



## TASMANIAN EQUESTRIAN CENTRE BOARD OF MANAGEMENT

Minutes of the Board Meeting held on Monday 10 December 2018, at TEC. Meeting opened 7.00pm.

### MINUTES

#### 1. WELCOME & APOLOGIES

Present: Kate Cawthorn (Chairperson), Andrea Watson (treasurer), Karen Allen (DT Rep), Jo Fish (H&D rep), Nicky Brown (SJ rep).

Invited and in attendance Sue McDermott (Central) Tim William (Etas Chair)

Apologies: Rochelle Fineart (STEA REP). Ngaire Young( STEA rep ), Lynda Lonergan ( casual user Rep) – no other representative attended

#### 2. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

MOVED: Andrea Watson: Kate Cawthorn and CARRIED “That the minutes of the Board meeting held on 15<sup>th</sup> December 2018 are accepted as a true and correct record of that meeting.”

#### 3. MATTERS FOR ADDRESS

##### 3.1 Welcome

- Kate Cawthorn provided welcome to Sue McDermott and Tim Williams, invited discussion from both in regards to arena repairs development of dressage park.
- Sue McDermott proposed that dressage were concerned that three arenas in the park need to be repaired and up graded in order to bring them back to an acceptable usable and safe standard, In particular arena 4 was in need of immediate urgent repair and dressage have currently chosen to keep this arena closed as they feel it is unsafe and not usable. Sue propose that Central were looking to repair arena 4 with costs being split between central (15K) southern (15k) and hoped the short fall of \$10K could be covered with a loan to central by Etas. Tim agreed that Etas could loan Central the 10k on the condition of it being paid back over a 2 year period. Tim also asked that Etas be given plan on how this money could be repaid to them and what their future long term plan was with the area and other arenas and upgrades. Sue said dressage had projections that in the long term (5-8 years) dressage would be looking to upgrade the other arenas at a cost of just over \$100,000.
- Sue proposed that if dressage were looking at spending such a considerable amount of money on upgrading arena 4 immediately were there options on how they may be able to cover their cost. A proposal was put forward to Tec that user groups could become responsible for their own areas and if investments were made into upgrading their area they could then charge a fee for users in order to cover money spent.
- It was proposed that dressage could charge fees for the use of the arenas in order to cover the cost of the arena upgrade. Tec asked dressage to come back to them by next meeting with a proposal of what they would like to charge STEA, PC, Casual Users and coaches for the use of arenas?

- It was agreed that Tec board members were to go back to their user groups and ask what sort of fee structure they would like to set if they had facilities they could charge for. For example Stea / PC could charge fees for use of x country course.
- Karen Allen had been asked by dressage south and Central to prepare costings for dressage arena. Karen presented 3 quotes for comparisons of works needed and where and why arenas had failed. Reports that the base on arena had failed due to an accumulation of many things, over watering, riding on surface while water logged, surrounds of arena being very wet and water not being able to get away, incorrect angling on each side of arena causing water to lay underneath base and not being able to dry out.
- Karen presented reports and quotes to TEC. Reports concluded that the cost of repairs to arena and a new arena in a better location was negligible. So dressage had decided to go with the new arena re build. Dressage asked Tec if they could go ahead with building of new arena ASAP. Board asked that if new arena was being built that dressage comply with council regulations and give copies of all works to be done to TEC for approval.
- Tec sighted proposal and agreed dressage could go ahead with building of new arena in new area should they choose.

8.30 pm Tim and Sue left meeting

3.2 Action list		
ITEM	PERSON RESPONSIBLE	STATUS
Yard repairs	12 new yards have been completed another 12 yards are still under construction. Second set of yards seem higher due to allowance of carpark upgrade – once new upgrade is complete yards will be at standard height.	Ongoing
Grant applications – Defib, all weather arena under way & quotes	Defib grant submitted. All weather arena grant withdrawn. Discussion re size and placement of arena. As council has approved relocation may not be an issue. Quote from Nick Booth and Sutcliffe's provided for all weather arena. Looking at other grant proposals for AWA.	50% complete
Light poles - Engineer update (Lynda) Tas Networks and electrician are arranged to come in once Engineer is sorted.	Waiting on Tas network for price on power up grades. Quote provided for car park and power up grades	In progress
Financial plan to be completed by TEC with 10 year projection, order of priorities with up grading common facilities. For Etas	All – Lynda to engage someone to help with plan. Order of plan to be firmed up.	In progress
Lunge yard – quotes at repair existing yard	Kate / Karen three quotes have been obtained	In progress
Fundraising – casual user car boot sale	Lynda to seek dates from user group	In progress
Car park up grade - \$6000 has been set aside for car park extension & upgrade to be completed prior to winter for better winter use. This is priority	Kate – Spectran has been engaged to raise more car park area in order for it to be usable during winter. Fill and works will be under way over next few months.	In progress

Maintenance man – a maintenance person has been engaged to fix doors on girls / boys toilets, place door closers on doors and fix broken yards and chains.	Kate – a quote will be providing for these works prior to going ahead. Charges are \$40.00 per hour.	On going
TEC policies. User group responsibilities / coach requirement (et and insurance) Arena Bookings	Kate Andrea to look at Nominate booking forms for future booking requirements Arena are getting booked via Erin ATM with some success	Ongoing
New Car park next to show jump arena	Nicky Kate – quotes on getting grass sprayed earth moved so fill can be spread and parking area created next to show jump arena Motion moved Nicky Brown Seconded Kate Cawthorn Motion passed	ongoing
New mounting block – higher than existing	Lynda o look at trees behind arena \$ for suitable stumps.	In progress
Harrows – quotes were very high for new, so looking at second hand options	Old harrows used by SJ are broken. David Mitchell to buy new harrows. Moved Nicky brown, seconded Kate Cawthorn. Motion passed.	Completed
Arenas	Proposals put forward about fees being charges for arena use from dressage	In progress

<b>3.3</b>	<b>Casual users</b>	
	<ul style="list-style-type: none"> <li>Lynda Lonergan has access to nominate CU database.</li> </ul>	
<b>3.4</b>	<b>Car Park</b>	

Spectran have given quotes for up grade  
New car park area proposed with old fill next to showjump arena.

<b>3.5</b>	<b>Fundraising</b>	
	<ul style="list-style-type: none"> <li>NIL</li> </ul>	

<b>3.6</b>	<b>Grant opportunities</b>	
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Holden grant and 2019 grant opportunities

<b>3.7</b>	<b>TEC policies/User group responsibilities</b>	
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- Example document prepared by Lynda Lonergan for committee perusal – committee agreed to work with the template and commence drafting.
- The discussions around the policy inclusions and drafting to be shared via email amongst committee members for development.
- Discussed, and agreed, that the ‘user group responsibilities’ should sit under a policy rather than a random reminder to groups as correspondence.
- **Still no progress to date.**

<b>3.8</b>	<b>Electric Gate</b>	
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- The gate has been installed repaired and is now working

<b>3.9</b>	<b>ATV discussion</b>	
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- On hold, insufficient funds to continue with this resource at present.

<b>3.10</b>	<b>Defibrillator</b>	
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- To be purchased

#### **4. TREASURERS REPORT**

<b>4.1</b>	<b>Financial Report</b>	
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Report attached

Current Balance:

#### **5. CORRESPONDENCE**

<b>5.1</b>	<b>Outward</b>	
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- New Keys sent to all financial casual user members and officials

<b>5.2</b>	<b>Inward for Information</b>	
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#### **6. General Business**

<b>6.1</b>	<b>Secretary</b>	
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- No applications for position as yet.

<b>6.2</b>	<b>Maintenance</b>	
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- Yards are now in progress.
- Lynda to get handyman to fix lock in men’s toilet
- Youth justice have been engaged to do works around the park

<b>6.3</b>	<b>Watering and Harrowing</b>	
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<b>6.4</b>	<b>Measuring Shed</b>	
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- Is up and in place, some small works to be completed on it still

<b>6.5</b>	<b>Slashing of grounds and Firbreaks</b>	
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- Slashing done by contractor and council, however grass has shot away again and we need to look at clearing some more of it. Asap – very expensive

<b>6.6</b>	<b>Tractor</b>	
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- Tractor course to be held end of Jan

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<b>6.7</b>	<b>TEC Planning and Management of TEC</b>	
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- It was decided that future planning for the TEC is a high priority. TEC board needs to implement strategic plan, a budget etc. This will be held over to the next meeting. Board members to have suggestions for next meeting on how and who will progress this.
- Board discussed management and costs associated with individual areas and hope to progress these discussion at future meetings

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<b>7. User Groups</b>		
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<b>7.1</b>	<b>Dressage</b>	
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- DT Southern Zone arena proposals  
Central Arena proposal

<b>7.2</b>	<b>STEA</b>	
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- NIL

<b>7.3</b>	<b>Show Jumping</b>	
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- Request for new harrows approved.

<b>7.4</b>	<b>Pony Club</b>	
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<b>7.5</b>	<b>Casual Users</b>	
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- NIL

<b>8. Next Meeting</b>		
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<b>7.1</b>	<b>Next Meeting</b>	
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- TBC but will be held at the TEC on Thursday January 17 2019

<b>9. Closure</b>		
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There being no further business, the Chairperson declared the meeting closed at 9.45pm.

Confirmed: ..... (CHAIRPERSON)

Date: / /