



TASMANIAN EQUESTRIAN CENTRE BOARD OF MANAGEMENT

Minutes of the Board Meeting held on Monday 15th October 2018, at The Horseshoe Inn, Cambridge. Meeting opened 6.55pm.

MINUTES

1. WELCOME & APOLOGIES

Present: Kate Cawthorn (Acting Chairperson), Karen Allen (DT Rep), Lynda Lonergan (Casual User Rep), Ngaire Young (STEA rep), Jo Fish (H&D rep), Nicky Brown (SJ rep).

Apologies: Rochelle Finearty.

2. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

MOVED: Lynda Lonergan SECONDED: Kate Cawthorn and CARRIED "That the minutes of the Board meeting held on 4th September 2018 are accepted as a true and correct record of that meeting."

3. MATTERS FOR ADDRESS

3.1 Welcome

- Kate Cawthorn provided welcome to all members.

3.2 Action List

ITEM	PERSON RESPONSIBLE	STATUS
Yard repairs	Andrea to obtain quote from Craig to complete the last 12 steel yards. Quote also for gravel to be laid prior to assembly.	Ongoing
Grant applications – Defib, all weather arena under way & quotes	Defib grant submitted. All weather arena grant underway. Discussion re size and placement of arena. As council has approved relocation may not be an issue. Kate to get another quote from Andrew Calvert. Board is looking at site on left of driveway which will be better for access and drainage. Board to speak to EA re-funding assistance. Kate to send info to Lynda to complete application.	50% complete
Light poles - Engineer update (Lynda) Tas Networks and electrician are arranged to come in once Engineer is sorted.	Tas network and Election booked. Pole location discussed. Kate to contact Kate G to see if there are any specifications re construction of base for light fittings. Kate to meet with Tas networks re wiring next week.	
Update of casual user database & current list printed/placed at TEC for monitoring of ground use. Nominate issues sorted	Completed Lynda has access to nominate.	Complete
Generic email address created for TEC bookings and management contact	Jo Fish to create email address for TEC. e.g. TEC@gmail.com.au	In progress
Fundraising – casual user car boot sale	Lynda to seek dates from user group	In progress

Monitoring and recording of water usage- watering has started clarification for groups on what is to be done including harrowing	Discussion over watering of dressage arenas. <ul style="list-style-type: none"> • Pony Club to water arenas prior to lessons on rally days Karen A to demonstrate. • TEC to monitor watering and look at cost of contribution to watering per week. • Casual users to assist in watering of arenas. 	
Sign off sheet in club rooms (checklist of cleaning jobs etc.)	Board to hold next meeting at TEC, possibly create checklist for all groups to follow at completion of day.	
TEC policies. User group responsibilities / coach requirement (et and insurance)	Still in discussion, coaches now to send through all insurance certificates to ET. .Needs follow up at next meeting. Constitution needs changing re user groups Lynda to take to ET.	Ongoing
Fencing arranged around electric gate – quotes underway Andrew	Kate to get another quote and board agrees to go ahead ASAP.	ongoing
Defibrillator purchase and database of those trained to use established	On hold until we hear from grant application.	Pending
New mounting block – higher than existing	Lynda o look at trees behind arena \$ for suitable stumps.	In progress
Harrows	Old harrows used by SJ are broken. David Mitchell to buy new harrows. Moved Nicky brown, seconded Kate Cawthorn. Motion passed. Discussion over the purchase of a bar harrow for dressage arenas. It was agreed to purchase.	Completed

Arenas	Karen Allen to take back to her group the availability of arenas for instruction. It was moved by Nicky Brown that all coaches and user groups must book the TEC facilities. Seconded by Kate Cawthorn. Motion passed. It was agreed to start November 1 st 2018. Andrea Watson to let all coaches know .Reps to let user groups know.	
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3.3	Casual users	
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- Lynda Lonergan has access to nominate CU database.

3.4	Car Park	
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- Kate Cawthorn expressed concern over the condition of the car park and its priority for the TEC to rectify for future use in bad weather.
- Kate Guinane to liaise with Kate Cawthorn on council dumping of clean fill. Need to meet with council on arrival for dop off areas.
- Kate C to get quote to spread.

3.5	Fundraising	
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- NIL

3.6	Grant opportunities	
	<ul style="list-style-type: none"> Major grants offered, Lynda, Kate and Andrea are compiling the grant application. This is due November 1st. Kate C to forward to Lynda information required to complete application. 	
3.7	TEC policies/User group responsibilities	
	<ul style="list-style-type: none"> 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. 	
3.8	Electric Gate	
	<ul style="list-style-type: none"> The gate has been installed however, is currently non-operational. Kate Cawthorn to get further quote for fencing. 	
3.9	ATV discussion	
	<ul style="list-style-type: none"> On hold, insufficient funds to continue with this resource at present. 	
3.10	Defibrillator	
	<ul style="list-style-type: none"> Grant application submitted by Lynda Lonergan to Ambulance Tas. 	

4. TREASURERS REPORT

4.1	Financial Report	
	Report attached	
	Current Balance: \$34481.20	
	Outstanding invoices:	
	Tas Water	
	Receipts tabled	
	Moved: Lynda Lonergan Seconded: Karen Allen	

5. CORRESPONDENCE

5.1	Outward	
	<ul style="list-style-type: none"> New Keys sent to all financial casual user members and officials 	
5.2	Inward for Information	
	<ul style="list-style-type: none"> Letter from Kim Morrow re concern of overhanging trees at Acton Road intersection of road to the TEC. We will wait until the lease is confirmed before we address this with bordering neighbours. Letter from Sue McDermott re dressage proposal to upgrade their arena facilities. There is concern from the SDA if they use significant funds with the upgrade how they may be compensated by TEC moving forward an invitation will be extended to Sue McDermott and Tim Williams to attend the next TEC meeting to discuss further options moving forward. 	

6. General Business

6.1 Secretary

- No applications for position as yet. Alex Marshall will assist in the meantime.

6.2 Maintenance

- Purchase of supplies for kitchen, toilets etc. to be purchased by Kate C.
- It was decided to look at a maintenance checklist. Tec next meeting at centre to look at what needs doing.
- Yards are now in progress.
- Lynda to get handyman to fix lock in men's toilet
- Cape weed in dressage area has been completed.

6.3 Watering and Harrowing

- Much discussion over watering and harrowing of arenas. Final points agreed on at this meeting below.
- It was moved that TEC create a roster for arena harrowing on a rotational basis and each user group with the exception of show jumping be involved. Moved Karen Allen, seconded Nicky Brown. Motion passed.
- Lynda to draft a letter to each user group stating the above.
- Board members to look into a cage for the watering system switches to ensure longevity.

6.4 Measuring Shed

- Discussion held on the shed to cover the measuring area. TEC to discuss with ET purchase.

6.5 Slashing of grounds and Firebreaks

- Kate Cawthorn to look into someone to slash the needed areas. Our tractor could be used. Date TBC.

6.6 Tractor

- The TEC had a complaint the tractor was left unusable by previous user. User group reps to take back to their groups that the tractor MUST be left in a workable condition and full of diesel.

6.7 Spring Clean Up

- Dates confirmed for October 27th and 28th October. User group reps to let members know and organize attendance. Please no mowers or slashing on this day as there is a competition at the SJ park. Skip bin to be ordered by Andrea Watson.
- Start time anywhere from Friday 12.00pm

6.8 Handy man

- Lynda to source new handy man.

6.9 Stallion Yard

- After some research it is found that we do not need a designated stallion yard. Horses must wear green disc.

6.10 Front Sign

- To be discussed at next meeting.

6.11 TEC Planning and Management of TEC

- 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

6.13		
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- Keys: New keys issued, it was agreed log would be kept on who has keys for future reference.

7. User Groups

7.1	Dressage	
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- DT Southern Zone will purchase a container for scoring and storage. Karen Allen to take approval back to her group.
- Cage discussed above

7.2	STEA	
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- NIL

7.3	Show Jumping	
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- Request for new harrows approved.

7.4	Pony Club	
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- PC have requested purchase of a Bain Marie for the canteen. Jo to send quotes to committee for review.

7.5	Casual Users	
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- NIL

8. Next Meeting

7.1	Next Meeting	
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- TBC but will be held at the TEC.

9. Closure

There being no further business, the Chairperson declared the meeting closed at 9.15pm.

Confirmed: (CHAIRPERSON)

Date: / /