

Wendy Goodwin has mentioned concern that the arena needs to be graded. Requested could she do it herself using our grader and her quad bike. Approved.

* 1. **Guest instruction**

Wendy also offered, as a vet, to do a talk to the club. To be considered by the Chief Instructor’s sub-committee.

* 1. **C certificate Redlands pony club**
  2. **Club Junior Captain**

ACTION: Tanya to bring a recommendation to the club for the election of a new Junior Captain for 2018

* 1. **Club culture**

Brad raised that we need to work on the kids’ manners. Junior Captain to be tasked with setting an example and asking members to say thank you to the instructors.

* 1. **Recycling**

Junior Committee to be charged with be responsibility for can recycling.

1. **Meeting Close**
   1. **Meeting evaluation**

30 mins over time but productive

* 1. **Next meeting: Tuesday 17th April 2018**
  2. **Next rally: Sunday, 25 March 2018**

Brad thanked the committee members for their contribution and closed the meeting at 7.20pm