



TASMANIAN EQUESTRIAN CENTRE BOARD OF MANAGEMENT

Minutes of the Board Meeting held on Tuesday 10th October 2017, at The Foreshore Tavern, Lauderdale. Meeting opened 1936hrs.

MINUTES

1. WELCOME & APOLOGIES

Present: Erin Hunn (Chairperson), Alex Marshall (Secretariat), Kate Cawthorn (ET Rep), Nicky Brown (SJ Rep), Jenny Hodder (DT Rep), Kate Guinane (STEA Rep), Sascha Stephens (H&D Rep), Karen Allen (DT Rep) and Jennifer Briggs.

Apologies: Lynda Lonergan (Casual User Rep)

2. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

- MOVED: Kate Cawthorn SECONDED: Jenny Hodder and CARRIED "That the minutes of the Board meeting held on 29th August 2017 are accepted as a true and correct record of that meeting."

3. MATTERS FOR ADDRESS

3.1 Action List

- Is now active again and up to date.
- Will continue to update and monitor

3.2 Yard Repairs

- Agreed these need to occur at a reasonable cost. Timber to be purchased from Torenus Timber and consideration given to purchasing additional quantity to have some available for ongoing maintenance needs.
- Jennifer and Kate C will follow up with this matter and make arrangements regarding timber after assessing the yards and determining exact repairs.
- Kate C will follow up with the chain and latch issue on the steel yards.
- Discussion amongst board regarding finance and maintenance – this is a topic of regular discussion currently due to the recent highlighting of TEC financials. Relevant to continue discussions and raising ideas around funding/maintenance as we move forward.

3.3 Future Planning for TEC

- The board agree that a five (5) year plan is a good idea to get all user entities involved in future planning for the centre and allow open input in what members would like to see developed.
- This plan will involve consultation and an open workshop that we will aim to hold in January 2018.
- Suggested that representatives start discussing this with user entities to allow sufficient time for productive suggestions and opportunities.
- Query was also raised regarding bringing another user group into the centre, specifically Show Horse. This has previously been approached and negotiation did commence, however it was not progressed. The matter will be explored again the future.

3.4 Ground development & Grant funding

- Alex will look into when the grants commence again and the board is considering engaging a professional grant writer for the purpose of applying.
- Key points remain that the centre will typically require the ability to match the grant funding provided (if successful) and a specific project with costing breakdown will be required.

3.5 Light poles

- These have not yet been obtained.
- Kate G will liaise with Kate C and Jennifer to arrange a time to meet at Wenworth Park and provide access to the ground, later this week.
- Will be progressed

3.6 Casual User database

- To be updated and advised accordingly.
- Discussion was held around the Casual User Facebook page and who the relevant 'administrators' are – Jennifer was added so that she can post when the arena work is scheduled to be completed.

3.7 Generic TEC Email address

- Raised that this may assist with the quantity of enquiries that go directly to one person and provide ease for bookings of the centre etc.

3.8 User Group Responsibilities

- Has been complete – draft to be sent out to board for approval prior to sending.

3.9 Fundraising/Friends of TEC

- Consideration given to our options at this time of year now that the seasons have kicked off, Quiz night (winter time), Raffle, Sausage Sizzle, Donations – these are all matters that will require dedication to organization and leads into 'Friends of TEC'.
- Friends of TEC will go out as an Expression of Interest initially, Kate C and Erin H will prepare an EOI document and forward it to Equestrian Tas for approval and dissemination.
- The EOI will be open for thirty (30) days.

3.10 Water Usage

- This is currently being managed via Jennifer who is taking photographs of the water metres each time she is at the grounds for arena work.
- It is still the intention that the use of water is to be approved by the board, via the relevant representative.
- Erin and Kate C will arrange to meet Greg at the grounds to learn how to measure usage as well.

3.11 Arena Closure signs

- There are three (3) 'Arena closed' signs located at the Dressage trailer and possibly one (1) is missing.
- Can be used once the arenas have been raked prior to competitions, as there have been some concerns around this.

3.12 Fence around Envirocycle/Septic

- D Mitchell can assist with the fence if the board arranges and purchases the materials.
- It was suggested that prior to agreeing on purchases/repairs around the ground, perhaps the board should meet at the ground and assess immediate risks/requirements first.
- Next meeting will be based at TEC

4. TREASURERS REPORT

4.1 Financial Report

Standard report not circulated – Heather Richardson has just agreed to take on the position

Details up to 8 September 2017:

Opening Balance - \$13,254.63

Closing Balance - \$29,832.90

Reimbursements:

Leon Hunn - \$28 (Diesel)

5. CORRESPONDENCE

5.1 Outward

- Nil

5.2 Inward for Information

- Show Jumping email for dissemination to board, in response to DT email; outlining their last access to the canteen area was 19 August 2017.

6. General Business

6.1 State of Rooms/Grounds

- This needs to be monitored and all persons should be reminded that all members/users play a part in assisting with cleanliness and so forth.
- Consideration to putting a 'sign off' sheet in the clubrooms, to be signed and dated frequently by users to provide greater monitoring.
- Birds within the clubrooms are an issue and something that needs addressing as they are living in the exhaust fan.
- Request that matters surrounding certain topics are raised at meetings for discussion rather than via email without context or opportunity for discussion.

6.2 Front Gate to TEC

- Gate is continually problematic with people leaving it open
- Can we consider solar/electric systems?
- Simply - All reps must remind members that the gate is to be shut.

6.3 Clarence Council

- Discussion surrounding septic system, envirocycle and toilets
- Keep in mind that TEC may need to approach them for guidance/assistance in this matter

6.4 Containers/Storage

- The Cantwell family have storage containers that we could consider for Clubrooms or storage in the future
- Also give consideration to the Guard sheds at Pontville for SJ scoring or similar.

6.5 SJ Funding

- Show Jumping are still seeking funding assistance for the container and soil purchases
- Please discuss and consider for next meeting

6.6 Minutes

- Jenny Hodder requested consideration be given to changing the way the minutes address board members, as first names would be easier to process.

6.7 Upcoming DT comp/Working Bee

- Dressage have their next competition on 1 November 2017, running on the same day as the Show Jumping competition.
- Dressage are holding another working bee soon – date not yet determined.
- More power poles will be purchased for around the arenas – as per previous minutes.
- Dressage are supportive of rider levies increasing in the next financial year.

6.8	User Group KPI's	
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- Discussion around achieving KPI's for User Groups and individual sports forecasting moving forward.

6.9	Use of Grounds	
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- Lindsay Newland is conducting a clinic at TEC this week, currently with 12 persons booked to attend.
- This point did raise a query around insurance again and the requirements of individual instructors. Nicky Brown will follow up.

6.10	New Plants	
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- Clarence Council have planted some new trees at TEC.

7. Next Meeting		
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7.1	Next Meeting	
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- Tuesday 21st November 2017 at the Tasmanian Equestrian Centre, commencing 1800hrs.

8. Closure		
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There being no further business, the Chairperson declared the meeting closed at 2055hrs.

Confirmed: (CHAIRPERSON)

Date: / /