MPC Committee Meeting Minutes

**MOGGILL PONY CLUB**

**Location**: Bellbowrie Tavern
**Date**: 12 September 2022
**Time**: 1900





* Meeting Opened: 7:26 pm

Present: Brent Doyle, Gemma Burger, Sarah Drane, Shayna Smith, Rachel Green, Nicky Boersma, Nick Green

Chair – Brent Doyle

Meeting Opening

* Welcome and apologies

Apologies: Brent Smith, Katrina Dahl, Suzanne Smith

* Disclosure of conflicts of interest - nil
* Minutes of the previous meeting correct record – 08/08/22

Motion: The minutes are confirmed

Moved: Brent Doyle Seconded Shayna Smith

1. **Reports and Matters for Decision**
* **President’s Report**
* Round yard complete ($15k funded from grant).
* Thank you to everyone for assisting with the MPC Official Showjumping day – lots of compliments received by members and non-members.
* Grandview Gardens, a local business, has approached MPC about potential sponsorship.
* PCQ AGM – Brent and Gemma attended – a couple of main points to note:
* increase in fees due to insurance.
* discussion around age change categories for competitions
* **Treasurer’s Report**
* $27,000 in transaction account after all invoices paid.
* $5,700 in fixed term deposit account
* Aust post cards are an option for payment of fuel and canteen small amount expenditure – can preload.

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

Moved: Nick Green Seconded: Shayna Smith

* **Secretary’s Report**
1. New memberships received: Timoney family, Mr Shaw, Boon family
2. Confirmation of decisions made by Committee between meetings:
* 18 August 2022 – Committee agreed to proceed with the services from HHH Horse Float Services to repair, sandblast and re-coat 40 jump wings and 10 bench seats at a cost of $6380 incl GST as per the written quote dated 18/07/22.
* 19 August 2022 – Committee agreed to use remainder of $2,000 grant on purchasing new jump poles and numbers as these were previously lost/damaged in the floods earlier this year.
* 19 August 2022 – Committee agreed to spend $756.35 incl GST to replace the broken and hazardous tractor seat as per the written quote provided by KC Equipment dated 17/08/22.
* 29 August 2022 – Committee agreed to purchase internet/wifi modem for $79 for the canteen to assist with electronic payment for purchases.
* 30 August 2022 – Committee agreed to increase the total amount to be paid for the round yard to include the expenditure for the additional earthworks around the round yard, fixing the pot holes in the driveway and regrade of the arena. The originally approved expenditure amount was increased from $17,000 to $18,320. This total amount is offset by the grant of $15,000 from QRIDA Disaster Assistance Recovery fund (as a result of flood damaged assets).
* 2 September 2022 – Committee noted that the previous expenditure approval of $250 on 8 August 2022 to restock the human and horse first aid kits is no longer required for that amount as many of the goods were donated by Moggill Village pharmacy. Will still spend some of this total on outstanding items needed for the human and horse first aid kit.
1. Correspondence:
* Nil.
1. Communication to members:
* Circulated Zone 1 update and information about National Gear Rule changes.
* Circulated email to all riding members from the President to clarify the compulsory volunteer levy and hours.
1. Annual General Meeting
* Reminder that financial year ends on 30 September and AGM to be held within 3 months (Rule 18 Articles of Association) – AGM proposed for November 2022.
* Previous discussion of having two separate dates in November – one day rally and another day of summer break up fun, no horse day with AGM and awards.
* Committee agreed that the rally should be held on Saturday afternoon (possibly with an evening BBQ) and on the Sunday the AGM and awards could be held in the morning followed by fun off-horse activities.

Action items list – from August meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting date** | **Action item** | **Comments** | **Outcome** |
| 09/05/22 | 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.Bank has advised what it requires to progress this. | Superseded by Committee decision to obtain an Australia Post debit card |
| 09/05/22 | Gemma to investigate the cost of shavings for the stables – will contact Sapar Landscape Supplies for quote of supply and delivery. | Sapar declined. Gemma to approach Zanows for crusher dust to go under shavings. She will also approach SE Sawdust for sponsorship, signage in exchange for sawdust. | Complete |
| 09/05/22 | Gemma to contact Bunnings to investigate the cost of canvas covers for the brush xc jumps. | Gemma has requested Bunnings donate the tarps. | Still pending |
| 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. | No response. This position needs to be filled. Suggestion for Gemma to approach Sarah Drane. | CompleteSarah Drane agreed to fill the role |
| 20/07/22 | Rachel to source first aid training and offer it to members. | Waiting to hear back from provider about potential October dates. | Complete |
| 08/08/22 | Nicky to seek First Aid assistance and collection of Hendra jump trailer from members for the Official Showjumping Day event. |  | Complete |
| 08/08/22 | Shayna to draft an email for President to circulate to members to clarify volunteer hours and need to log them via the Track if Forward ap. | Email sent to club members on behalf of President on 05/09/22 | Complete |

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

Moved: Shayna Smith Seconded: Gemma Burger

* **Chief Instructor’s Report**
* Forest ride next rally. Will have more groups allowing time in between each one leaving. Need group leaders.
* Gear rule changes – can raise issues and seek exemption.
* MPC in house ODE camp over 22/23rd October.
* Discussion under Secretary’s report about splitting November rally and AGM over two days.

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

Moved: Gemma Burger Seconded: Shayna Smith

* **Grounds and Maintenance report**

Nil. Brent Smith is an apology.

1. **Matters for Noting**
	* **Grants report**
* Received the $5k grant from the Department of Sports and Recreation level 1 (SRDRP Level 1).
* Gemma and Suze met with local government representative Cnr Greg Adermann.  Just a general chat about where we are at, our plight to become flood free.  He gave us Ken Ryan’s contact details for town planning help.
* Gemma and Suze (Brent D had to be an apology) met with two representatives from the Department of Sport and Recreation at the grounds last Thursday. They were very helpful and were onboard for all the items that had been reported as damaged. We are awaiting a formal letter from them and then it will be a quick turnaround to provide documentation.  There are about 180 clubs successful in progressing to the next round with the total available funds only covering just a bit more than half of the funds being sought.
* Action items from that meeting:
	1. Need to get quotes for items that are still outstanding.  Currently engaged Brian Hermann with Robbie helping for the back fence quote.
	2. Town planning – two companies engaged for quoting. Ken Ryand and Brisbane Town Planning (already have another quote from Brent).
	3. For toiler/shower amenities, we agreed we’d be happy to go with their estimates. One of the representatives was from Facilities and Infrastructure, so knew costings.
	4. Need to find the quote for the canteen/storage shed to send with our application
	5. Need formal letter from President/Directors on MPC letterhead endorsing any works on the ground.
* Have emailed Gemma and Brent with allocated spend and suggestions based on what we applied for (document available outlining for SRDRP level 1). See below table.  Orange highlight needs costings for what we have spent:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Grant** | **Amount** | **Remaining** | **Spend1** | **Desc 1** | **Spend2** | **Desc2** | **Spend3** | **Desc3** | **Spend4** | **Desc 4** | **Spend5** | **Desc 5** |
| 1 | QRIDA Part 1 | $15,000 |  $                 -   |  $15,000 | Round Yard |   |   |   |   |   |   |   |   |
| 2 | QRIDA Part 2 | $35,000 |  $32,320 |  $2,000 | Round Yard |   | Driveway |   | top up sand for arena | $680 | 2 x jump fill elements |   | back fencing |
| 3 | Active Clubs | $2,000 |   |   |   |   |   |   |   |   |   |   |   |
| 4 | SRDRP Level 1 | $5,000 | - $316 |  $1,790 | 2 x Marquees | $126 | 2 x Tables | $ 300 | 10 x chairs | $2,040 | 6 X jump fill elements | $1,360 | 4 X jump fill elements |

* The Active Clubs money could potentially be spent on the first aid course as it should be covered under instructor training, but this will be double checked.  All the other money can be put towards things that we can claim due to flooding.
* Upcoming grants we are applying for:

* 1. **RACQ**: **DUE 7/10** – 50 -100k. Suggest we apply for funds for the arena.
	2. **Better Suburbs**: **DUE 10/10–** Planning. Obtaining quotes from two town planners, plus the one that we already have from Brent – ($10k)
	3. **GCBF** – Canteen/storage areas.  Awaiting notification in mid-November
	4. **Sport and Rec EOI Stage 2**: **DUE VERY SOON** – Canteen/storage area and arena etc. Everything that is still outstanding from flooding.
	5. Lord Mayor’s community fund – Up to about $500 as per the meeting with Cnr Greg Adermann. Can be used to assist with an event, for example for portaloos etc.
* Ideally need finalised Strategic Planning document to include with all the grant submissions.
	+ **Communications Report**
* Seeking a volunteer to update the website. It would be quicker if they had previous experience with this.
	+ **Canteen report**
* Good effort for the canteen on the Official Showjumping Day.
* Profit impacted by fewer than expected spectators.
* Did a good shop which will cover supplies for a while, including excess food to be used by end of year, which I am planning for.
* Not sure everyone who volunteered actually did the time, especially at clean up - might need to review who claimed volunteer hours.
* Rachel will check about the cost of purchasing anti pasto boxes for the September rally forest ride and will speak with Katrina.
	+ **Events Report**

Moggill PC Official Showjumping Event

* The showjumping day was a resounding success both regarding participation and feedback. We had a little over 10% of riders scratch, both prior to the event and on the day, which is expected. In future I recommend raising the cap from 80 to 90 or 100. If the day runs smoothly as ours did, we can easily accommodate a higher number.
* Brookies Rural Traders, our major sponsor, had a productive day and have indicated they would be interested in a continued relationship with the club next year. We need to send out further communication thanking Brookies on our socials, and I will do up a certificate for them to put up behind the counter.
* For scoring we hired the nominate tablets and they worked well. There is indication that Nominate will no longer be hiring their tablets out to clubs from next year, with this in mind I suggest we approach Nominate to see if we can purchase their tablets for the club for future events.
* Below is a rough breakdown of costs with an approximate profit of $2902.90, not including what the canteen will have made on the day.

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| --- |
| SHOWJUMPING BUDGET |
|  | Incoming | Outgoing | Other |
| Nominate entry fees | $3,626.10 |  |  |
| Sponsorship - Brookies | $ 750.00 |  |  |
| Nominate tablet hire & fees |  | $ 393.52 |  |
| Officials |  | $ 780.00 |  |
| First Aid |  | $ 300.00 |  |
| Prizes (donated by Brookies) |  |  | $1,565 |
|  | $4,376.10 | $1,473.20 | $1,565 |
| TOTAL PROFIT | $2,902.90 |  |  |

Other events

* We would like to hold a showjumping training day. Training days are not nearly as time intensive. We will require one ring to be set up, a gear check station and canteen. Numbers will determine first aid requirements. We will aim this at our club members as a priority, but it will also be open to other pony club members and EA members, falling under PC gear check rules for insurance purposes. Each rider can select up to 3 heights to train and we will welcome leadliners starting at x rails on the day.
* We will require canteen for the day, it is not going to be nearly as intensive as the showjumping day, a basic bbq, cakes and drinks.

Events next year

* We will soon need to submit for official events for next year. Preference would be for Showjumping only and add on to that with 3 x training days to boost income.
* Possibly sporting – a gymkhana. Don’t need approval, just need to notify PCQ.
* Possibly a Derby and Showjumping together.

Sponsorship

* Most sponsorship invoices have been sent out. Will invoice Pinnacle at the time it falls due and confirm Brookies Rural Traders sponsorship for 2023 in the next month or so.

Action: Shayna to ask Margie for the date to submit 2023 official competition dates.

* + **Zone report**
* Nil.
	+ **Uniform**
* Will need to get approval from PCQ about new jump pads and dressage pads for uniform.
* Consider whether to wear a tie as part of the uniform. – potentially pulse survey to ask members.
1. **Matters for Discussion and Decision.**

For Decision:

* Committee **approved** expenditure of $906.40 to service the tractor.
* Committee **approved** the purchase of two Australia Post debit cards – with small amounts to be placed on the cards so members can purchase fuel and canteen items. Receipts are still to be obtained as proof of purchase of expenditure.
* Committee **agreed** to halving membership fees from July each year (and also volunteer hours).

For Discussion:

1. Pro rata calculation of membership fees:
* JustGo does not support only pro rata’ing the membership fee – as it also applies to the attached surcharges (volunteer levy).
* JustGo advised that we should apply a discount rule and to specify the amount (set amount) and timeframe – currently a 50 % discount rule has been applied after July. The discount ends 30 November as there is also a rule allowing members to renew 2023 membership from 1 December, so ending the rule on 30 November avoids inadvertently appling the 50% discount rule to 2023 memberships. Unfortunately have to work within the existing functionality of JustGo.
1. Volunteer organisation – Centrelink pays Robbie to volunteer grounds maintenance at the club. Can volunteer up to 15 hours/week. Will need to examine working with children check requirements with this change.
2. Residents of O’brien/Lancing would like to use the club grounds for social events. Members discussed pros and cons and advised that the insurance policy would need to be checked. Concerns expressed about possible use of glass and whether there are any community liquor licensing implications.
3. **General Business**

Next meeting: Monday 10 October 2022 – 7pm – will decide closer whether it is via zoom or at the Tavern.

1. **Meeting Close** 9:33pm

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| **Meeting date** | **Action item** | **Comments** | **Outcome** |
| 09/05/22 | Gemma to contact Bunnings to investigate the cost of canvas covers for the brush xc jumps. | Gemma has requested Bunnings donate the tarps. | **Still pending** |
| 12/09/22 | Shayna to ask Margie for the date to submit 2023 official competition dates | Shayna emailed Margie 22/9/22. Waiting for reply. | **Still pending** |

Action item list