# MPC Committee Meeting Minutes

**MOGGILL PONY CLUB**

**Location**: Moggill Pony Club
**Date**: 12th March 2020
**Time**: 1900





Meeting Opened

Welcome and apologies

Present: Gemma Burger, Sarah Petersen, Rachel Green, Nick Green, Tanya Holliman, Cheryl Nell, Keirra Middleton

Apologies: Carmen Coombes, Anna Hamilton, Shane Toll, Di Toll, Belinda Ryder

Disclosure of conflicts of interest - nil

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

**REPORTS AND MATTERS FOR DECISION**

**PRESIDENTS REPORT**

**Welcome New Committee**

Welcome to our new committee members Rachel and Nick Green, Anna Hamilton, Cheryl Nell and Helen Huie and welcome back to our previous officer holders. I look forward to a year of building on our previous years efforts and continuing to provide a club that supports and develops our members in their riding.

**ASIC**

ASIC changes has been registered pending further details from Nick and Keirra. Once new directors have been added, Khyl Domrow can be removed (Fiona Kearney has already been removed).

**Polocrosse Events**

Feedback sought on idea for having an exhibition polocrosse game social event. Insurance costing being sought TBC

*MPC would need to purchase additional insurance due to alcohol being served. Gemma has requested a quote.*

*Possible dates: 18/19 or 25/26 July.*

*Exhibition game on the ¾ field. Will need to work out budget and numbers.*

* 1. *Need to determine budget; catering for 80 people; ticketed*

**Strategy and vision**

I propose that we consider having some discussion around creating a clear vision/mission statement and 5-10 year strategy. This could be done in house or by engaging an external consultant.

*Nick to follow up engaging an external consultant*

**Back protectors for Cross Country**

It was drawn to my attention that our insurance coverage recommends the use of back protectors when riders are jumping cross country.

**Proposal:** We notify all members that when using the cross country jumps on the grounds back protectors must be worn, this will include at rallies.

*Mandate use of back protector 50cm and over. Need to make signage and send out notification in newsletter*

**ATC support**

A number of Ambrose Tracey College boys and parents came in support to help with the post flood clear up, a letter has been drafted to send our thanks.

*Community Dressage Day – Apply to Pony Club (PC) for open day event. Follow-up with Carmen to determine PC requirements are met. 11th , 18th October or 1st November*

*Levies – Keirra to prepare list of outstanding levies.*

**MEMBERSHIP SECRETARY REPORT**

**TREASURERS REPORT**

Report below shows profit and loss for January and February 2020.

General points to note:

* Cash positive both months
* Main income from membership, sponsorship and canteen/uniform sales
* Outstanding creditors:
	+ Di Toll reimbursement $1,877.56
	+ BCC rates $1,166.90
* Outstanding debtors:
	+ Julian Simmonds $500.00
	+ TMRP Signs $1,000.00

**Recommendations:**

1. Nick Green be added to the Moggill Pony Club Accounts as a signatory
2. A debit card be issued in the name of Dianne Toll for purchasing canteen supplies

|  |  |  |  |
| --- | --- | --- | --- |
|  | Cost Centre | Jan-18 | Feb-18 |
|   |   |   |   |
| Transaction act balance c/o |   |  $ 4,192.57  |  $ 16,349.12  |
| Nominations Act c/o |   |  $ 26.52  |  $ 26.52  |
| Building Fund c/o |   |  $ 10,427.50  |  $ 903.70  |
| Term Deposit c/o |   |  $ 5,763.74  |  $ 5,763.74  |
| **Opening Cash on Hand** |  |  **$ 20,410.33**  |  **$ 23,043.08**  |
|   |   |   |   |
| *Deposits:* |   |   |   |
| Membership Dues | Membership |  $ 4,350.00  |  $ 2,550.00  |
| Grant Income | Non P&L |  $ -  |  $ 2,000.00  |
| Canteen/Product Sales | Ops |  $ 403.57  |  $ 1,134.53  |
| Nomination receipts | Events & Mship |  $ -  |  $ -  |
| Interest received on Deposits | Ops |  $ -  |  $ -  |
| Event Fees | Events & Mship |  $ -  |  $ -  |
| Grounds Hire | Events & Mship |  $ -  |  $ 30.00  |
| Fund Raisers | Fund Raising |  $ 172.00  |  $ -  |
| Sponsorship | Sponsorship |  $ 1,400.00  |  $ -  |
| **Total Deposits** |  |  **$ 6,325.57**  |  **$ 5,714.53**  |
|   |   |   |   |
| *Cash Expenses:* |   |   |   |
| Operations | Ops | -$ 1,542.86  | -$ 210.00  |
| PCAQ Insurance | Ops | -$ 25.00  |  $ -  |
| PCAQ Other | Ops |  $ -  |  $ -  |
| Product Cost | Ops | -$ 606.23  |  $ -  |
| Coaching & Training fees | Training & Dev | -$ 110.00  | -$ 245.00  |
| R&M and non-capitalized equipment | Asset Mgt | -$ 229.90  | -$ 742.00  |
| Asset Insurance | Asset Mgt |  $ -  |  $ -  |
| Nomination payments | Events |  $ -  |  $ -  |
| Membership/Levy Refunds  | Membership | -$ 560.00  |  $ -  |
| Events | Events |  $ -  |  $ -  |
| Bank charges | Membership |  $ -  |  $ -  |
| Sponsorship incurred costs | Sponsorship |  $ -  |  $ -  |
| **Total Operating Expenses** |  | **-$ 3,073.99**  | **-$ 1,197.00**  |
|   |   |   |   |
| **Cash From Operations** |  |  **$ 3,251.58**  |  **$ 4,517.53**  |
|   |   |   |   |
| *Capital Sales/Purchases:* |   |   |   |
| Sale of Equipment | PPE |  $ -  |  $ -  |
| Renovations | PPE | -$ 618.83  |  $ -  |
| Equipment and Tools | PPE |  $ -  |  $ -  |
| **Cash From Investments** |  | **-$ 618.83**  |  **$ -**  |
|   |   |   |   |
| *Financing Activities:* |   |   |   |
| Advance/Repayment of Advance |   |   |   |
| Proceeds from Loan/Repayment of loan |   |   |   |
| Cash From Financing Activities |   |  |  |
|   |   |   |   |
| **Ending Cash on Hand** |  |  **$ 23,043.08**  |  **$ 27,560.61**  |

**GRANTS REPORT**

**Lord Mayor’s Community Fund Grant –**All purchases relating to this grant have now been made and I have started acquitting this grant.

**Fair Play Vouchers**

Moggill Pony Club is now registered to accept and redeem Fair Play vouchers. Vouchers must be redeemed through QGrants (I have set up an account for Moggill Pony Club).  Please note that vouchers have expiry dates and we need to redeem them before they expire.   If the club accepts a voucher, please forward the voucher to me and I will arrange for it to be redeemed via QGrants.

In registering for this program, it should be noted that Moggill Pony Club must:

1. hold appropriate public liability and/or team/participant insurance;
2. meet the Blue Card requirements for all people working with children; and
3. use appropriately qualified persons, including but not limited to, coaches, instructors, managers, referees and first-aid officers in delivering the activities.

Have we accepted any vouchers that now need to be redeemed?

**GCBF round 100 -**I am in the process of acquitting this grant as we have now received all outstanding invoices for the roof to the stable block.  I was unable to apply for round 104, which closed recently, as we cannot apply for additional GCBF grants until we have acquitted the round 100 grant. We then have to miss a further round following review and formal closure of our round 100 grant.

**Australian Sports Foundation**

I have acquitted a donation received last year from the Australian Sports Foundation in relation to our ‘Raise the Roof Building Fund’ project in the amount of $475.  In relation to this donation, please note that Moggill Pony Club:

1. must use these funds for the development of sport in Australia and in accordance with the scope of the relevant project;
2. must hold (and continue to hold) original documentary substantiation of any expenses;
3. must retain these records for a period of seven years and warrants that it will do so; and
4. indemnifies the Sports Foundation against any liability that arises including, without limiting, where the organisation is not able to produce the said documentary substantiation when requested by an authorising body (e.g. Australian Tax Office or Australian Charities and Not for Profits Commission).

**Active Club Grant Program**

We were successful in our application for $2,000 (GST exclusive) from the Queensland Government for equipment to help deliver quality physical activity experiences to support Pony Club at Pullenvale.

It was originally intended that these funds be used to purchase Jump4Joy poles.  Please see the attached quote obtained by Gemma from Jump4Joy last year in the amount of $2,296.58 (GST inclusive).  There has been some discussion of purchasing second-hand poles instead. The Committee will need to decide what these funds will be used for, but the use will need to meet the Active Club Funding Terms and Conditions.

The project needs to be completed by 31 January 2021.

As the grant was GST exclusive, it appears the Club will need to cover the GST portion for the $2,000 purchase. Given the club is not registered for GST, I will see if it’s possible to get an additional 10% to cover the GST portion.

The Moggill Pony Club will need to acknowledge the Queensland Government in any promotion of our project (Gemma/Rachel, please see link [https://www.qld.gov.au/recreation/sports/funding/acknowledgement](https://www.qld.gov.au/recreation/sports/funding/acknowledgement%22%20%5Ct%20%22_blank)).

1. *$3,400 Grant from Cr Kate Richards*
2. *GCBF – need to acquit before apply for next grants.*
3. *Raise the Roof records for 7 years.*
4. *$2,000 – Reserve decision. Explore options around trailer and gear. Need to spend funds by 31 January 2021*
5. *Need to develop a wish list.*
	* *Trailers*
	* *Canteen*
	* *Round Yard*
	* *Dressage arena*

*Gemma will create list of development priorities*

**EVENTS AND COMMUNICATIONS COORDINATOR REPORT**

Rider fall safety workshops – 2 days workshop.

Show jumping clinic

Newsletter out this week

**CHIEF INSTRUCTORS REPORT**

October Rally – Sign off day (assessment of Syllabus

**GROUNDS AND MAINTENANCE REPORT**

**Equipment**

Lawn mower repair and service, completed on the 20 Feb

* New blades
* Realigned deck
* Oil change and greased

Note: During service the three drive hubs for the blades have a high amount of wear and will require replacement by the end of the year (cost around $1500)

**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.

Spot lights on stable side will be adjusted down more at the same time.

**Ground Mowing**

Grounds are looking good, need mowing every 10-14 days at the moment I am going to set up some helper over the weekend to cover the ground while I’m on shift from Tuesday.

**Repairs outstanding**

Round yard fence

Main switch at back of canteen

Repaint of pole bases

Welding of new rails to jumping frames

Whipper snipping of grounds

Spraying of long and round yards

**CANTEEN COORDINATORS REPORT**

**ZONE REPORT**

All instructors & committee members must have a Blue Card

***Approve all reports***

***Moved: Gemma Burger***

***Seconded: Sarah Peterson***

***Vote: Motion carried***

**Close of Meeting – 20:49**