MPC Committee Meeting Minutes

**MOGGILL PONY CLUB**

**Location**: Moggill Pony Club Grounds
**Date**: 15th October 2020
**Time**: 1900





* Meeting Opened : 1930

Present: Gemma Burger, Belinda Ryder, Sarah Pearce, Di Toll, Shane Toll, Anna Hamilton

Apologies: Tanya Holliman, Nick Green, Keirra Middleton, Rachel Green

Meeting Opening

* Welcome and apologies
* Disclosure of conflicts of interest - nil
* Minutes of the previous meeting – moved Gemma Burger , seconded Belinda Ryder
* Business arising
* Correspondence
1. **Reports and Matters for Decision**
* **President’s Report**

**Report**

September forest ride rally was a big hit, Gemma to follow up with thanks to Councillor Adermann and to chase up key deposit which has not been returned yet.

We have received notice from Dr Christian Rowan MP that he has secured a grant of $15,000 for infrastructure upgrades on his successful re-election. I propose we put this towards revitalising the arena surface if we are successful in receiving these funds.

End of year awards will be considered in the coming weeks post October rally so trophies and awards can be sought. We will also look for sponsors for the fancy dress and 6-bar competitions at the last rally.

Good to see more members out and about competing and participating in other pony club activities, I would like to see us encourage this and support a buddy system for those that are having a go for their first time. We have so far 1 team attending team dressage and 10 teams for teams eventing!

Final dates for the year!

|  |  |
| --- | --- |
| 23rd October | Social Evening  |
| 25th October | Rally |
| 20th November  | Committee drinks (is this wise the night before fancy dress rally??!!) |
| 22nd November  | Last rally |

Rachel to do date claimer for social evening – from 1730. Bring a plate, bar will be open. Zarah to be paid $100 to serve at bar.

Committee drinks – The Hitching Post (check times) . Belinda to organise

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

Moved Gemma Burger , Seconded Di Toll

* **New member applications**

**Treasurer’s Report**

Presented by Gemma

Deduct $2K for poles

Still chasing up sponsors – Nick Green to follow up. Nick to liaise with James Robinson.

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

Moved Nick Green, Seconded Gemma Burger

* **Chief Instructor’s Report**

CT next rally – Nikki Greenaway, Keirra Middleton , Gemma Burger and Cathy McCarthy to be instructors/judges for day

Set up Saturday afternoon, to be highlighted in Newsletter. 2 dressage arenas and SJ ring

Final rally – fancy dress, games, 6 bar. Potential Musical Ride. Then Awards

Approval for Instructors Committee to order trophies up to value of $700: everyone in agreement

* **Grounds and Maintenance report**

**Ground Mowing/ Maintenance**

Grounds are looking good, hopefully we get some rain in the coming week to help soften the ground, if we do I will be aerating the ground.

Replaced the tyre on the jump trailer with new hub and second-hand tyre, cost $130

Red trailer to start being used for jump poles as racks are more accessible

Approve 3 new tyres at cost of approx. $300 – motioned by Gemma Burger, seconded by Sarah Pearce

The hedge has been trimmed and cleaned up.

**Repairs outstanding**

Round yard fence – temp repair completed, Shane to get quotes for round yard approach Brisbane Real Estate for sponsorship of round yard

Main switch at back of canteen quotes $250-300 to repair

Welding of new rails to jumping frames

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

**1.  Active Club Grant Program - $2,000 (excluding GST)** (State Government) - I note that the poles have now been purchased. Thanks to Gemma for organising the purchase of these.

**2.  Active Restart Infrastructure Recovery Fund**(State Government)**-**  We have been successful in our grant application for the amount of $17,498 for a mower. Have these funds been deposited into our bank account?

**3.  Lord Mayor’s Community Fund**(BCC)**- $1,200 - Hack Day signage upgrade.**This grant needs to be acquitted. Do we have tax invoice for the signage?

* + **Communications Report**
* **HACK DAY RAFFLE PRIZES**

The winners of all unclaimed raffle prizes have now been identified and prizes delivered.

* **DROPBOX**

Email notification that our Dropbox is full. Options are to Upgrade:Dropbox Plus (2TB storage) for AU$184.67 per year or DropBox Professional (3TB) for $306.90. Or we could cleanup the account and delete unwanted files. Delete unwanted files; use Google drive attached to Moggill News email

* **OCTOBER NEWSLETTER SUBMISSIONS**

If you have anything to add for the monthly newsletter, please email it to me. I’ll aim to send out the newsletter on Monday 19th October

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

Takings:

Forest Ride Muster – 27 September 2020

A great turnout with many of our new and younger riders attending. Morning tea was a bundle deal – Sausage in bread, cupcake & drink for $5. As like last year we were unable to have a BBQ on the grounds due to dry weather, all sausages were precooked and kept warm.

Point to remember for next year – the Square does not work in location.

Canteen:

Takings for the day $166.80

Total Costs $ 93.10

Profit $ 73.70

**Showbags:**

I will put on sale at October muster, what does not get sold I will make into mixed Lillie bags which will be stored in the fridge for longevity.

|  |  |  |
| --- | --- | --- |
|  | **In Stock** | **Sold** |
| Kit Kat | 0 | 40 |
| Lillipops | 14 | 26 |
| Red Skins | 15 | 25 |
| Bertie Beetle | 0 | 40 |

**Recycle Cans & Bottles**

The Big Red Shed at Jindalee are no longer a recycle depot, all recycling is done through slot machines, the down side is these machines do not give you cash but instead a voucher to Woolworths, you need to take this voucher to Woolworths where they will give you cash. While the system is now cumbersome I still believe it is worth doing.

Shane & Kaden over the school holidays took all recycling and feed it though the machines, voucher cashed in for $53.50.

Issues:

Sliding door to the pie warmer shattered on Hack Day – Quote from Roband to replace sliding door with knob $88.83, this includes delivery from Sydney. Approved by committee

Changes:

Nil

Volunteer Hours Report – October 2020

Volunteer hours

All hours have been updated.

The below families are yet to achieve 16 hours

 **Hours Required Hours Completed**

|  |  |  |
| --- | --- | --- |
| Lucy Sartor | 16 | 15.5 |
| Margaux Harris | 16 | 10 |
| Danielle Little | 16 | 9.5 |
| Fiona Dent | 16 | 9.5 |
| Helen Huie | 16 | 7.5 |
| Elizabeth Vanderwaal | 16 | 6 |
| Fiona Kearney | 16 | 6 |
| Shayna Smith | 16 | 4 |
| Moggill Pony Club | - | 0.5 |
| Angelique Cugola | 16 | 0 |
| Baden Thompson | 8 | 0 |
| Clare Robinson | 16 | 0 |
| Emily Galvin | 16 | 0 |
| Lara Petersen | 16 | 0 |
| lulu Miskin | 8 | 0 |
| Meryn Cooper | 16 | 0 |
| Mia Reeve-Johnson | 16 | 0 |
| Natile Schwerin | 16 | 0 |
| Sarah Baker | 16 | 0 |

Clarification REQUIRED

Helen Huie

* has logged 3 hours for helping to lay the floor in Robbie’s home – do we want to accept - yes
* has helped out at events as judge/steward – has Helen been paid or count towards hrs

Lara Petersen – granddaughter to Janine Petersen who is an associated member and not required to complete volunteer hours

* Are we going to enforce hours required for Lara – no, to be added to Sarah as a family member

Meryn Cooper – has joined as ‘associated member’ not ‘Riding additional Family member’

* Are we going to still require Meryn to compete 16 hours as daughter joined in April or are we going to accept ‘associate member’ status for nil volunteer hours required – disregard

Isabella Cooper – no volunteer hours

Clarification regarding adult from same member of family as children under the age of 18, for voting purposes. ie every junior member has to have an adult signed up as a social member

Volunteer Guidelines

The Volunteer Guidelines need to be reviewed – Guidelines are attached to report

I suggest in relation to ‘What does not go towards your quota’ we look at amending

* *Helping to Set up or Pack up equipment for musters*

To

* ***Helping to Set up or Pack up equipment on day of muster***

And add the below to What does count towards your yearly quota

* **Helping to Set-up for muster prior to day of muster**

*Could look stipulating that first hour does not count, hours after do*

Levy Fee’s

As per our Levy Fee Structure we need to advise our members that have not completed their full hour allocation that they will be required upon renewing their membership at the beginning of the New Year to pay a top up levy.

This is to formalise this process and provide tracking of levy’s due.

I propose the following Structure – (to be voted on)

* Volunteer Coordinator to provide to treasure hours completed and any top levy due with amount.
* Volunteer Coordinator to email member advising that they will be required to pay a top-up levy with amount if they re-join
* Treasure to raise invoice for Top-up of Levy fee if re-join the following year

**Refund of Levy**

The Levy fee for volunteer hours can be requested to be refunded when a member leaves the club, if they have completed 16 hours per year that they have belonged to the club.

In addition we hold these levy fees collected as a liability.

Currently there is no process to formalise that when a member has left the club, that they have elected to receive/not receive the Levy they paid as refund – which is their entitlement if they have fulfilled all requirements.

I propose the following – (to be voted on)

* Track It Forward is maintained as our preferred way of record keeping for volunteer hours. This program holds a full history of every volunteer entered under our banner and hours registered. This will elevate data being lost due to passing from one coordinator to another.
* treasurer to email departing member requesting that they advise if they will be requesting a refund of Levy.

Of note – most people will not request a refund of the levy, but we need to have clear transparency around this for two reasons;

1. The levy is refundable, and we do not keep clear records of this for accounting purposes
2. The levy can be moved from our liabilities
	* **Uniform report**

Uniform report:

* Caps

Unfortunately, the embroidery went ahead and embroidered 40 caps based on the sample provided to us.  They have agreed they should not have gone ahead with the order as confirmation had not been sent to them in terms of approval, quantity needed, or changes required.  New sample with changes will be provided for tomorrows committee meeting. – Cheryl to approach embroiderer regarding purchasing the 40 caps

* Soft Shell Jackets

On hold until Caps are sorted out.

Possibly moving to different embroiderer.

* Browbands

Preference is to buy readymade.

A link to supplier/suppliers can be added to MPC website under uniforms?

* Vests

Will chase Uniform Co. for updated pricing.

* Website Online Ordering

No further progress.

* + **Events Report**
	+ **Zone report**

**PCQ AGM; new President of PCQ**

1. **Matters for Discussion**

Proposed Dates to discuss - please can everyone look at these as we need to all be committed to the dates once we agree on them.

|  |  |
| --- | --- |
| **2021 Dates** | **Activity** |
| Saturday 16th January  | Day at the river - day camp fun day |
| Saturday & Sunday 6th and 7th February | Back to Pony Club Camp & social evening  |
| Sunday 28th February | Sign on rally and AGM |
| Sunday 28th March | Coaching rally |
| Sunday 11th April | Proposed Goodwill Gymkhana |
| Sunday 25th April | Coaching rally |
| Sunday 23rd May | Coaching rally |
| Sunday 6th June/ 13th/20th June | Proposed SJ date |
| Sunday 27th June | Zone 1 camp |
| Sunday 25th July | Coaching rally |
| Saturday & Sunday 21st & 22nd August | Proposed Eventing rally camp weekend |
| Sunday 12th September  | Hack Day |
| Sunday 26th September | Forest Ride Rally |
| Sunday 24th October | In-House Combined Training |
| Sunday 28th November | Fancy Dress & 6-Bar |

**MPC Volunteer Guidelines**

For this year, identify families that have not paid the levy in past year.

Suggestion of not approving memberships until there is evidence levy has been paid.

Di to write a procedure

Written in policy that levy refund be requested within 6 months of end of calendar year/end of financial year

Required: 16 hours contribution per year for each riding family

|  |
| --- |
| **Volunteer work that contributes towards your yearly quota.*** Working in canteen at musters and events
* Attendance at working bees
* Completing work for the MPC
* Completing maintenance work at the MPC grounds
* Volunteering at events **(after 2 hours if child is riding).**
 |

|  |
| --- |
| **What does NOT go towards your quota.*** Helping out with pony club musters if your child is in attendance.
* Helping to set up or pack up equipment for musters.
* Set-up for and volunteering at events for the first two hours. If child is riding
 |

Please note - you must log your hours via your Track-It-Forward registration, the Volunteer Coordinator will validate your hours. Your Track-It-Forward registration will be completed by the Volunteer Coordinator upon membership approval.

\* Committee members are exempt from recording hours.

**Levy Fee Structure - How it Works**

All new families joining at the beginning of the year are required to pay a $280 volunteer levy (except Associate members).

All families are encouraged to undertake 16 hours of volunteer contribution by the end of the year (see Guidelines). If this quota is completed then the levy will carry over to the next year requiring no further levy payment.

The following table explains what payment will be required when renewing membership at the beginning of the following year.

|  |  |
| --- | --- |
| *Hours completed by end of the year.* | *Top-up $ for following year’s membership renewal.* |
| *hrs* | *$* |
| 16 | 0 |
| 14 | 35 |
| 12 | 70 |
| 10 | 105 |
| 8 | 140 |
| 6 | 175 |
| 4 | 210 |
| 2 | 245 |
| 0 | 280 |

1. **General Business**

Next meeting Thursday 12th November

1. **Meeting Close 2115**