

**Minutes of Roma Pony Club Management Committee Meeting,
held at The Royal Hotel, 17 June 2010**

Meeting opened: 7.05pm

Present: Sussan Evans, Linda Arnold, Jim Herbert, Gill Swires, Steve Swires, Raylie Bates,
Karen Brumby

Apologies: Graham Hardwick

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
- Member Protection & Risk Management Policy – moved to General Business
- Business Plan – to be discussed next meeting
- Change of financial year – moved to General Business
- Request to check that Tracy Dean is on committee email list – no, as she is not on committee
- Photos from Wallumbilla – emailed to Jim
- Fence between PC and the Carroll's – Jim and Steve to bring strainers and dolly on Sunday (next rally day) so they can get the fence up
- General meeting on 18 July – moved to General Business

Inwards Correspondence:

- Letter from National Tutoring Empowering, to be discussed in General Business
- Zone 20 Minutes
- Maranoa Regional Council grant of \$2,800
- Hannaford Gymkhana programme
- Commerce Roma Business meeting invitation
- Details of 'The Horseman from Snowy River' show, to be discussed in General Business
- Acquital letter for Water Grant project
- Letter and factsheets from minister for communities re online-volunteering, micro-volunteering, and family volunteering
- Maranoa Regional Council Sporting Survey, to be discussed in General business
- Email from Gidwens Saddlery at the Big Orange, rewards club

Outwards Correspondence:

- Letter to Tania Dwyer re membership, needs clearance form from Dunkeld
- Letter to council requesting new directional sign to pony club
- Stationery order to PCAQ
- Note to Mrs Corfe thanking her for the \$50 donation

Gill Swires moved that Inwards and Outwards correspondence be endorsed. Seconded Sussan Evans

Treasurer's report: Cheque Account total in hand: \$29,984; of that, \$4,735 is unallocated ie non-grant money.
V2 account \$7,787

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

Chief Instructor's report: There was no Chief Instructors report due to the absence of the CI.

General Business:

- Member Protection & Risk Management Policy – this was discussed and it was agreed that the Risk Management Officer would be the President and that the Member Protection Information Officer would be the Secretary, or the President if the complaint was against the Secretary. It was also agreed that the Canteen Convenor would be responsible for ensuring the first aid kit was suitably stocked. It was noted that in Part B of the Member Protection Policy it states that Roma Pony Club requires the following measure(s) to be met: "Provide opportunities for juniors to contribute and provide feedback on program development;" therefore there should be a junior representative on the Management Committee.
- Constitution/Financial year – at the last meeting it was agreed that the end of the financial year would be 30 September and that the Constitution needs amending to reflect that. However, the Constitution is now out of date, and therefore it was agreed that the Secretary would amend the model rules template provided by Linda Arnold. There was a discussion on the composition of the Management Committee, as it is recommended to have either 5 or 7 voting members only. It was agreed that the Management Committee would consist of: President, Vice President, Secretary, Treasurer, and Chief Instructor, as voting members; non-voting positions would be Canteen Convenor, Nominations Secretary, Rally Day Co-ordinator, Grants Officer, PR & Media Liaison Officer, Youth Representative. The non-voting positions would be specified in a Club by-law, meaning that no change to the Constitution would be required if these roles had to be changed in the future. The amended constitution would be sent out to all members to peruse asap. On the 18 July 2010 there will be a special meeting for all members to vote to accept/reject the amended constitution. There will be a separate vote to accept/reject the by-law relating to the composition of the Management Committee.
- 'National Tutoring Empowering' - we have received information from a company that would like to give RPC \$10 for every family introduced to them, and whose children participate in their testing, regardless of whether the family then decided to purchase any tutoring packages from the company. The committee was unanimous in rejecting this scheme.
- 'The Horseman from Snowy River' show in Bundaberg – we have been sent information about the show and offered discounts for group bookings. It was decided that we did not want to organise a coach trip to see it.
- Maranoa Sporting Survey – we have been sent a survey from the Council as part of their community development programme. Suggestions for answers were given and the Secretary will collate them and return the survey.
- Polo Shirts – there was a discussion as to whether we should change the fabric of the shirts to cotton, as the current shirts are uncomfortable and hot. There was also a discussion on whether to keep the logo on the back, as that also makes the shirt hot to wear. It was then raised that, in accordance with the PCAQ sun safety policy, we ought to look at the Cancer Fund recommendations, and in any event we should be looking at long sleeves. Therefore, it was agreed that Raylie would go to Signasaurus to see what they had, and that the committee would also look to sourcing lightweight long sleeved cotton shirts, that could have a logo embroidered on the chest. The logo would need to be a design that would not only be suitable for the shirt, but also for use on letterheads, the website etc. It was agreed that members would be asked if they would like to design a logo, bearing in mind the above.

- Restoration of grounds – Karen hasn't been given the details of the grant so she hasn't been able to ask for quotes from the various electrical suppliers. It was agreed that it would be a good idea to ask all members for ideas and suggestions re the canteen, then meet to discuss. It was decided interested parties meet at the cottage on the 26th June. Jane told Steve at Dunkeld that she would chase up Jason Callaghan, if he is unable to start work on the grounds then she would get someone else to do it.
- Bore – Jim said he would chase up Graham York, who came out to have a look, but we don't know what the situation is.

Any other Business:

- Rally days – as a number of the committee would not be at the rally day on Sunday, there was concern as to whether there would be anybody going at all. It was agreed that the secretary send out an email to check. Whilst it was acknowledged that there are difficulties due to the state of the grounds, there was a general concern that numbers – both participation and membership – are very low. Last year the club had 82 members, this year it is 54. There was a discussion on why membership is down ie why people are not rejoining, or new people coming into the club. A brainstorming session was then held allowing the committee to put forward their views and comments. It became apparent that there were a number of underlying themes: that the club seems to have no sense of direction, operating on a rally-by-rally basis; that a broad range of activities needs to be offered so all disciplines are covered; and those who want to instruct are encouraged to assist and utilised in their area of expertise. It was noted that the rally day held that was structured and well organised and had various groups working with different instructors, worked very well. Therefore, the committee decided that it would recommend that the Chief Instructor hold a meeting with the qualified instructors and rally day co-ordinator as soon as possible.

Date of next meeting: General meeting at Corfe Park, 10.30am 18 July 2010 (Rally Day)

Date of next committee meeting: Thursday 15th July 2010, **6pm**, The Royal

There being no further business the meeting closed at 9.30pm