

**Minutes of Roma Pony Club Management Committee Meeting,
held at The Royal Hotel, 15 July 2010**

Meeting opened: 6.14pm

Present: Sussan Evans, Linda Arnold, Gill Swires, Steve Swires, Karen Brumby, Jane Green, Hazel Krienke, Renee Wilton

Apologies: Jim Herbert, Graham Hardwick, Carla Cosgrove, Raylie Metcalfe

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

Business Arising from Minutes:

- 'In case of emergency sign' – Gill still to do.
- Jump wings and rails – quotes coming in, still cheaper to source them from the company in Victoria. It was decided that Gill would prepare an analysis of costs and email out asap. A decision would then be taken at the next meeting.
- Polo shirts – agreed Gill would contact Raylie to see if she had been to Signasaurus. Hazel suggested that instead of ordering a supply of shirts to hold in stock, we should ask at sign-on day who would like to order a shirt then place the order. It was agreed that is what the Club would do in the future.

Inwards Correspondence:

- Cheque from Tania Dwyer, no clearance received to date
- Letter from Sport & Rec to say not successful for Active Inclusion Program grant
- Invitation from Anna Bligh to attend Community Cabinet Official Reception
- Information from the makers of the Blok, including a booklet of possible uses

Outwards Correspondence:

- Completed Maranoa Sporting Survey
- Letter to Hansons Concrete re concrete for washbay, Hazel Krienke. It was agreed we send a letter thanks, certificate of appreciation, and a carton of beer to Hansons as a thank you.
- Letter to Zone 20 chasing the \$500 owing, Linda Arnold

Gill Swires moved that Inwards and Outwards correspondence be endorsed. Seconded Karen Brumby

Treasurer's report: Cheque Account total in hand: \$27,732; V2 account \$7,852

Bills tabled passed for payment, except one from Hoofprints. No-one could think what that could be for so Linda to investigate.

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

Chief Instructor's report: We have only held 3 rally days since the floods, however jump arena and ménages now leveled we can start doing jumping and flatwork. The kids worked on the events they were to compete in at Injune and Dunkeld. We were very successful at Injune, winning both the Jones Shield and the Sorenson Shield. Congratulations to all riders that attended both days at Injune and thanks to the small number of riders that travelled to Dunkeld. Carla has done a roster for the upcoming rally.

Steve requested that we minute our thanks to the parents and instructors involved for their time and effort. Agreed.

General Business:

- Structure of Management Committee – it was decided that the proposed structure was too small in that it could lead to a quorum of 3, leading the Club open to the possibility of unacceptable decisions being made. The proposed structure was discussed. It was agreed that the Nominations Secretary could be merged with either the Rally Day Coordinator or PR Media officer, giving a committee of 10. This would still give a quorum of 6, which all agreed was a good number. It was thought that the positions sounded daunting, and that may prohibit people wanting to be on the committee. Gill explained that the idea is that those on the committee actually have a role to do, thus spreading the workload. It was agreed that role descriptions would be developed before the AGM and sent out, so that people would know what it entailed and that it is not a big job.
- Constitution/Financial year/ general meeting on the 18th – the proposed updated Constitution was agreed upon. Gill confirmed the end of September is the end of the financial year. It was decided that there was no need for a secret ballot, a show of hands would suffice, and that the General Meeting would be at morning tea ie 10.15am
- Business plan – Gill tabled the draft plan. Due to the high workload at the moment it was decided that a blank SWOT analysis chart be sent out, the committee members can then complete it at their leisure and the results collated and discussed at the September meeting.
- Restorations of grounds and bore :
 - Bore – now fixed, up and running well. Had to buy a new pressure pump. There is now a float valve for the tank. Mark Brandt recommended that the pump is turned off when not in use as it is working too well and the trough overflows. It may be necessary to put a tap on the trough. Hazel said that the location of the trough needs looking at as it may now be in the way. The pump will be ‘caged’ and have a tin sheet roof. Until all the works at the grounds are completed, any horses on agistment need to be kept in the fenced area by the creek.
 - Hazel added that they have been clearing debris such as fallen trees, and are making an obvious road with roundabout, for those driving up with floats etc. Mark Brandt will add another external power outlet later, for campers.
 - Grounds – Jane confirmed that the jump arena and ménages have been levelled, as well as the ‘bit out front’ (flatwork area) has been done. May finish ploughing and harrowing on Saturday. Jimmy has been out clearing logs and rubbish. Hazel has talked to Jason, he is able to come on Monday to grade the road to make it useable. He was apologetic, but very busy and has even tried to subcontract the work, without success.
 - Hazel said that Mark Beitz would like to build a basic kitchen, plumb in existing sink. Gill said she would phone to see if there was any news on the grant for kitchen fittings first.
 - Whitegoods – Karen is to get quotes from the electrical retailers for the following: fridge, upside down fridge/freezer, 2 plastic ‘Ernies’, microwave, sandwich press. Until the floor has been sanded and sealed, equipment can’t be moved in.
 - Jane mentioned that the clipboards were destroyed. \$70 was specified in the grant application. Need 24 for Xcounty etc. Gill to source and order.
 - Hazel said that Mark Beitz suggested we apply for a grant to paint the outside of the cottage.
 - Deck on cottage – it would cost \$4,000 for the decking and roofing to extend the deck. All agreed that it should go ahead. There was conflicting advice as to whether the deck would need child safe fencing/ballustrading. In the end, it was agreed that to minimise risk and liability, it should be fenced. Pool fencing is probably the cheapest option, traditional verandah rails would obstruct the view over the grounds when seated on the deck – part of the reason for building the deck in the first place.

- Letter for Brandts Electrical - Hazel asked Gill to liaise with Mark re writing to Clipsal asking them to donate the fittings used in the refurbishment. Agreed.
- How decisions are made and changed for the club – Linda Arnold raised the point that a lot of work has been going ahead without going through a committee meeting first. She said that we need to be more transparent, especially when allocating money. All agreed that should be the case and that hopefully we wouldn't be in the same situation again.
- Decisions made at instructors meetings – Sussan dittoed the above, and asked how it applies to instructors meetings. Do instructors meetings need to be minuted? Steve said that if it is a sub-committee, then yes. The question was then asked, is it a sub-committee. As there is nothing to indicate that it has been set up as a sub-committee then it was thought no; it is merely the way the Chief Instructor, Instructor, and Trainees get together to discuss and organise training etc.
- Clarification of role/function of Rally Coordinator – Sussan asked what the role actually involves. This had been discussed around the time of the AGM; it is thought that the Rally Coordinator organises instructors for rally days, and schedules the activities as per what had been agreed on with the Chief Instructor and other Instructors. It was acknowledged that, if the instructors meetings are not a sub-committee, that it needs to link in with the management committee ie to avoid clash of dates etc. It was agreed that the Chief Instructors Report (which is a standing item on the agenda) will not only report back on what has been done, but will also report on decisions made at the instructors meetings. Jane said that she had contacted PCAQ to see if Carla Cosgrove can do a refresher or retrain. PCAQ confirmed that Carla is still on the PCAQ list of instructors and that she only needs to do the refresher, however, hasn't renewed her membership. Gill said that she thought that would be just an oversight and that she would email Carla to remind her to join. Jane said that she would talk to Carla on Sunday re currency of certificate. All agreed that it would be excellent to have Carla as a dressage instructor and that Jane or the O level instructors could do theory. It was also agreed that more parents need to become O level instructors.
- Instructor Refresher/Preschool – Sussan asked if the refresher would also be a preschool for trainees and could it be advertised as such. Jane confirmed that it would. Jane asked if the young riders should be charged \$10 or \$20 per day. All agreed that \$20 was a very fair charge for a day's instruction. Jane asked if Roma Pony Club would be prepared to cater for the weekend. It was agreed that we would as it is a good way of raising funds. The evening meal would be \$10 a head, members to bring a hot-pot meal as before.
- Purchase of jump 'blocs' – Gill said that if we were to purchase enough blocs to bring our stock to 30 in total, we would have money over from the grant. If we were to bring out stock to 40, it would cost a further \$210 approx out of club funds; a stock of 50 would be an extra \$810. It was agreed that Gill would purchase enough blocs to bring us up to 40. It can be reviewed at the end of the year to see if we need any more.
- Gift for Jessica Macdonald – Gill pointed out that Jessica has been heavily involved with Roma Pony Club probably since its inception, around 45 years. As she is moving, it was agreed that Gill purchase a thank-you gift on behalf of the Club of up to \$100. Gill had two ideas, a 'bronze' figurine of a child being legged onto a pony by a lady; or a print she had seen in Golders of children playing up at Pony Club whilst waiting for the instructor.

- Any other Business:
 - Corfe Shield – Jane gave the events: bending, flag, sporting figure of eight, rider class, led handler, AM7 jumping, keyhole, diamond flag, ben-bar-aft, running tee, mug race. 9 am start. Jane suggested that we hold a competition whilst the final scores are being tallied, so that people aren't hanging around waiting. It was agreed that the 4 highest scorers in bending compete against each other ie 4 lines of poles, compete at same time; then the 4 highest scorers in the flag race. These races are for entertainment only, not a part of the Shield. It was also agreed that it be widely advertised and stressed that the led group is non-competitive, not timed, no placings, handlers not to be in front dragging the pony along, and that the children should be attempting to ride. Linda said that it would be good to instruct the parents who are going round the events with a group, on how to actually do the events. Jane said she would. Jane and Gill to liaise re the ribbon order and look for the 'old' (okay, over ordered!) ones as it was thought they would have survived the flood. It was agreed that the age champions get a trophy only, not a ribbon and trophy.
 - Saturday clean-up – Linda will ring the council to see if they would be able to waiver the dump fees. Hazel asked that we keep the steel and tin sheet for later use, Steve suggested we put it in the empty bay of the shelter. It will be necessary to whipper snip the stalls and clear out the debris. The cottage stumps need mounding up with cement, the materials including cement mixer are on site. The ditch in the road and building site area will be cordoned off with bunting. Gill asked Hazel to ask if Pete would like the pony cart.
 - Gate sign - Gill pointed out that there is no visible sign as you approach Pony Club, the name is on the gate. If the gate is open you can't see it at all. Hazel agreed, it had come to her too as she opened up for the cement truck. Gill suggested that the sign on the gate be spruced up, an arrow added, and for it to go on the fence so it is visible from the road; then move the 'Corfe Park' sign to the entrance gate. Agreed.

Date of next meeting: General meeting at Corfe Park, 10.15am 18 July 2010 (Rally Day)

Date of next committee meeting: Thursday 12th August 2010, **6pm, Maranoa Club**

It was agreed that the Management Committee meetings are to be held on the second Thursday in the month; that the next meeting remain at 6pm then look at if it is too early; and that, as the Maranoa Club has been re-leased and they are happy for us to use their side room, to return there. Gill will book.

There being no further business the meeting closed at 8.30pm