

**Minutes of Roma Pony Club Management Committee Meeting,  
held at Maranoa Club, 12 August 2010**

Meeting opened: 6.10pm

Present: Karen Brumby, Linda Arnold, Jim Herbert, Renee Wilton, Jane Green (Jane left part way through the meeting), Steve Swires, Gill Swires

Apologies: Sussan Evans, Graham Hardwick, Hazel Krienke

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

Business Arising from Minutes:

- 'In case of emergency sign' – these have been done and are at Corfe Park.
- Polo shirts – Raylie not at meeting.
- Financial year & Constitution – accepted at general meeting. New constitution being submitted to the Office of Fair Trading.
- Role descriptions – Sussan has drafted one for the Nominations Secretary. Gill gave out versions from PCAQ Handbook for Treasurer, President, and Chief Instructor. Each Committee position to have a role description so people would know what was involved if they decide to nominate, and to assist when in the job.
- Business plan – blank SWOT analysis paperwork sent out. These to be looked at next meeting, to help with the business plan.
- Clipboards – bought.
- Letter from Brandts – Gill working on this with Mark.
- Carla Cosgrove membership – Gill confirmed that she had emailed Carla. Gill tabled an email from Carla in which she is disappointed that her oversight in not paying membership is "AN ISSUE".
- Bloks – these have been ordered and will be dispatched once cheque received.
- Jessica's gift – Gill has managed to track down the artist and has ordered a print for Jessica

ACTION BY
Raylie
Committee
Committee
Gill
Linda

Inwards Correspondence:

- Preliminary agenda, PCAQ AGM
- Clearance certificate Emily Dwyer
- PCAQ nominations & motions for AGM
- Qld police keyholders index form
- Nextgen, re fibre optic cable crossing entrance to grounds
- Letter & cheque from Mrs Corfe
- Qld Gov information re a grant available to hold a community event
- PCAQ instructors insurance booklets

Outwards Correspondence:

- Acquital to Maranoa Regional Council
- Hoofprints ribbon order
- PCAQ D Certificate workbooks order
- PCAQ July membership return
- Barron & Rawson Blok order
- Office Fair Trading
- Thank you card to Mrs Corfe

Gill Swires moved that Inwards and Outwards correspondence be endorsed. Seconded Jim Herbert.

Treasurer's report: Money in hand: approx. \$20,000 for grounds, \$2,000 working capital, \$4,832 whitegoods and bloks. V2 account \$7,852  
Bills tabled passed for payment.

Linda Arnold moved that the Treasurer's report be accepted, seconded by Steve Swires

Chief Instructor's report: Last rally was very good. Jane had been talking with the Chinchilla Club, and they too have had the same problem with membership, and that there are always peaks and troughs. Steve agreed, saying one year membership was over 100, then dropped right down again. Peter was in the Qld team and they came 3<sup>rd</sup> at Nambour out of 7 states.

General Business:

- Jumpwings – analysis had been distributed. It was agreed that no decision be made until all monies have been settled re the restoration. Will be retabled early next year. The committee assumed that we will be asked to work at the Roma Cup again this year, which is a good source of income. Need to suggest more people work on the camping. Gill
- Restorations of grounds :
  - Whitegoods, agreed to go with MTC traders.
  - Deck – being roofed at the weekend, workers needed.
  - Gate sign – Linda volunteered to touch-up the paintwork on the existing (pictoral) sign and add a directional arrow, which would then go on the fence so it is visible from the road. Steve volunteered to move the Corfe Park sign to the entrance. Linda
  - Hansons concrete – certificate done, need to get a carton of beer. Steve Gill
- Keys – Gill suggested that we purchase a combination lock for the gate. Then, each member can access the grounds (combination given when members join); the combination can also be given to people accessing the grounds eg campers. The combination can be changed annually, a lock would cost between \$40 - \$60. It was agreed that the padlock for the cottage and the shed should be restricted access keys, given to members of the committee and returned each year for reallocation. All agreed we should go ahead. Gill
- Santos bottles and holders - Santos have donated 100 drinks bottles, and paid for 8 holders for use on rallies etc. Gill to write letter of thanks. Gill
- Corfe Shield – plans well in hand. It was decided that the men from the St Vincentian accommodation be invited as well as Pinaroo. Jane to organise trophies. Jane
- Instructors weekend – agreed no dessert, several hot-pots, rice, pasta, bread, for evening meal. Sandwiches, toasted sandwiches, cake, for breaks & lunch. Karen
- External instructors – there was a discussion on the value of getting instructors in. It was agreed that Trudy & Di were a very good option. Linda to ask Sussan if she would see if they were available some time this year. Need to structure instructors into the calendar and prepare for the Show well in advance. Good idea to use the older kids to help the younger ones. Members need to be reminded that they need to attend rallies, not just come when there are lessons. Linda Jane

Any other Business:

- New members - Heather & Michaela Ruru, Ann & Kerry Clancy, Rachel Farndon, all had their membership unanimously approved. (This was brought forward early in the meeting so voting could take place before Jane had to leave.)

- Tables and chairs for verandah – Gill was wondering if it would be possible to have sponsors purchase settings and have their logo on the table. Need to ask at Signasaurus if this is feasible.
- Email from Carla Cosgrove read out, she has stepped aside from pony club. A general discussion followed re the direction of the club. It was agreed that we need to be able to accommodate the older riders and all disciplines; less games based, more balanced. Need dressage and jumping as a regular rally activity. Having a prepared agenda gave structure and has worked very well.

Date of next meeting: Thursday 9<sup>th</sup> September 2010, 6pm, Maranoa Club

Date of AGM: Thursday 11<sup>th</sup> November 2010

There being no further business the meeting closed at 8.50pm