MPC Committee Meeting Minutes

**MOGGILL PONY CLUB**

**Location**: Bellbowrie Tavern
**Date**: 7 March 2022
**Time**: 1900





* Meeting Opened: 7:19pm

Present: Brent Doyle, Gemma Burger, Brent Smith, Shayna Smith, Rachel Green, Nikki Boersma, Nick Green, Sarah Drane, Danielle Little and Suzanne Smith

Chair – Brent Doyle

Apologies: nil.

Meeting Opening

* Welcome and apologies
* Disclosure of conflicts of interest - nil
* Minutes of the previous meeting – not yet located due to change in office bearers.
* Correspondence – bank statement for fixed term deposit and ASIC fees notice – both provided to Treasurer.

1. **Reports and Matters for Decision**

# President’s Report

Welcome to the new year’s committee – especially to our new committee members Grounds and maintenance Officer Brent Smith, Secretary Shayna Smith, Events Officer Danielle Little, Grants Officer Suze Smith, and Zone Representative Sarah Drane.

Thank you to the outgoing committee members of Belinda Ryder, Keirra Middleton, Sarah Peterson and Anna Hamilton.

Just some clarification around roles and committee positions, our voting committee consists of:

**President – Brent Doyle**

**Secretary – Shayna Smith**

**Treasurer – Nick Green**

**Vice President and Chief Instructor – Gemma Burger**

Vice President and Grounds and Maintenance Officer – Brent Smith

Grants Officer – Suzanne Smith

Events Officer – Nicky Boersma and Danielle Little

Communications Officer – Rachel Green

Canteen Coordinator – TBC

Those in bold are registered with ASIC as Directors of Moggill Pony Club. Brent Smith to be registered after his MPC membership is processed.

**Supporting Roles, non-voting roles**

Sponsorship Coordinator – Nicky Boersma

Uniform Coordinator – Layle Pavia

Zone Representatives – Carmen Coombs, Sarah Drane, Brent Doyle and Gemma Burger

Sun Safety Officer - Danielle Little

Club Horse Welfare Officer - Danielle Little

**Roles still vacant:**

Junior Club Captain – TBA

Volunteer Coordinator – TBA

Canteen Coordinator – TBA

**General Items**

Thank you to all members that assisted with the flood clean up last Tuesday morning and on Saturday morning. The grounds are now open excluding the long yard and round yard. The driveway still needs some rectification and Matt Gross has offered to complete these works this Saturday the 13th of March.

Gemma and I spoke to local State member, Dr Christian Rowan, on Saturday morning and he advised to apply for all grants available and he will support us in any way possible. He also advised he has a donator that has offered to replace our red mower.

I will also get in touch with local Federal member, Julian Simmonds, to seek his support with the upcoming grants.

This is my thoughts on what we should apply for, for each grant and that we should split up and share the workload. Jacqui has also offered to assist with the applications.

The grants that are currently available are:

1. Gambling Benefit Fund Grant ($100K):
2. New Club house on the hill or elevated out of the flood water.
3. State Government (SRDRP) ($20k):
4. Rectification of the long yard and round yards.
5. Brisbane City Council (5k):
6. Saw dust and driveway gravel? Top soil to level out the area in front of Stables?
7. Active Clubs ($2k):
8. Funding for equipment – new seats, shade shelters (gazebos) and chairs/jumps/poles?

We can also apply for a rates discount as per Greg Alderman’s post this morning.

Three further points I would like to raise:

* Does the Committee support obtaining quotes for a draftsman/architect to draw up a master plan?

Committee discussion – a master plan will significantly enhance MPC’s chances of successful grant applications. The Committee supported this idea.

Action: President will approach architect/draftsman contact about this work and to obtain quote.

* Can the Committee support the club getting a bank card for fuel and maintenance and add this to Robbie’s list of jobs to execute?

Committee discussion – Committee agreed that a debit card with a low balance would be appropriate for fuel and maintenance payments. Brent Smith will assist MPC to open a BOQ account for this purpose – thanks Brent.

* Canteen Coordinator – can we approach the community and offer free associate membership in exchange for running the canteen?

Committee discussion – general support for this idea as the canteen does raise funds at both rallies and official competitions. Some potential coordinators were discussed, but none were suitable or likely to be able to commit to the role.

Thank you and I look forward to a successful year as the 2022 committee.

**End of report**

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

Moved: Brent Doyle Seconded Shayna Smith

Motion: Committee support obtaining a low balance debit card to pay for club fuel and maintenance payments.

Moved: Brent Doyle Vote: All Committee members voted in favour

* **Treasurer’s Report**

Full financial report given at AGM 1 week earlier.

Accounts are in a healthy position with $36,000 in total.

No liabilities except for reoccurring fees such as:

* Insurance – payable next month
* Rates of $1,100/quarter
* Water and electricity. Water costs are quite high and averages $600/quarter

Term deposit is held against membership fees.

Incoming revenue is predominantly membership fees and sponsorship.

No grants were given to MPC in 2021.

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

Moved Nick Green Seconded Shayna Smith

* **Secretary’s Report**
* Since appointment as Secretary 1 week ago, no new memberships have been received.
* Mandatory notification of 2022 Club Office Bearers to PCQ is complete. Will send 2021 Club financial statement when I receive an electronic copy.
* ASIC notifications are required for:
* both change to the club financial year ie 1 January 2022-30 September 2022 and then 1 October-30 September thereafter (within 14 days of AGM)
* change to company constitution as change in financial year requires special resolution to MPC articles of association (within 14 days of special resolution)

There are no fees for this.

Action: Secretary will lodge ASIC notifications for change to financial year and change to Articles of Association

* Having difficulty logging onto ASIC online services including forms to submit the above notifications but will persist.
* Is the Committee happy with the current meeting agenda pro forma and receiving it by email prior to meeting?

Committee discussion- Committee indicated they are happy with the current agenda pro forma and process of receiving it.

* A range of policies are needed for PCQ compliance and club governance. I will endeavour to draft or review them this year – eg Club Risk Management Policy, Review of Member Protection Policy
* I am aware of Club’s child safe organization obligations, and I will also draft a statement of commitment to being a child safe organization for the website and to make sure the club has a child friendly complaints process. These are recommendations from the Royal Commission into Institutional Child Sexual Abuse and some pony clubs have been included in the redress scheme.
* Just Go member platform – I am getting across the administrator functions and I’m watching the webinars. I am going to remove all the expired member accounts from showing up as it is misleading when looking at the membership numbers of MPC as they show up as part of this category. There are about 115 expired members.
* All coaches directly volunteering with children need a blue card. Coaches include Gemma, Sarah, Danielle, Fiona K, Jacqui, Cathy Mc, Carmen C, Jo Street and Tanya H. Office Bearers need a blue card: Brent D, Brent S, Gemma, Shayna, Nick.

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

Moved: Shayna Smith Seconded: Brent Doyle

* **Chief Instructor’s Report**

Very disappointingly our first rally of the year was cancelled due to the significant flooding event. It was decided not to hold a wet weather rally due to the degree of flooding in the area and the safety of our members.

**Other news**

Alexander Reeve-Johnson successful gained his C certificate Emily Dent, Declan Fleming and Eliza Little were assessed in-house and have achieved their D certificate levels.

We have a group of trainee instructors looking to complete their prelim coaching training this year:

Danielle Little, Jacqui Doyle, Nicky Boersma and Fiona Kearney. In addition, Keirra Middleton is looking to upgrade to her Level 1. We are organizing fortnightly catch ups to keep everyone on track with a view to assessments later this year.

Zone 1 CIP have put out the following dates to consider:

Events for instructors and trainee instructors/interested members or juniors trainees, aged 15 years and older

**Instructors' Clinic (Refresher/ Update/ Preparation) at Moggill Pony Club. Sat 12 March, from 10am**. For details and to register, visit the Zone 1 website, [www.zone1.org.au](http://www.zone1.org.au/%22%20%5Ct%20%22_blank), nominate by Sunday 6th March.

**PCQ & NCAS Instructor ASSESSMENT at Moggill Pony Club. Sat 12 March, from 7.30am**. Club Chief Instructors have been contacted regarding trainees ready for assessment. Clubs must provide 3 demo riders to take part in the Assessment lessons.

**Coaching Principles Theory Night** - **7.30pm - 9pm** **Wednesday Night 20 April** - for PCQ & NCAS Trainees, plus interested members & instructors. This may take place by Zoom, so keep this night free.

**Coaching Clinic for PCA Certificates and State CI Medals - Sat 30 April** - teaching the newer aspects of the Syllabus.

**Instructor Preparation Clinic - Sat 28 May** - PCQ Level E, D & D\*, trainees are required to attend 1 Preparation Clinic. For PCQ Level C trainees, 2 Preparation Clinics must be attended. NCAS trainees welcome.

**PCQ & NCAS Instructor ASSESSMENT - Sat 28th May - mid year assessment**for those PCQ and NCAS trainees who are ready for assessment. Also, for any lapsed instructors, contact the CIP for details.

Events for Riders

**Rider PCA C & C\* Proficiency Certificate Assessment** - **Sat 21st May.**Riders must have already gained the required PCA pre-requisite certificate, and have completed their PCA Certificate Workbook, and been confirmed

as competent in all ridden & ground work, plus horsemastership topics, by their Club Chief Instructor. The PCA on-line exam must be completed at least 2 weeks before the assessment date.

**Riders' Showjumping Clinic - Sat 30th July** - progressing riders' showjumping skills, knowledge and ringcraft.

PCQ State Chief Instructor Medals

Riders work towards Medals which are equivalent to PCA Proficiency Certificates. For example, the Copper Medal is at PCA D Certificate level, and the Bronze Medal is at PCA C Certificate level. It is a progressive, step-wise system, aimed at producing a practical, hands-on horse person. Please note: If riders are wanting their Bronze Medal to compete at the September PCQ State Championships, they must begin by the 2nd week of March. Apply using the Interactive Form on the PCQ website, under Resources/ Forms, Clubs.

**Rally Dates for 2022**

Upcoming rally dates are programmed as follows:

27th March – Now first rally of the year, coaching rally

24th April – To be discussed

22nd May – TBC possible ribbon day (gymkhana format)

26th June – Theme TBC

24th July – Theme TBC

28th August - Theme TBC

25th September - Theme TBC

23rd October- Theme TBC

27th November – Last rally of the year, 6-bar, fancy dress and AGM

**Discussion**

A large number of the instructors group are not going to be available for the 24th April rally. Currently we are discussing 2 possible scenarios:

1. Rally goes ahead with available instructors and additional guest instructors if needed (CI not available)
2. Rally is moved to a condensed format Saturday 23rd April with an option for more advanced riders to attend the ODE at Tamborine with the support of the travelling instructors to have a go at an ODE competition.

The committee has agreed to create temporary “arenas” by marking out suitable areas with poles and cones until the sand arena can be repaired to a safe level. Many cones were lost during the flood and there was already a shortage.

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

**Moved: Shayna Smith Seconded: Brent Doyle**

**Motion: Committee support the purchase of 20 cones (witches hats) at an approximate cost of $250**

**Moved: Gemma Burger Vote: All Committee members voted in favour**

* **Grounds and Maintenance report**

Grounds and maintenance matters have already been discussed due to flood impacts. No separate grounds and maintenance report for this meeting.

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

Suze thanked the committee for assisting her with the recent grant applications which required a very short turn around. The committee also thanked Suze for her time and effort in submitting the grant, in particular the RACQ flood grant.

Suppliers are updating arena quotes and their expiry dates. It would be good to be able to keep a record of information for MPC.

Action: Secretary and Communications officer to explore whether there is a ‘back end’ of the website (square space) where administrators can upload/save documents.

* + **Communications Report**

Nil Report.

Committee discussion:

Shayna agreed that she will look after forwarding external communication to committee and members (for example, information from PCQ or PCA to be shared) as these emails are sent to her as club secretary.

Rachel will look after internal club communication (for example if an announcement is made to members on the MPC members facebook page, Rachel will also provide it by email as not all members are on facebook.

Club newsletter to move to quarterly.

Shayna will update the Welcome Pack for new members and will provide it to Rachel so it can replace the 2021 document on the website. Shayna to see if the Justgo platform can sent out automated reply emails when new members join. Perhaps it can attach the welcome pack if it has the functionality.

* + **Canteen and Volunteer Coordinator’s report**

Nil

* + **Events Report**

MPC Official Dressage/CT event is postponed due to the repair needed to the grounds after the flood event. Potentially move it to 5 May or 22 May, but 22 May is currently rally day. It may be possible to have the rally on the afternoon of 21 May and hold the official event on 22 May.

Brookies Rural Traders have committed to significant sponsorship of the Dressage/CT event. Thank you to Gemma for arranging this.

Will start approaching new sponsors in the next couple of months as it currently provides about $8,000 in revenue annually, which is significant. Please let Nikki know of any businesses to approach.

* + **Zone report**

Nil

1. **Matters for Discussion.**

No additional matters for discussion.

1. **General Business**

Danielle will co-ordinate the track it forward volunteer ap and hours for club members.

There are new long-sleeve club uniform shirts available for sale which are sun safe.

What does the club want to fund this year (for example, xc jumps were purchased last year).

Action: Members to bring forward ideas to future meetings about what the club should fund/purchase in 2022 – for example, canvas covers to prolong the life of the brush xc jumps

Next meeting: April 2022

1. **Meeting Close** 8:55pm