MPC Committee Meeting Minutes

**MOGGILL PONY CLUB**

**Location**: Moggill Pony Club Grounds
**Date**: 10th September 2020
**Time**: 1900





* Meeting Opened : 1912

Present: Gemma Burger, Keirra Middleton, Belinda Ryder, Cheryl Nell, Nick Green, Rachel Green, Anna Hamilton

Apologies: Di Toll, Shane Toll, Tanya Holliman

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

**Report**

The Hack day was a huge success – I will leave the run down to Anna regarding budget and learnings but can safely say we had heaps of positive feedback again and managed the record numbers of 109 riders well. Big thanks to Anna for all the hard work that goes into preparing for these events.

**Covid Policy Measures**

EVA app seems to be working well, although we did experience some intermittent issues with it on the Hack day. PCQ have organised a free option which I recommend we consider. I haven’t yet tested it, but will do so this month and report back.

**Council**

Councillor Adermann approved $1,200 grant through the Lord Mayors fund which was spent on our very professional looking ring signs and some Corflute covid related signs. He has also approved the use of 664 lake Manchester road for our Forest Ride next rally and gained permission for us to make use of a reduced deposit for the key and quicker turn around time for it to be refunded. He has asked to attend after our ride and join us for our sausage sizzle.

**Poles – Grassroots grant expenditure**

Please see below the various price options for spending the money for the jump poles as per the grant we have been awarded. Club must pay gst and potentially freight.

|  |  |  |  |
| --- | --- | --- | --- |
| Pole Type | Benefits/Disadvantages | Cost per pole 3.5/3.6m pole | Number of poles we can purchase with $2,000 grant |
| Jump for joy | + Lightweight & no maintenance - If they crack and water enters they are likely to be permanently damaged | Single colour $100.432 colour $105.273 colours $113.14(all inc. gst) | Approx 22Freight from WA (UK product) |
| Woodshield Poles | +10 yr guarantee for rot & no maintenance  | White (add tape colours) $806 bands of colour $100Competition style colour $130 | Can buy white and add colour by tape 30m $16.50/50mm or $33.00/100mm20poles Freight from NSW Will discount for pony clubs |
| Timber poles  | -can rot and break more easily-need repainting  | $75-$90 depending on style | Can collect – ie. No freight from NarangbaApprox. 24 |

**Recommendation**

The Woodshield poles have the best reputation for durability and are my preference as there is not much variation in cost. I propose we purchase 20 poles with 6-band of colour in 4 sets of 5. Motion to approve purchase of poles: all agreed

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

Moved Gemma Burger, Seconded Sarah Pearce

* **New member applications**

Merryn Cooper and friend, Belinda Cox, Tracey Arklay and Elise Arklay (associate members)

Communications received by Club Secretary:

* PCAQ changing merchant facilities – now have own not using Omnisport, paperwork to be signed
* Active kids grant (forwarded to Sarah)
* SEQ regional instructors clinic;
* Chloe’s fun day approved by all members;
* Wither’s resolution (as minuted)

*Thanks for your message, we are sad to see Alicia not returning this year but understand there is an age where our children become so busy with other things and competing at higher levels that there is no longer time for pony club.  The committee are grateful for the many years of membership your family has been at the club.*

*We have looked back across the records as far back as 2016 and can confirm that you are due back 50% of your original levy.  The hours logged and completed for 2017 and 2018 were 8hrs each, which is half the required hours to maintain your levy.*

*As such please could you furnish us with your bank account details so we can make a transfer of funds to your account accordingly.*

*Many thanks*

*Gemma Burger*

*MPC Presiden*t

* PCQ AGM needs a delegate – Keirra and Gemma will be delegates for the meeting

Motion: New member applications are approved. Moved Keirra Middleton, Seconded Gemma Burger

**Treasurer’s Report**

* **Profit and Loss Statement August & September 2020 (up to 09/09)**
* General points to note:

Excellent August Fundraising and Sponsorships

Product costs account for saddle clothes, garlands, polo shirts, show bags, horse rug embroidery, trophies.

September canteen and product sales where high.

Operations included BCC rates, Water, Electricity, and Covid signage.

* Other business:

Looking at changing banks in order to get debit card for general canteen, maintenance expenses. – Heritage Bank

Leftover funds from Robbie’s gift to be put into gift voucher to be presented to him

|  |  |  |
| --- | --- | --- |
| *MPC Cash P&L* | Aug-20 | Sep-20 |
|  |  |  |
| Transaction act balance c/o | $15,923.73 | $21,337.23 |
| Nominations Act c/o | $26.52 | $26.52 |
| Building Fund c/o | $903.70 | $903.70 |
| Term Deposit c/o | $5,773.87 | $5,775.81 |
| **Opening Cash on Hand** | **$22,627.82** | **$ 28,043.26** |
|  |  |  |
| *Deposits:* |  |  |
| Membership Dues | $ 300.00 | $- |
| Canteen/Product Sales | $ 646.61 | $ 2,005.45 |
| Interest received on Deposits | $ 1.94 | $- |
| Event Fees | $ 3,868.28 | $55.00 |
| Fund Raisers | $- | $ 231.92 |
| Sponsorship | $ 3,620.00 | $ 435.00 |
| **Total Deposits** | **$ 8,436.83** | **$ 2,727.37** |
|  |  |  |
| *Cash Expenses:* |  |  |
| Operations | -$ 207.49 | -$ 3,490.99 |
| Product Cost | -$ 2,252.91 | -$ 402.93 |
| Membership/Levy Refunds | $- | -$ 280.00 |
| Events | $- | -$ 289.00 |
|  |  |  |
| **Total Operating Expenses** | **-$ 2,460.40** | **-$ 4,462.92** |
|  |  |  |
| **Cash From Operations** | **$ 5,976.43** | **-$ 1,735.55** |
|  |  |  |
| *Capital Sales/Purchases:* |  |  |
| Renovations | -$ 560.99 | $- |
| **Cash From Investments** | **-$ 560.99** | **$****-** |
|  |  |  |
| **Ending Cash on Hand** | **$****28,043.2** | **$ 26,307.71** |

Motion: The Treasurer’s Report be accepted into the minutes. Moved Nick Green, Seconded Gemma Burger

* **Chief Instructor’s Report**

Next rally is forest ride. Need adult riders that can accompany each group (teens at back and adults at front). Trail to be pre ridden prior to ride, keys available one week out. Numbers required for the ride, care rego to be provided.

Following rally is CT. Training and mini comp- will be a longer rally.

Last rally Fancy Dress and 6 bar and games.

* **Grounds and Maintenance report**

Ground Mowing

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.

Repairs outstanding

Round yard fence – temp repair completed, will look at a stronger repair next week

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

Welding of new rails to jumping frames

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

**1.  Gambling Community Benefit Fund (GCBF) Grant round 100 -**This grant acquittal has been accepted. Thanks to Gemma for assisting with this while I was away.

**2.  Community Energy Efficiency and Solar Grants** (Federal Government) - We were unsuccessful in obtaining the grant for solar panels on the stable roof.

**3.  Active Club Grant Program - $2,000 (excluding GST)** (State Government) - It was originally intended that these funds be used to purchase poles. Please see Gemma's report. These funds must be spent by 31 January 2021.

**4.  COVID Safe Kickstart Grant**(State Government) - As previously reported, we were successful in obtaining the $2,000 (excluding GST) COVID Safe Kickstart grant.  This grant can be used by the club for operational expenses including costs to deliver activities, utilities, ground and facility maintenance costs, safety and sanitisation requirements.  These grant funds must be used by 30 June 2021.  *For the purposes of record keeping, I suggest we formally minute how the club has spent these funds. Grant funds used for rates and water bills*

**5.  Active Restart Infrastructure Recovery Fund** (State Government) **-**On 7 August I submitted a grant application for the amount of $17,498 for a mower. I am yet to hear whether or not our application has been successful.

**6.   Lord Mayor’s Community Fund** (BCC)**- $1,200 - Hack Day signage upgrade.**Please see Gemma’s report.  Formal grant application has been submitted and approval received.  Next action is to submit the invoice to the Community Grants Unit of BCC (the invoice needs to be signed by the President or Treasurer). I will action this after invoice signed. Following submission of the invoice, the grant funds will be paid to the Club.

**Australian Sports Foundation grant – has to be for sole use of children under 20. Difficult to justify, therefore will not be applied for**

* + **Communications Report**

Merchant facility

Online raffle proceeds: $155.92

Receipts for sponsors

Flash pony photographer: photo of junior members playing at creek for the Website; also gav photo of judges for social media

Advertising for photographer for Xmas sessions – approval given to advertise on our FB

Banner for Dzine sponsor (browband)

Unclaimed prize - one last attempt to contact then will be redrawn; Minden winner waiting to hear back

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

Takings:

Goodwill Gymkhana – 23 August 2020

A quieter day than expected on the canteen front, but the canteen was still profitable. A new counter system was introduced that saw the number of people that could be at the counter limited, this worked well and we now comply with COVID guidelines.

Takings for the day $1,014.50

Total Costs $ 540.00

Profit $ 474.50

Hack Day – 06 September 2020

A big day, over 100 riders, catered for 150-160. All food was a grab & go style which suited the event, we sold out of most food, interestingly the wraps did not move this time. A major issue is the lack of volunteers in the canteen for these events – a big thank you to the jnr members (& Luke) who stepped up and did all the prep work in the canteen & ran the coffee bar, without this there would not have been any food to serve or coffee.

\*See Issue’s section – all food in pie warmer had to be thrown out when door shattered, lost 12-15 steaks, 6 bacon & egg burgers, Father’s Day warm nibbles, 3 hot chips. Approx loss in sales $100

Canteen:

Takings for the day $2,233.00

Total Costs $ 808.43

Profit $ 1,424.57

Judges meal costs: $58

Father’s Day Tent costs: $83.43

Showbags:

Showbags are slowly moving, all chocolate bags are sold out.

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

 Takings (131 x $5) $655

Cost (160 x $3) $480

 Profit $175

Issues:

Sliding door to the pie warmer shattered on Hack Day during lunch service, all food in pie warmer has thrown out as there was glass all through the warmer. Warmer has been swapped for over to the second warmer that we had in the corner of the canteen.

Replacement glass door is between $75-$150 – need to get the model number.

Changes:

Nil

* + **Uniform report**

Polo shirts

Have been delivered.

Saddle Pads

Have been delivered.

Committee Shirts

9 orders placed by members.  Cheryl to confirm payments with Nick.

Sourced from Sprenger’s for $35.00, embroidery cost $12.75 ex GST.

Cost: $441.23.  Cost per member: $60.00.  Profit: $98.77

Cap

Sample provided.

Adjustments to be made before order goes through for 40 caps. ($25.50/cap ) 20 to be ordered initially

Soft Shell Jackets

Jacket cost with logo on front - $45 (ex GST)

Adult logo on back, 18x16cm - $22.75 (Total $67.75 EX GST)

Childrens logo on back, 15x13cm- $17.75 (Total $62.75 ex GST)

Browbands

DIY Browbands can supply Teal/White/Brown browbands.

1st Option – Shark Teeth with Teal/White, 2 colours - $35

2nd Option – Diamante Ribbon Wrap with Teal/White/Brown, 3 colours - $40-$50

Preference is to buy ready made

Vests

Uniform Co. can supply Brown knit vests, we have bought from them before.

Minimum order is 15 for Pony Club.  Waiting for email with updated pricing.

Website Online Ordering

We have uploaded a sample product to buy through MPC website.

However, there is an error for the payment process, may need to upgrade website to a ‘Commerce Plan’ then purchases can be made through Square etc.  PayPal seems to work.

$25/month for the commerce plan. Decision made this was too expensive, therefore direct deposit or cash on pick up to be offered

* + **Events Report**

Event organizer report for 6 Sep 2020 Hack Day

Anna Hamilton

Budget – refer to separate spread sheet

Overview of event –

It was a wonderful day. Very successful with 109 entries and 289 people entered PC who registered on the Covid App

The day ran smoothly apart from the lack of help at the canteen.

Suggestions for future event –

1. Nominations to include which rings they are nominating for, this is to enable us to cap numbers for each ring
2. Change program rules to ensure each rider/horse combination is done as an individual nomination
3. Judges – have clearer communication. Need to call and reserve judge followed by email confirmation. Contact judges one week prior to reconfirm. Ensure Judges have copy of programme and have been emailed lunch menu. A minimum of 2 people from PC to be copied in with Judges correspondence.
4. We need to have a better/clearer management system on how to approach sponsors for sponsorship and raffle prizes
5. Need to start earlier on approaching sponsors
6. Need to start earlier on securing volunteers for the day

Learnings –

1. Half our volunteers were our junior committee – thank you very much, they worked very hard.
2. Its always the same people who help.
3. We cant rely on the same families to do all the work. All of the Toll and Burger family assisted all day
4. Need more assistance for 6-8am time slot
5. Need to advertise more that the canteen is open on the day. Apparently some people didn’t realize it was going to be **open.**

Follow up item –

1. Ensure all invoices for sponsors have been issued and monies received
2. Article for bulletin to include supreme winners, sponsors and photos – Meryn Cooper will write article for Bulletin, then we will provide photos
3. Thank you letters/certificates to sponsors & raffle donations – Elizabeth to organise for raffles, Anna to organise for sponsors
4. Thank you to Peter Debuse for use of paddock – gift ??
	* **Zone report**
5. **Matters for Discussion**

**2020**

**Club Social evening: Friday drinks 23rd October. Bring a plate, pay someone to serve at bar**

**Last rally Nov 22nd – committee break up November 27th**

**2021 Dates**

**Hack Day: 2 week September**

**Rallies: 4th Sunday of each month**

**1st rally : 23/2/20**

**Before Xmas camp OR Back to pony club camp:**

**Official SJ day – between May and July**

**Social evening -**

**Xmas break up**

**Zone events: SJ, JF McGill, dressage**

**Pole painting day – clinic for the children with instructor Sasha Ulasowski (group of 3 $55/each); credit towards lesson $10/pole for 2 coats and to standard; 4 groups of 3 would cover 60 poles. Age limit 12 years plus (19th September)**

1. **General Business**

**Robbie’s house: wet area; roof between the 2 units; power washing the outside and painting. Possibly purchase the paint and ask Robbie to powerwash. Ask Di to put together a firmer budget**

**Keys: Cheryl requires keys; Di to organise**

1. **Meeting Close 2118**