# MPC Committee Meeting Minutes

**MOGGILL PONY CLUB**

**Location**: 216 Sugars Rd, Anstead
**Date**: 4th November, 2019
**Time**: 1900





* Meeting Opened
	1. Welcome and apologies

Present: Gemma Burger, Belinda Ryder, Shane Toll, Tanya Holliman, Sarah Pearce

Apologies: Dale Innes, Carmen Coombs, Di Toll, Keirra Middleton

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: Belinda Ryder

* REPORTS AND MATTERS FOR DECISION

PRESIDENTS REPORT

Agenda

* Presidents Items
1. Setting up committee role handover notes, - committee members to add input to each role description
2. Committee numbers for next year – expansion of committee; forming a possible sub committee. Suggestion of new roles – fundraising coordinator; sponsorship coordinator (potentially sub branch of President or Treasurer roles)

Current roles: President; Grounds/Maintenance; Events coordinator; Chief Instructor; Canteen coordinator; Secretary; Min Secretary; Grants coordinator; Treasurer

Uniform coordinator and volunteer coordinator not considered committee roles

Roles to be ready for 2020 nomination at the last muster of 2019

* Sponsorship
	+ Sponsorship Information – need information regarding contracts with each sponsor/agreements/money. What is liability to the club? Gemma and Shane to investigate

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* Lighting
	+ - Lights to the stables have been set up, need some adjusting to the timers. Communication to be sent to members regarding the light timers/turning fuse on if has been turned off
		- PA and poles light should be finished this week
* Robbies House
	+ Di is working though this and should have more details. – 2 containers purchased and will be delivered next week. Earthworks will be completed before delivery.
* Number of committee member required for each muster, this is the only place most members can interact with the committee, I know we all have other commitments, but we need to work out a way to ensure that we have representation for the rest of the musters.
* Ways to better engage the new members we have at the club.
* Sarah Pearce has agreed to take on the Grant role – welcome Sarah

Sarah will complete a full handover with Kelly for the Grants role.

* Leisha Bennett has agreed to take on the Treasurer role as of next year. Welcome Leisha

Gemma will take over treasurer role for the remaining 2 months of this year and will coordinate with Dan to do a hand over

Suggestion to make minutes more easily accessible on website – Gemma to investigate

Gemma to put Shane Toll on to bank account and remove Dan Foster

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

Moved: Shane Toll Seconded: Belinda Ryder

MEMBERSHIP SECRETARY REPORT

nil

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

Moved: Seconded:

TREASURERS REPORT

Bank balance:

 Building fund: $10 421.50

Nominations account: $486

Term Deposit: $5754.52

Transaction account: $19 096.81 (pending spend $1826.07)

Invoices outstanding from previous month remain outstanding; pending invoice for electricity and rates

Rates with BCC – if recognized as a non profit, to request rates be back paid from original request (TBC)

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

Moved: Gemma Burger Seconded: Belinda Ryder

GRANTS CO-ORDINATOR REPORT

Acquit Lord Mayors Grant – Gemma and Sarah

Motion: The Grant Co-Ordinator’s Report be accepted into the minutes.

Moved: Seconded:

 EVENTS AND COMMUNICATIONS COORDINATOR REPORT

# MPC Events and Communications Report

* Other 2019 events:
	+ Need End of Year sponsor for fancy dress and awards – Carmen to approach Aitkens; require 3 prizes for fancy dress
	+ Format for last rally will be: Saturday 3pm meet, mounted pony fun games from 4pm, then order pizza and camp over, beer and wine for sale. Sunday 8.30am Fancy dress parade followed by 6-bar and then an early lunch and awards, then water fight.
	+ Have made most of the purchases for Kate Richards Lord Mayors fund, outstanding are highlighted in yellow.
		- The jump blocks and soccer ball will hopefully be ordered from Aitkens by Carmen and we are hoping to approach them for the attendance awards.
		- The timer is appearing to be very difficult to source in Australia, the quote I had was advertised as AU but actually coming from US and shipping very costly. Suggest we apply to switch this out for the radios.
		- I will order flagging sets this week (have messaged supplier but no response)

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| --- | --- |
| **Wishlist** |  |
|   |   |
| **Item** |  **Approx costing**  |
| **Gymkhana** |  |
| 500m Bunting |  $ 837.00  |
| 3 x storage bins for bunting |  $ 195.00  |
| 30 x Gymkhana pegs |  $ 210.00  |
| 2 x pair of jump blocks |  $ 499.90  |
| 2 x Flagging sets |  $ 140.00  |
| 1 x dual stop timer |  $ 780.00  |
| 6 x Barrels |  $ 240.00  |
| 40 x Tread in posts for bunting |  $ 198.00  |
| Horse Soccer ball |  $ 185.00  |
| 6 x Bollards - parking |  $ 119.40  |
| **Total** |  **$ 3,404.30**  |

* Next years Dates confirmed as:

|  |
| --- |
| **2020 MPC Dates** |
|   |   |   |
| 8th – 9th Feb | Back to Pony Club camp |   |
| 16th Feb  | Adult riders |   |
| 23rd Feb | Rally |   |
| 8th March | Adult riders |   |
| 22nd March | Rally |   |
| 5th April | Adult riders | Rescheduled due to school hols |
| 26th April | Rally |   |
| 10th May | Official Event  | Confirm SJ or Gymkhana? |
| 17th May | Adult riders | Rescheduled to 17th May to allow for Comp |
| 24th May | Rally |   |
| 14th June  | Adult riders |   |
| 28th June | Rally |   |
| 12th July | Adult riders | School holidays - reschedule? |
| 26th July | Rally |   |
| 9th August | Adult riders |   |
| 23rd August | Rally | Have approached Brookfield & KD for Goodwill Gymkhana  |
| 6th September | Hack Day |  |
| 13th September | Adult Riders | Forest Ride |
| 27th September | Rally | Forest Ride |
| 11th October  | Adult riders |  |
| 25th October | Rally |   |
| 8th November | Adult riders | Winery/pub ride |
| 22nd November | Rally | Awards & fancy dress |

* Also applied to Zone 1 to host one or more of the Zone events – confirm this has happened?
* Possible dates for ODE combined with KD – GB to provide at meeting
* Radios purchased and used at rally to good effect, hopefully we can purchase another 2 sets for events. Total cost for 2 pairs was $318. We had put $780 for timer so we could purchase 2 further sets and still come under the total cost in grant proposal. – Needs Vote to proceed as proposed
* Perpetual trophies engraved for 2019 winners at total cost of $238.80
* 2019 trophies ordered cost: $525.15
* End of year fancy dress judges will include past Instructors Nicky Greenaway, Suse Davies, Barb McDermott and Di Mackie. Can we please offer them complimentary lunch and a warm welcome!
* Propose end of term beach trip maybe the weekend of Dec 14/15th? – possibly Beachmere - ? date
* Camp nominations to open before last muster so we can promote. Camp proposed:
	+ 8am Saturday 8th Feb until Lunchtime Sunday 9th
	+ Instructors to include Di Mackie, Gemma Creighton and others (will be paid)
	+ To cover, SJ, XC, dressage, polo, obstacles and games and musical ride
	+ Meals – Saturday; M/T, Lunch, A/T, Dinner, Sunday – Breakie, M/T, Lunch
* Cost to be confirmed but approx. $150-200 per rider (family discount for multiple riders same family). Non-riders $70 to cover food (no meal by meal options other than Saturday dinner)
* Other activities: water fight, movie, spotlight, pool??, craft

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

**Moved: Gemma Burger Seconded: Shane Toll**

CHIEF INSTRUCTORS REPORT

Nil to add

GROUNDS AND MAINTENANCE REPORT

Round yard – 2 loose posts

? missing diesel. Jerry cans to be locked away in club room

Lock required for back door of club room; plus fix lock on uniform cupboard

Concrete to be poured on earth wire near stables

Pole repainting plus acquire new poles;

 Shane to investigate trailer issues

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

Moved: Shane Toll Seconded: Belinda Ryder

CANTEEN COORDINATOR REPORT

(given by Shane Toll in absence of Di Toll)
Sep rally quiet ; made $11.70

$240 profit for October rally

Plenty of stock

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

**Moved: Shane Toll Seconded: Belinda Ryder**

VOLUNTEER REPORT

Cross check unpaid levies

Email to members whom have not completed volunteer hours

Suggestions re motivating volunteers; if people want to pay then that money goes towards paying someone else to do it

Let people know option of getting someone else to do volunteer hours – relative, friend etc

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

**Moved: Belinda Ryder Seconded: Gemma Burger**

UNIFORM COORDINATOR REPORT

nil

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

Moved: Seconded:

ZONE REPORT

Congratulations to all Moggill riders attending PCQ events

MPC banner went missing 7 years ago – maybe time to purchase a new one

Unsuccessful in gaining any 2020 events. Look at running official events – dates to be emailed to Margie Davidson tonight.

29/3/20 or 03/5/20 for official comp – Keirra and Gemma to co-ordinate. Keirra has sent an email to Margie with requested dates

GENERAL BUSINESS

Perpetual trophies to remain at club and recipients to take home a trophy to keep

Ask Mens Shed to make a trophy cabinet

ANNEX 1A:

**MOGGILL PONY CLUB ROLES AND RESPONSIBILITIES**

As at 1 January 2019

**Moggill Pony Club Management Committee (‘the committee’)**

The club’s constitution provides that its management committee shall be elected from the senior, associate or life members and shall consist of a President, two Vice Presidents (at least one of whom is to be elected from the club’s Instructors’ Panel), Secretary, Treasurer, all of whom shall be member of the club, and such other club members that the club may elect.

The management committee is responsible for the general control and management of the club’s administration, property and funds and may exercise all the powers of the club. It meets monthly to exercise its functions.

The committee is elected each year at the club’s annual general meeting (AGM), which must be convened within three months of the close of the club’s financial year on 31 December. The committee may appoint sub-committees and a Junior Committee who shall be ex officio members and shall not have any voting rights.

**President**

The President is the spokesperson for the club whose role is to unite the members and encourage positive and open relationships within the club. The President is responsible for the leadership and direction of the club, encouraging involvement and new ideas, chairing club meetings and ensuring the club meets all its responsibilities. The President also ensures each committee member carries out their roles and mediates any disputes. Each committee member attends monthly meetings and reports on their various areas of responsibility.

**Vice President – Chief Instructor**

The Chief Instructor is responsible for organising and running the activities at the club’s rallies and events. They are responsible for the safety of horse and rider. The Chief Instructor chairs the club’s Instructors’ Panel, which meets monthly to plan the club’s rallies and events, manage club instructors’ and members’ development and proficiency examinations, and manage end of year awards. The Chief Instructor is also responsible, with the assistance of the Instructors’ Panel, for managing open events hosted by the club. As one of the club’s Vice President’s, the Chief Instructor may also be required to act for the President in his/her absence.

**Vice President – Grounds and Maintenance**

This role is responsible for the maintenance and improvement of the club’s grounds, infrastructure and equipment. This includes the organisation and oversight of mowing and maintenance rosters, commercial contractors, equipment maintenance and replacement, grounds hire and the management of infrastructure projects. In doing so, the Vice President – Grounds and Maintenance works closely with the club’s caretaker to ensure that Moggill Pony Club is a safe and well-maintained environment for members to ride. As one of the club’s Vice President’s, the Chief Instructor may also be required to act for the President in his/her absence.

**Secretary**

The Club Secretary is responsible for the club’s proper operation; convening meetings, keeping accurate minutes of all decisions, attending to all correspondence, maintaining a record of members and contacts, and implementing the policy and decisions of the club committee. The Club Secretary must understand and apply the club’s and Pony Clubs Queensland (PCQ) rules and is responsible for the club’s record keeping and all PCQ matters.

**Minutes Secretary**

This role supports the Club secretary in the keeping of minutes for meetings and general correspondence and acts as the Club Secretary in their absence.

**Treasurer**

The Treasurer is responsible for the finances of the club; including banking, budgets, financial reporting and fundraising and must report monthly to the club committee. The Treasurer must present the club’s financial reports for independent audit following the close of the club’s financial year on 31 December. Within three months of that date the club must convene an annual general meeting at which the Treasurer must present a statement of the club’s income, expenditure, assets and liabilities, as well as the Auditor’s report.

**Grants and Fundraising Coordinator**

The Grants Coordinator is responsible for preparing and submitting applications on behalf of the club for grants to fund projects and equipment as directed by the committee, as well as liaising with community members and supporters to secure sponsorship for the club. The role works close with the club President and Treasurer in the sourcing and preparation of grant applications and in the management of any grant expenditure. Additionally, this role will be responsible for coordinating the fundraising activities.

**Communications Coordinator**

The Communications Coordinator role is responsible for communication within the club, including the club’s website, regular e-newsletter, email, Facebook and other communication tools. The role is also responsible for the club’s communication and promotion with the community and media. In performing the role, the Communications Coordinator must maintain up to date contact details for all members and a distribution system that ensures they are informed of club and other events and activities, committee decisions, club and PCQ rules, as well as general information regarding Moggill Pony Club.

**Nominations Secretary**

The Nominations Secretary manages nominations for Moggill Pony Club members to attend official events run by other clubs. The Nominations Secretary is a member of the club’s Instructors’ Panel and responsible for informing members of upcoming events and ensuring

their nominations are sent to event coordinators by the due dates. They are also responsible for receiving and paying of nominations and maintaining records of the club’s competitors and a books of accounts for audit at year’s end.

**Events Coordinator**

The Events coordinator is responsible for managing all club events excluding regular rallies. This includes but is not limited to clinics, competitions, camps and training days.

**Canteen Coordinator**

The Canteen Coordinator is responsible for managing the club’s canteen, ensuring its viability and catering for rallies and events at Moggill Pony Club. This includes management of all food and supply purchases, menus, payments and receipts, cash float, stocktake and financial records. The Canteen Coordinator is also responsible for maintaining the hygiene and cleanliness of the canteen and bathrooms and for organising maintenance of the canteen and associated equipment.

**Uniform Coordinator**

The Uniform Coordinator is responsible for the club’s uniform; including the sourcing and sale of quality, cost effective supplies that allow members to best represent Moggill Pony Club. They run the uniform shop at rallies and other events, promoting sales and ensuring sunscreen is available for members. The Uniform Coordinator is responsible for payments and receipts, cash float, stocktake and maintaining financial records for audit at year’s end.

**Zone Representatives (two required)**

Moggill Pony Club is a member of Pony Club Queensland (PCQ) and within Zone 1 of the association. Moggill Pony Club’s Zone Representatives represent the club at Zone 1 committee meetings and ensure all club members are informed about zone events, activities and decisions.

**Junior Committee**

The club’s constitution provides that the management committee may appoint a Junior Committee from among its members to carry out particular duties. Members of the Junior Committee are ex-officio members of the management committee. They must be under 17 years of age and do not have voting rights.

Next meeting Monday 20th January, 2020

Meeting closed 2008