# MPC Committee Meeting Minutes

**MOGGILL PONY CLUB**

**Location**: Hitching Post Bar and Grill
**Date**: 12th June 2019
**Time**: 1830





1. Meeting Opened 1912
	1. Welcome and apologies

Present: Gemma Burger, Di Toll, Belinda Ryder, Dale Innes, Shane Toll, Keirra Middleton, James Robinson

Apologies: Kelly Foster, Dan Foster, Tanya Holliman, Carmen Coombes

**1.2** Disclosure of conflicts of interest - nil

**1.3** Minutes of the previous meeting – motion that the minutes were a true and accurate record

Moved: Shane Toll Seconded: Di Toll

1. **REPORTS AND MATTERS FOR DECISION**
	1. **PRESIDENTS REPORT**
* Presidents Items
* Treasurer
	+ Transfer
		- Bank Access – complete

? change of bank to Heritage – will allow easier access to their grants

* + Once reviewed Report status and Target items to be addressed or implemented for the year.
		- Accounting Software – Dan continuing action item!!
		- Cost and Income Codes
* Secretary
	+ AGM Minutes need to be posted on website – ongoing action item for Keirra Middleton
	+ Standard Template for

* + - Reports
			* Committee
			* Events
* Sponsorship
	+ Sponsorship Information
		- Schedule - KF
	+ Sponsorship Agreements - KF
		- Events
		- Grounds Signage
			* Main Board frame has been erected
			* Still Waiting for sponsors artwork
	+ New Sponsors
		- Scifleet – for $5,200 for 3 years
			* I need to make a frame $650 - Action item
			* Printing as per quote
	+ Signage Proofs and Quote from Brand
		- I have requested an $800 credit to have their own signage at the front gate for the next financial year.
		- Documents attached
	+ Moggill Barn to have signage boards on speaker box.

Sponsorship money – microphone and lights

* Equipment
	+ Equipment Wish List
		- This can be used to send to Politicians etc. – GB
	+ I have included in the signage quote directional signage for event days. This will give clear direction to all competitors and spectators. I think it is a good investment and will look professional.
* Water Bills
	+ Excessive water bill from Leak
		- I have an agreement from QUU for the credit $1,338.94 (needs to be witnessed). Witnessed by Di
		- Document attached
* Lighting
	+ I have a rough budget for lighting of approx.
		- $200 per LED flood lights
		- $350 for a cherry picker for the day hire (I will try and get this for free)

(Lights needed – top of PA box (towards stable block, down driveway, towards canteen). Light at back of canteen facing towards wash bay). Main isolator needs fixing. Electrical audit in canteen

* Robbie’s House
	+ I have discussed the option of using a sales office that we had at work and have been planning the best way for logistics and installation. The main issue is that the best place to put it is in the current location and I need to coordinate the installation to minimize the inconvenience
	+ It owes us approx. $25k and would be willing to take $15k for it
	+ Transport would cost $900 approx
	+ Installation
		- Posts and concrete $2,500
		- Craneage $1,500
	+ It would still require work which talking to Robbie could be done over time
		- Painting
		- Strip the floor
		- Kitchen
		- Bathroom

Potentially look at purchasing another caravan which is fully kitted out with bathroom/laundry/kitchen.

Agreement between Robbie and PC for him to keep it presentable after works are done.

Look at grant/gofundme to assist upgrade.

Need costing, time frame before applying for grant. Action item

**ACTION ITEMS:**

06/19 – 01 Frame for Sponsorship Signs Shane Toll and Robbie

06/19 – 02 Grants for caretaker accommodation Kelly Foster

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

***Moved: James Robinson Seconded: Belinda Ryder***

* 1. **MEMBERSHIP SECRETARY REPORT**

Helen Huie, Sophie Moore, Belinda Cox – new members

Alicia Withers membership – proposed plan to Alicia is to make up volunteer hours or pay the associated fee for non-completion of volunteer hours.

Adult riders’ group – Leisha Bennett to co-ordinate this Sunday’s adult riding day. Shane Toll organising activities.

Side saddle day for next adult riding day.

***Motion: The Membership Secretary Report be accepted into the minutes.***

***Moved: Keirra Middleton Seconded: Belinda Ryder***

* 1. **TREASURERS REPORT**

(Information provided by committee members present at meeting)

$25991 in account

Some accounts outstanding, signs pending

Incoming funds – Scifleet sponsorship $5000, Hitching Post sponsorship, solar company sponsorship.

Term deposit – low interest rate currently due to a monthly rollover. $5731.25 current balance. Look at longer term deposit for higher interest rate

* 1. **EVENTS AND COMMUNICATIONS COORDINATOR REPORT**

Open SJ day successful. $760 profit in nominations. Fairly easy to run. Suggest repeat again second half of year

Zone SJ successful – many compliments of grounds, and canteen.

Events: almost 100 members. Internal celebration for 100 members plus MPC birthday celebration.

Approached by promoters of the upcoming movie Ride Like A Girl to run a promotion/fundraier for Moggill Pony Club. Blue Room Cinebar to have private screening of the movie . Cost to MPC would be $18.50 per head plus minimum spend of $10 on food. Propose to charge $25/child and $35/ adult. Free tickets for a giveaway – promotion on social media etc

100 members celebration after holidays on potentially a Saturday night – inviting old/previous members.

Suggestions include a bonfire and for kids to play spotlight.

Suggestion of a trivia night for MPC – fundraiser and social get together.

Hack Day 15th September – require raffle coordinator, canteen volunteers, sponsors.

Combined gymkhana – Brookfield, KDPC and MPC in October. Brookfield and KDPC to also provide volunteers.

Christmas Camp – would need canteen co-ordinator. Potentially move camp to February.

Survey Monkey to be sent to members soon – what is working/what is not. Feedback from members on what is important.

***Motion: The Events and Communications Coordinator Report be accepted into the minutes.***

***Moved: Gemma Burger Seconded: Di Toll***

* 1. **CHIEF INSTRUCTORS REPORT**

(Information provided by committee members present at meeting)

June Rally – Eggscope to give talk to groups 3,4,5 plus a presentation to all members during Morning Tea. Members will also be able to send samples for testing at the rally. Propose monthly pick up for Eggscope at rallies. Mounted Police presentation plus troop drill demonstration. Members will also practice riding with one hand.

July - in house gymkhana. Saddle fitter to attend

August – target challenge

Discussion regarding payment of guest instructors. All in favour of guest instructors being offered payment for services rendered, regardless of previous association with MPC.

* 1. **GROUNDS AND MAINTENANCE REPORT**

Thank you to all the member for their help in getting the ground into shape for the Zone 1 show jumping comp over the week-end. A special thank you to Justin & Felicity Rous for whipper snipping the creek area.

**Equipment**

The club needs to consider buying their own whipper snip (or 2), we have families happy to help with whipper snipping the grounds but don’t own a whipper snipper.  It is unfair of the club to expect people to continue to use their own when this is a constant job – wear & tear should not be expected on their own gear to this extent. Propose new whipper snipper to be purchased with an agreed budget of $400. Action item

Damage to an external electrical connection to the canteen - next to the wash bay, was done some time ago by a stray cow. Some duct tape has been applied to the exposed wires to temporarily fix it, but a Permanente repair is required. Action item

**Job Cards**

New member Helen Huie has taken over the up keep of the long arena and round yard and will be ensuring that the areas are kept weed free, whipper snipped and sand area’s dragged.

Nick Green and family to address fallen tree during holidays.

**Outstanding works**

Repaint of pole bases

Welding of new rails to jumping frames

Spraying of long and round yards and all fence lines

Repair to electrical connection to canteen

Rewire of flood lights to canteen

Burning of wood piles and tree stumps

Clean up of area around caretaker’s site

Removal of fallen tree on boundary fence – top right corner

Clean up of corner - top of stables

Propose splitting Grounds position into a dual position. Put in newsletter for expression of interest

**ACTION ITEMS:**

06/19 – 03 Purchase of whipper snipper Shane Toll

06/19 – 04 Discuss with electrician electrical issues Shane Toll and James Robinson

***Motion: The Grounds and Maintenance Report be accepted into the minutes.***

***Moved: Shane Toll Shane Seconded: Di Toll***

* 1. **CANTEEN AND VOLUNTTER COORDINATORS REPORTS**

Canteen Report – May/June 2019

Takings:

KDPC – CT Day 11 May:

We were asked if we would be interested in providing a canteen for the day.  Numbers were low.

The total takings for the day $492.70

Costs $284.75

Profit $207.95

Very little food was left at the end of the day as I left buying until the night before.  Due to low numbers and the work that goes into providing a canteen, this was not a profitable day and good use of volunteer time.

In the future would only provide a canteen if nominations are over 30.

May Muster – 26 May

A very quiet muster with low numbers.

Takings for the day $590.20

Total Costs $381.16

Profit $209.04

Carried over stock value of approximately $65 - used at Open Jump Day 02 June.

Open Jump Day – 02 June

A great day and great turn out.

**Canteen**

The total takings for the day $774.70

Costs $302.62

Profit $472.08

**Nominations**

Total Nominations for day $900.00

Judges payment/thank you $100.00

Profit $800.00

Zone 1 JE & SJ Weekend – 8/9 June

A massive weekend, nominations for Saturday were low, which gave the canteen time to prep everything for Sunday.  Sunday saw over 80 nominations and approx. 150 pax.

**Sat Canteen**

Takings for the day $405.00

**Sun Canteen**

Takings for the day $1,867.05

Total for weekend $2,272.05

Judges Meals $   475.50

Total for the day $2,747.55

Costs $   977.02

Profit $1,770.53

Note: Volunteers were hard to come by for this event; we really need to look at spacing of events.

The menu was the same for both days with most items being premade.  Saturday was overcast and cold and the soup went well, Sunday was sunny and the soup did not move.  Introduction of Ham & Cheese toasty from breakfast has been a hit and will stay for the cooler months.

As there was not set lunch break for Sunday it was a trickly feed, by 2pm I called it and any bulk food left was packed and placed in the freezer, carry of stock until June muster – June muster will mostly be covered by frozen stock.

Issues:

Spacing of events as volunteers do not come forward weekend after weekend.

Changes:

Nil

**VOLUNTEER REPORT**

On track for most members to meet half yearly commitment.

Committee members to log volunteer hours.

Track It Forward has made it more visible, and onus put back on members.

***Motion: The Canteen and Volunteer Coordinator Report be accepted into the minutes.***

***Moved: Di Toll Seconded: Belinda Ryder***

* 1. **UNIFORM COORDINATOR REPORT**

Committee shirts have been delivered.

Saddle pads have been delayed – due end of next week.

Cost of saddle pads pony $65 and full $75.

***Motion: The Uniform Coordinator Report be accepted into the minutes.***

***Moved: Dale Innes Seconded: Di Toll***

* 1. **ZONE REPORT**

(Received post meeting; included as a post meeting addition)

Congratulations on hosting the Z1 event.    Would like to discuss/ reflect on many positives and also where to go forward within Zone regarding events. As President I am hoping to push for earlier EOI  to host events, thus allowing clubs greater opportunity to plan for and around their existing commitments.

Reminder that Zone Camp Nominations are closing soon

**GENERAL BUSINESS**

**Next meeting 18th July, 6.30pm for 7pm**

**Close of Meeting – 20:48**

**OUTSTANDING ACTION ITEMS PREVIOUS MEETINGS**

| Ref | Action Items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- | --- |
| 04/19 – 01 | AGM minutes | Keirra Middleton |  | In progress. REQUIRED URGENTLY |
| 04/19 – 02 | Grounds sign (signwriter) | James Robinson |  | In progress |
| 05/19 - 01 | Accounting Software | Dan Foster |  | Incomplete |
| 05/19 - 02 | Sponsorship Schedule & Agreements | Kelly Foster |  | Incomplete |
| 05/19 - 03 | Equipment Wish List | Gemma Burger & Di Toll |  | In progress |
| 05/19 - 04 | Lights near PA system | James Robinson |  | Incomplete |
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