

**Minutes of Roma Pony Club Management Committee Meeting,
held at the Maranoa Club, 28 February 2010**

Meeting opened: 7.05pm

Present: Steve Swires, Sussan Evans, Karen Brumby, Linda Arnold, Graham Hardwick, Jim Herbert, Jane Green, Rebecca Green

Apologies: Carla Cosgrove, Ruth Herbert, Renee Wilton, Gill Swires

Previous Minutes: Read as true and correct. Moved Steve Swires, Seconded Karen Brumby.

Business Arising from Minutes:

- Insurance – nothing received back at present time. Linda will contact people again. Mark Brandt has been asked to check the new fridge to see if it can be repaired.
- RPC banner – will be ready in time for the next shield day.
- Zipper ties – as far as PCAQ are concerned there would be no problems as long as the Zone approves the change to royal blue. Jane commented that she thought it would not be a problem with the Zone.
- 'In case of emergency sign' – Graham will remind Lynda about this.
- RPC website – a few problems have been encountered but it is in hand.
- Jump wings and rails –PCAQ plans to go out to local welders to quote on cost to manufacture.
- Poly yards – moved to general business.

Inwards Correspondence:

- Roger Ferrier happy to continue as honorary solicitor
- Zone 20 minutes, notification of AGM, minutes
- Get Active Roma Programme – info emailed to members
- Invitation to Maranoa Sports Breakfast – info emailed to members
- Letter from Jessica MacDonald to the Instructors
- Book from Carol Heuchan – all agreed it was more suitable for Pinnaroo
- Letter from Mrs Corfe accepting Patroness position and enclosed a cheque for Corfe Shield – passed to Linda Arnold to investigate
- Form from Qld Government Sport & Rec wanting contact information
- Round 3 Council Community Grants programme

Outwards Correspondence:

- Roger Ferrier asking if he would act as honorary solicitor
- Club return to PCAQ – office bearers, date and minutes of AGM
- Letter and minutes to Mrs Corfe
- Contact information to Qld Government Sport & Rec
- Letter to PCAQ administration requesting change of tie colour and CC'd to Zone Secretary
- Annual Return of Association
- Letter to Carol Heuchan thanking her for the book
- PCAQ returns for January
- Email to PCAQ administration following up request for tie colour change

Steve Swires moved that Inwards and Outwards correspondence be endorsed. Seconded Jane Green.

Treasurer's report: Cheque Account total in hand: \$8,901.75

Linda Arnold moved that the Treasurer's report be accepted, seconded by Sussan Evans.

Chief Instructor's report: Jane presented the CI's report.

General Business:

- Poly yards – decided to use the plastic rails to make a new washbay, this is to be investigated and a working bee convened to complete the work.
- The road needs to be graded, it was felt the Council should be contacted to see if this would be a possibility.
- Member Protection & Risk Management Policy to be reviewed next meeting. Paperwork handed out to committee members for their perusal.
- Venue for committee meetings – it was felt that the small room at the Maranoa Club was suitable for Management Committee Meetings. Karen offered to make the bookings. Try to synchronise Instructors Meetings and Management Committee Meetings in future, commencing with the May meeting. Jane felt it would be sufficient to have an Instructors Meeting every other month.
- Business plan – it was agreed that we need a Business Plan as this is now a necessary part of grant applications. A meeting was convened for Wednesday 3rd March, 7pm Maranoa Club. Linda said she would prepare some figures from previous financial reports. Gill to contact Jupiters etc for grant application.

Any other Business:

- Change financial year – Jane suggest our financial year run from October to September. That would give us time for our finances to be audited and to hold our AGM in December. Consequently, membership for the following year would be payable at that time ie December, which would mean members would be financial in January and therefore eligible for competitions. It was agreed that we should review the Constitution to see if this change can be made; how many members we would require at the meeting for it to be quorate; and ask Gill to forward Committee Members a copy of the Constitution.
- Senior first aid – on 7 March 2010
- Preliminary books – check that these have been ordered
- Blue Cards – *Steve cannot remember what was discussed here!*
- Instructors – Sussan reported that as only six people had responded to her email about visiting instructors, this would mean that there appears to be little point in trying to organise external instructors for only six people.
- Troop Drill – only one person showed interest in the demonstration at the Show so it was felt that this could not go ahead.

Date of next meeting: Wednesday 24th March 2010, 7pm, Maranoa Club

There being no further business the meeting closed at 8.20pm