



# TASMANIAN EQUESTRIAN CENTRE BOARD OF MANAGEMENT

Minutes of the Board Meeting held on Tuesday 11<sup>th</sup> July 2017, at The Foreshore Tavern, Lauderdale.  
Meeting opened 1910hrs.

## MINUTES

### 1. WELCOME & APOLOGIES

Present: Miss. E Hunn (Chairperson), Miss. A Marshall (Secretariat), Mrs. K Cawthorn (ET Rep), Ms. N Brown (SJ Rep), Mrs. J Hodder (DT Rep), Mrs. J Briggs, Mrs. F Fehlberg (Casual user Rep), Mrs. M Curtain (H&D Rep) and Mrs. S McDermott (ET).

Apologies: Mrs. A Watson (Treasurer) & Ms. K Guinane (STEA Rep).

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

- MOVED Mrs. K Cawthorn, SECONDED Mrs. J Hodder and CARRIED "That the minutes of the Board meeting held on 23<sup>rd</sup> May 2017 are accepted as a true and correct record of that meeting."

### 3. MATTERS FOR ADDRESS

#### 3.1 Action List

- To be advised as updated.

#### 3.2 Casual Users

- TEC board advised of the resignation of Mrs. F Fehlberg as Casual User Rep. Miss. E Hunn thanked Mrs. Fehlberg for her time and commitment on behalf of the board.
- The position of Casual user rep will need to be put out to members for nominations and subsequent votes – this will be done via the Equestrian Tasmania form and members must be current in order to vote.
- There have been enquiries with regard to payment methods and possibility of being paid in instalments or similar. The board is considering different methods and those discussed include: Zip pay, After pay, PayPal & Nominate, with Nominate being the preferred option. The board will need to consider how instalments may effect a members insurance and other benefits.
- There are currently new members joining and renewals from old members.

#### 3.3 Groundsman

- The winter months have seen a decrease in the need for work from Mr. D Mitchell.
- Mr. D Mitchell has fixed the gate
- Mr. P Briggs has spread some gravel outside the wash bays to assist with drainage issues.
- There is a leaking tap and pipe near the yards, causing issues with the ground, suggested that we dig back the area and ask Mr. D Mitchell to assist with fixing the leaks.
- The grassed area near the 'old arena' seems quite green at the moment, however it was deemed this is likely due to the old leak that was fixed in December 2016.
- Dressage held a working bee on the 8<sup>th</sup> July – thank you to the people that attended.
- The board would like to commence running regular working bees again commencing July/August.
- It has been noted there are pot holes in the gravel near Dressage Park.
- The old water jump needs to be filled, look at using the sides/edges to do so, prior to more rain.

<b>3.4</b>	<b>Ground development &amp; Grant funding</b>	
	<ul style="list-style-type: none"> <li>Ms. K Guinane advised that TEC were unsuccessful in the grant application for the quad bike and will follow up for feedback.</li> <li>Miss. E Hunn will follow up with Mrs. S McDermott to ascertain stage of funding/grant application progress.</li> <li>The major funding grant through DPAC is now open, the board has considered hiring someone to make application on our behalf.</li> </ul>	
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<b>3.5</b>	<b>Light Poles</b>	
	<ul style="list-style-type: none"> <li>For \$250 Marriotts will move the poles to TEC. Suggest we go ahead with this.</li> </ul>	
<b>3.6</b>	<b>Fundraising</b>	
	<ul style="list-style-type: none"> <li>The board will need to make further decisions, such as: A per head cost, Fix a date, Location.</li> <li>Dressage are holding their ball in July and it will be at \$80 per head, including a 3 course meal.</li> <li>Suggest that the matter is taken back to user groups for their input and ideas.</li> <li>Possible location could be the Cambridge Car Club – would need to ascertain terms, however something such as offering alcohol sale proceeds go to the car club in return for free hire etc</li> <li>It is suggested that the event has a maximum ticketed capacity to avoid over estimating catering.</li> <li>It is looking like a later month will work best, perhaps November.</li> <li>Consider hiring buses for transport if the chosen venue is out of town.</li> </ul>	
<b>3.7</b>	<b>User Group Responsibilities</b>	
	<ul style="list-style-type: none"> <li>The letter has been drafted and will be sent to board members prior to going out to user groups.</li> <li>Included is the reminder that Rep's on the TEC board exist for a reason and they are the correct avenue of contact when wanting to raise anything with the board.</li> </ul>	
<b>3.8</b>	<b>Casual User Facebook group</b>	
	<ul style="list-style-type: none"> <li>There is a casual user facebook group that has attracted a number of negative comments in recent times, particularly towards board decisions. While there are not breaches in doing so, it does reflect poorly and look unprofessional for the sport.</li> </ul>	
<b>3.9</b>	<b>Coaches Fees</b>	
	<ul style="list-style-type: none"> <li>The feedback thus far has been varied and a number of coaches are said to not be considering renewal this year.</li> <li>In terms of breaking down the fee increase, it is a total of \$6.50 more per week for coaching and riding, or \$3.50 per week for coaching only.</li> <li>The board discussed alternative methods for increasing fees in the future, due to the varied feedback. It was deemed that trying offer 'staged coaching fees' or other methods would be difficult to monitor and again, unlikely to be approved by all parties.</li> <li>At this stage, the vote by the board was unanimous and recorded in the minutes as such, therefore it will not be changing. It is noted, at this meeting 3 coaches were present.</li> <li>The coaching invoices have already gone out and a number of coaches have already renewed at the new pricing levels, another reason the decision will not be overturned.</li> <li>Coaches are the only personnel to gain a financial profit from the ground.</li> <li>Discussion around the fact that the board is a volunteer capacity and three members are non-riders, the board do not stand to gain anything from putting fees up. The motivation behind the decision is to continue to improve the facilities for the benefit of the sport.</li> <li>A letter will be sent to Mrs. K Morrow outlining the board's decision, in response to her letter formally requesting a review of the fee increase.</li> <li>This will be a work in progress and the board are open to discussion and feedback throughout the implementation year.</li> </ul>	
<b>3.10</b>	<b>Yards</b>	

- The quote for building new yards with timber posts and steel rails will be approximately \$540
- The board would still like to consider sponsorship options for yards and are open to suggestions on who to approach and the benefits sponsors might like in return.
- Suggest this is taken back to the user groups for ideas or potential contacts that might consider sponsoring.

<b>3.11</b>	<b>Water Bill</b>
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- TEC have received another \$2,500 bill
- The water man previously advised there are methods for establishing a breakdown of use for example: Water used for this amount of time will equate to ... quantity.
- Have been advised that short bursts are better than longer episodes
- Mrs. J Briggs will log the meter reading when she attends the centre, to begin keeping an eye on usage.
- Consider TasWater attending and checking the system to provide ideas on how to save.
- Payment by user groups will be the same breakdown as the last one.

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

<b>4.1</b>	<b>Financial Report</b>
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Report not provided – Mrs. A Watson is away

Books are currently with the auditor

Reimbursements:

Mrs. J Briggs will be providing an invoice for raking

#### **5. CORRESPONDENCE**

<b>5.1</b>	<b>Outward</b>
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<b>5.2</b>	<b>Inward for Information</b>
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- Letter from Mrs. K Morrow regarding the coaches fee increase
- Letter of resignation from Mrs. F Fehlberg

#### **6. General Business**

<b>6.1</b>	<b>Casual User Day</b>
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- Casual Users want to hold a 'Test & Tell' day with judges attending for payment of fuel.
- This will be an issue for insurance reasons, members pay a fee for casual use of the grounds – they are not an affiliated entity, therefore judges would not be insured if they are not being paid coaches. Judges are only covered by insurance when they are engaged by a user entity who cover the required insurance aspect.
- They can have coaches attend, as long as the coach is a current member of the centre.

<b>6.2</b>	<b>Indoor arena consideration</b>
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- Mrs. F Fehlberg has sold her property, should TEC consider buying her indoor arena if the trusses are in good condition? Decision was that they would need to be steel not timber.
- The property has a twelve month settlement, so there is plenty of time to consider options and look into it further.

<b>6.3</b>	<b>Show Jumping</b>
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- It was raised as a reminder that SJ have requested consideration for funding to be placed on the agenda for discussion

<b>6.4</b>	<b>Planting of Trees</b>	
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- Mrs. J Briggs has not had a chance to plant the trees. There is an urge to continue watering by all who attend the ground.

<b>6.5</b>	<b>Sanitary Bins</b>	
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- The bins were full again and pony club had to empty some of it – query as to how often they are meant to be emptied. Miss. E Hunn will enquire and follow up.

<b>6.6</b>	<b>Additional Wheelie Bins</b>	
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- There is consideration to obtaining further wheelie bins, especially over near the new yards where there are 44 gallon drums overflowing with rubbish.

<b>6.7</b>	<b>Toilet paper query</b>	
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- Query as to who to contact if toilet paper runs out – clubs can do so themselves and seek reimbursement, otherwise Mrs. J Briggs can arrange re-fill.

<b>6.7</b>	<b>AGM</b>	
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- There was a query about the date of the TEC AGM – we hold it the month after ET conduct theirs. This year ET are holding theirs 1<sup>st</sup> September, we will follow.

## **7. Next Meeting**

<b>7.1</b>	<b>Next Meeting</b>	
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- Tuesday 29<sup>th</sup> August 2017 at the Horse Shoe Tavern, commencing 1900hrs.

## **8. Closure**

There being no further business, the Chairperson declared the meeting closed at 2050hrs.

Confirmed: ..... (CHAIRPERSON)

Date: / /