

**Tasmanian Equestrian Centre Board of Management**

**Minutes of the Board Meeting held on Tuesday 4th September 2018, at The Foreshore Tavern, Lauderdale. Meeting opened 7.24pm.**

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| MINUTES |

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| **1.** | **Welcome & Apologies** |

Present: Kate Cawthorn (Acting Chairperson), Karen Allen (DT Rep), Lynda Lonergan (Casual User Rep), Rochelle Finearty/Ngaire Young (STEA reps), Jo Fish (H&D rep), Erin Hunn, Alex Marshall, Jennifer Briggs, Kate Guinane, Melissa Curtain

Apologies: Nicky Brown (SJ rep).

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| **2.** | Confirmation of the minutes of the previous meeting |

MOVED: Kate Cawthorn SECONDED: Alex Marshall and CARRIED “That the minutes of the Board meeting held on 10th July 2018 are accepted as a true and correct record of that meeting.”

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| **3.** | **Matters for address** | |
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| **3.1** | Welcome |  |
| * Kate Cawthorn provided welcome to all incoming members and provided an introduction of information surrounding TEC, board commitments and goals. | | |
| **3.2** | Action List |  |
| * Not provided – to be updated and monitored with new committee – some items for inclusion: | | |
| **3.3** | Casual users |  |
| * Tractor course was completed with only few attendees, will aim to arrange another in the near future. * Have noticed some errors occurring with nominate payments however, generally speaking all is going well since its use for payments. The issues identified will be addressed ASAP. * List of casual users to be provided to Lynda Lonergan. | | |
| **3.4** | Light poles |  |
| * Need to establish where we want them in order to have the engineer finalise plans (it is intended they will be used in the car park). * Also need to get tasnetworks to update the power supply – Anthony Steele is a contact at tasnetworks and is willing to assist. Kate Cawthorn will contact Anthony and Lynda Lonergan will follow up with the engineer. | | |
| **3.5** | Fundraising |  |
| * TEC cleanup and car boot sale was discussed at this time, dates and ideas to be taken back to user entities and provide feedback at next meeting. * Any fundraising planned will be ideal to schedule for a weekend/date when not too much is happening at the centre. | | |

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| **3.6** | Grant opportunities |  |

* Major grants offered via DPAC close in November 2018 – Lynda Lonergan will look into this and follow up.
* Alex Marshall will forward grant information that is available from DPAC.

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| **3.7** | TEC policies/User group responsibilities |  |

* 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.

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| **3.8** | Electric Gate |  |

* The gate has been installed however, is currently non-operational.
* The fencing around the gate still needs to be completed, to secure the grounds appropriately when the gates are in use. The board need to establish what type of fencing they would prefer and seek feedback.
* The intention for use is only when competition (or similar) days are running at the centre.
* Jennifer Briggs will ask the company who installed the gate to provide a quote for completing the fencing and suggested that the incoming committee then seek additional quotes from Andrew McDermott, David Mitchell or Andrew Calvert.

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| **3.9** | ATV discussion |  |

* Despite unanimous decision to purchase an ATV by the board, there has been some concern surrounding the usability for all groups. There are concerns about priorities and financials prior to committing to this decision.
* Lynda Lonergan has established that Rural Solutions will provide a discount as a sponsorship deal for TEC however, there is still a suggestion that perhaps a grant application should be submitted to pay for a portion of the ATV. This will alleviate concerns around financial considerations.
* Jo Fish will seek a quote from Horizon as well.

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| **3.10** | Defibrillator |  |

* Three quotes have been obtained, but TEC is yet to purchase.
* ET have agreed to pay for half of the purchase cost and TEC will cover the remaining half.
* Lynda Lonergan will arrange purchase.
* There will need to be a number of personnel trained in the use of the device from each user group – this will need to be taken back to groups for representatives to ascertain who is interested in the training and who may already be trained, so that a central register can be maintained for currency and training.

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| 4. | TREASURERS REPORT |

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| **4.1** | **Financial Report** |
|  | Report not circulated.  Current Balance: $33,368.01  Outstanding invoices:  Invoice to DT for watering prior to championships  Invoice to DT for half of the tree trimming costs  **Moved: NA** **Seconded:** **NA** |
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|  | **CORRESPONDENCE** | |
| **5.1** | | **Outward** |
|  | | * Re: Tree removal (this has occurred and is finalised) |
| **5.2** | | **Inward for Information** |
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| **6.** | **General Business** |

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| **6.1** | Yards |  |

* Yards that need to be finalised as the steel is still at the Briggs’ premises – it is located there to alleviate stealing if left at TEC.

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| **6.2** | Water logged area |  |

* The farm yard area where Tasmania Police notified the board of getting bogged doesn’t appear to be badly damaged as a result – determined that TEC will not seek payment for any repairs.

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| **6.3** | Mounting blocks |  |

* It has been requested that TEC provide additional mounting blocks, preferably with more height. This will be followed up.

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| **6.4** | Cape weed |  |

* DT would like to spray the surrounding grass areas for cape weed – can representatives please ascertain if anyone else would like their areas done as well. To be discussed and finalised via email.

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| **6.5** | Maintenance |  |

* The water pipe is still leaking and it is unknown if anyone has attempted to fix – Kate Cawthorn will contact David Mitchell to assess and rectify the problem.

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| **6.6** | Watering |  |

* Clarification around the role of watering arenas and when they need doing – for the benefit of the new committee.

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| **7.** | **Next Meeting** | | |
| **7.1** | | **Next Meeting** |  |
| • Monday 15th October 2018 at the Airport Hotel, Cambridge, commencing 6.30pm. | | | |

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| **8.** | **Closure** |

There being no further business, the Chairperson declared the meeting closed at 8.36pm.

# Confirmed: ……………………………………….. (CHAIRPERSON) Date: / /