MPC Committee Meeting Minutes

**MOGGILL PONY CLUB**

**Location**: Zoom
**Date**: 9 May 2022
**Time**: 1900





* Meeting Opened: 7:13pm

Present: Brent Doyle, Gemma Burger, Shayna Smith, Sarah Drane, Suzanne Smith, Nicky Boersma, Carmen Coombs

Chair – Brent Doyle

Meeting Opening

* Welcome and apologies

Apologies: Rachel Green, Nick Green and Brent Smith

* Disclosure of conflicts of interest - nil
* Minutes of the previous meeting – minutes dated 4 April 2022 accepted by all committee members in attendance as accurate.
* Table letter of resignation from committee positions (additional events officer, sunsafe officer and animal welfare officer) – Danielle Little

1. **Reports and Matters for Decision**

# President’s Report

Dressage/Combined Training event soon and grounds maintenance is required. An email will be circulated to members to seek volunteers for this.

Spoke with Brent Smith regarding account and small amount debit card for grounds maintenance payments such as fuel. New account and card is underway and Robbie needs to provide ID for the card to be in his name. Members agreed that the limit should be low but reasonable given the cost of fuel etc. An amount of $200 was suggested.

Work on the driveway is still outstanding but the rain has hindered the machinery being able to complete the work.

**End of report**

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

Moved: Brent Doyle Seconded Shayna Smith

* **Treasurer’s Report**

**Fi**nancial Position

9th May 2022

General points to note:

* Building and Nominations Accounts have been consolidated into the Transaction Account. Balances have been moved.
* “Account Approvers” request has been made to NAB to add Brent and Shayna. So once actioned, Brent and Shayna will receive email instructions on how to setup your account status which is easy.  Gemma and Nick already on account. This will update the list of approvers for the Transactions accounts.

Account Summary

* Minimal account activity over the last month.
* No outstanding invoices.

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| --- | --- | --- |
| **Account**  | **Current Balance** | **Change from last month** |
| Building Fund | Consolidated | (903.70) |
| Nominations Account | Consolidated | (413.12) |
| Term Deposit - Levies | $5,781.90 | - |
| Transaction Account | $28,351.67 | $1,051.86 |
| **Net Position** | **$34,133.57** |  |

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

Moved Brent Doyle Seconded Shayna Smith

* **Secretary’s Report**

New memberships received from Gabrielle Cusack (junior rider) and parent Anne-Marie Rice.

Confirmation of decisions made by Committee between meetings:

15 April 2022 – decision to purchase 3 x manure rakes/scoopers up to a total of $250.

4 May 2022 – decision to host the Zone 1 Showjumping clinic on 30 July 2022.

Incoming correspondence:

05/04/2022 - ASIC invoice for annual review and change to company constitution – financial year (provided to Treasurer).

21/04/22 – notification by PCQ that state affiliation fee payment was overdue – paid by Gemma.

ASIC notifications and lodgment:

12/04/22 – Updated ASIC directors to include Brent Smith.

Action items list – from 7 March meeting

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting date** | **Action item** | **Comments** | **Outcome** |
| 04/04/22 | Brent Doyletofollow up with Kenmore mowers for service of yellow mower and also offer to pick up the bunker rake. | Arena rake already sold. Mower undergoing service. | **Complete** |
| 04/04/22 | Brent Smith to advise whether BOQ can provide a low amount debit card for Robbie to use for minor ground maintenance payments | Account in name of MPC but card in Robbie’s name. Has to provide ID. Will be ID’d by someone other than Brent S due to conflict. | **Underway** |
| 04/04/22 | Nick to contact NAB to add Brent Doyle and Shayna Smith as payment nominees. | Treasurer’s report advises that NAB have been contacted to update payment nominees. | **Complete** |
| 04/04/22 | Brent Doyle to investigate the cost of sandblasting and painting jump wings. | Cannot hire a sandblaster – can only purchase them. Alternative is to clean with wire brush and paint. Unlikely to be done in time for CT/Dressage day due to rain. Brent will speak with Robbie to see if he can assist. | **Complete** |
| 04/04/22 | Gemma to investigate the cost of shavings for the stables – will contact Sapar Landscape Supplies for quote of supply and delivery. | Negotiations underway with Sapar to exchange shavings for signage at the club. For example, $1,500 in sponsorship (signage promotion) equals about 2 or 3 loads. The stables require about 4 or 5 so there could be an additional cost. | **Underway** |
| 04/04/22 | Gemma to contact Bunnings to investigate the cost of canvas covers for the brush xc jumps. | Cost of custom covers is too high. Tarps from Bunnings that are secured to the ground is the most cost effective way to proceed. Gemma has requested Bunnings donate the tarps. | **Underway** |
| 04/04/22 | Gemma will log onto Stripe Payments (linked with JustGo) and update the administrators |  | **Complete** |

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

Moved: Shayna Smith Seconded: Nicky Boersma

* **Chief Instructor’s Report**

**April Rally**

* Our April rally was held on Saturday 23rd 1pm - 5.30pm due to the availability of instructors. The turnout was lower than usual, possibly due to the day and timing. A good range of activities were covered including show prep and top score Show Jumping for the upcoming Brookfield show and a Cross Country Easter Egg Hunt.

**May Rally**

* Our May rally will be held on Sunday 22nd May the day after our Dressage and CT competition. Riders will work on feedback items from the dressage and jumping from the previous day using the same setup. Equine dentist Jerry Wilhuesen will come and present to the members on the importance of equine dental care. Additionally, we will have a sporting rotation including the sporting games that will be at the upcoming Bobby Bayard competition. Guest coaches Diane Mackie and Gemma Creighton will be coaching.

**Zone 1 CIP**

* MAY 2022 ZONE 1 PONY CLUB UPDATE: Issued by the Zone 1 Chief Instructors Panel (CIP)
* Other Zone 1 Championship events
* Zone 1 Jumping Equitation 9 June at Moggill Pony Club
* Zone 1 Showjumping 10 June at Moggill Pony Club
* Zone 1 Camp Fri 24 June - Mon 27 June at Boonah Showgrounds, including the Bobby Bayard Sporting Gymkhana and Campdraft Championships
* Zone Teams Sporting Challenge 17 July at Hendra Pony Club
* Aitkens Showjumping 14 Aug at Runcorn Pony Club
* Instructor Clinic for Preparation & Refreshing - Sat 28 May - at Darra Oxley Pony Club. Nominations via the Zone 1 website very soon.
* PCQ & NCAS Instructor MID-YEAR ASSESSMENT - Sat 28th May - at Darra Oxley Pony Club - 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, venue to be announced.
* 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 C exam must be completed by this Friday 6th May, as previously advised.
* Riders' Showjumping Clinic - Sat 30th July - at Moggill Pony Club - progressing our riders' showjumping skills, knowledge and ringcraft by focussing on the Basics. 2 experienced showjumping coaches will be guest instructors.

**Dates for 2022**

* Upcoming rally dates are programmed as follows:
* 21st May – Combined Training and Dressage Official Event
* 22nd May – Combined Training (post competition day) with visiting coaches and equine dentist.
* 3rd & 4th June – Zone 1 JE & SJ (volunteers for setup/packdown and canteen needed).
* **19th June** – TBC (Gemma and Sarah to discuss instructors for this rally)
* 24th July – Archery
* 30th July – Zone 1 SJ Clinic at MPC
* 28th August – Show Jumping (with guest coaches)
* 3rd September – MPC Official SJ Event
* 25th September – Forest ride
* 22nd & 23rd October- MPC In-House ODE
* 27th November – Last rally of the year, 6-bar, fancy dress and AGM

**Matters for Discussion**

* Canteen needed for May rally – do we outsource?
* Canteen needed for Zone 1 JE & SJ, 2 day event, we only run the canteen and have the opportunity to make $2k+.

END REPORT

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

**Moved: Gemma Burger Seconded: Shayna Smith**

* **Grounds and Maintenance report**

Nil. Brent Smith an apology. Brent Doyle will email members to request assistance with mowing and brushcutting.

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

Gemma – submitted a grant for $15,000 to replace the round yard.

Suze:

* RACQ grant unsuccessful but MPC can resubmit in the next round and they have offered to speak to us about our submission.
* suggested that grants would have a better chance of success if we have a project plan accompanying our large applications for a canteen and an arena.
* Will work out a forward plan of grants but to-date, 5 grants have been submitted with 1 rejected.
	+ **Communications Report**

Nil Report – Rachel is an apology for the meeting. Shayna advised that website updated with Special Resolution to change financial year, Committee Meeting minutes and updated Member’s Welcome Pack.

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

Significant issues were raised with the ongoing ability for the Club to offer a canteen at Rallys and events – further detail is outlined below under ‘Matters for Discussion’ agenda item.

* + **Events Report**

Nicky - Dressage/CT official event:

* 52 individuals for dressage and 58 for CT (does not include those that are doing both).
* Enough volunteers for canteen but need more for set up.
* Peter Ryan confirmed as course builder and judge
* Prizes collected
* $720 is required to pay officials.
* Brittany Murphy will mc as Rachel is unavailable.
* Brent Smith is to photocopy dressage tests
* Need to collect Ipads from Greenbank.
* Brent can collect arena items from Brookfield
* Carmen confirmed that no payment is required to K.Downs for use of jumps and trailer.
* Need more arena supports.
* Suggest enhanced promotion of Brookie Rural Traders given their significant support and sponsorship.

Sponsorship:

* Will raise sponsorship invoices after 10 June – will provide approximately $10,000.
	+ **Zone report**

Carmen:

* Noted Zone 1 meeting minutes have previously been circulated to the committee.
* Advised that for 3 and 4 June – only a couple of members are needed for set up and pack down.
* Zone discussion about purchase of iPads by Zone 1 (estimates are around $4000) for use by zone 1 members as from next year Nominate will no longer supply them.
* There are issues involved with borrowing them from another zone regularly.
* If iPad are purchased by zone 1 for zone 1 members to hire, there are still residual issues for discussion such as delivery of the iPad and secure storage.
1. **Matters for Discussion and Decision.**

Expenditure items:

* Manure rakes/scoopers

**Decision**: committee agreed to increase the spend limit from $250 to $300 to enable metal items to be purchased for longevity.

* Arena supports

**Decision**: committee agreed to purchase 10 additional dressage arena supports

Canteen:

* Members discussed issues with providing a canteen service at rallies if other members don’t assist to co-ordinate it as the committee doesn’t have capacity to do it.
* Suggestion to charge $10/head and purchase subway. Sell drinks and baked goods. Still needs someone to co-ordinate this.
* Brent to send a message out to members advising that there will no longer be a canteen service at rallies unless a member volunteers to co-ordinate and run it.

Zone 1 purchase of iPads:

* Zone discussion about purchase of iPads by Zone 1 (estimates are around $4000) for use by zone 1 members as from next year, Nominate will no longer supply them.
* There are issues involved with borrowing them from another zone regularly.
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**Decision**: Committee expressed support for Zone 1 purchase of iPads for clubs to hire for events

Vacant committee roles:

* Danielle Little has stepped down from committee positions and there are now vacant roles.
* Vacant roles are sunsafe officer and animal welfare officer. Volunteer co-ordinator was already vacant and needs to be filled as members are not completing volunteer hours.

**Decision**: Gemma will fill the role of sunsafe officer and Brent will extend an invitation to Mia to see if she will fill the role of animal welfare officer, which will also require the preparation of a biosecurity plan for the club.

1. **General Business**

Nil.

**Action items list**

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| 09/05/22 | Brent to communicate with members advising that there will no longer be a canteen service at rallies and events unless a member volunteers to co-ordinate and run it as the committee does not have the capacity to do it. | Katrina has volunteered to run canteen with assistance from Meryn | **Complete** |
| 09/05/22 | Brent will extend an invitation to Mia to see if she will fill the role of animal welfare officer, which will also require the preparation of a biosecurity plan for the club. |  |  |
| 09/05/22 | Shayna will contact Kierra and Belinda to see if they have a historical list of members that have paid the volunteer levy. |  |  |

Next meeting: June 2022 – 7pm at Bellbowrie Tavern.

1. **Meeting Close** 8:33pm