



# TASMANIAN EQUESTRIAN CENTRE BOARD OF MANAGEMENT

Minutes of the Board Meeting held on Tuesday 20<sup>th</sup> February 2018, at The Foreshore Tavern, Lauderdale. Meeting opened 1717hrs.

## MINUTES

### 1. WELCOME & APOLOGIES

Present: Erin Hunn (Chairperson), Kate Cawthorn (ET Rep), Andrea Watson (Treasurer), Jennifer Briggs, Lynda Lonergan (Casual User Rep) and Karen Allen (DT Rep).

Apologies: Alex Marshall (Secretariat), Kate Guinane (STEA Rep), Sascha Stephens (H&D Rep) and Nicky Brown (SJ Rep).

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

- MOVED: Jennifer Briggs SECONDED: Kate Cawthorn and CARRIED "That the minutes of the Board meeting held on 9<sup>th</sup> January 2018 are accepted as a true and correct record of that meeting."

### 3. MATTERS FOR ADDRESS

#### 3.1 Action List

- Not presented, to be updated for next meeting
- Will continue to update and monitor

#### 3.2 Casual Users

- E. Hunn welcomed Lynda Lonergan to her first meeting and thanked her for taking on the role of Casual User rep.
- L. Lonergan is in the process of replacing keys for those casual users who's keys don't work after a recent issue with the gate padlock.

#### 3.3 Light Poles

- K. Cawthorn had organized Spectran to collect the light Poles from Bellerive, but they took the wrong truck. Now to occur this coming week.

#### 3.4 Fundraising Opportunities

- L. Lonergan said that casual users were happy to organize a car boot sale, this will probably occur during autumn once the majority of competitions have finished.

#### 3.5 Grant opportunities

- L. Lonergan has been exploring grant opportunities. Although on one occasion was told Sue McDermott had already been in touch re grant.
- E. Hunn to clarify with Sue what grants she is applying for and for what purpose so that we aren't doubling up.

#### 3.6 User group responsibilities

- E. Hunn to complete letter to be sent out to user groups.

#### 3.7 Watering of the arenas

- A meeting was held at K. Allen's house on 1<sup>st</sup> February between TEC board members (K. Allen, L. Lonergan, J. Briggs, A. Marshall and E. Hunn), Cindy Newell representing H&D and Alison Watson to discuss watering processes. A. Marshall will provide notes from this meeting.

- Dressage Central have agreed to pay for any watering undertaken on the centre leading up to the upcoming Dressage Championships. E. Hunn reported that the system that had been put in place around advising herself when watering was occurring hadn't been happening, so accuracy of the bill may not be guaranteed.
- On top of TEC agreeing to pay a maximum of \$20 per week for watering the dressage arenas, STEA and H&D have agreed to contribute \$10 per week. DT will also contribute \$20.
- DT have passed that watering is not to occur on the park when it is in use. Recently watering with the K-Line had occurred during Pony Club rally.
- DT are looking to develop a committee position of Dressage Park Manager, this position will manage their watering and maintenance of the dressage arenas and report to DAT.

<b>3.8</b>	<b>Yards</b>
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- L. Lonergan advised that a casual user had reported that 17 yards were missing tyres and a number of yards were missing clips or eyelets. J. Briggs and Mark to fix steel yard clips. L. Lonergan to gain materials and fix wooden yard clips and chains. Was suggested that anyone could grab some tyres from down the back and place into yards missing them.
- Again it was raised that people aren't always cleaning out their yards following use, reps to take back to user groups.

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

<b>4.1</b>	<b>Financial Report</b>
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Report circulated.

Current Balance: \$30, 291.47

Reimbursement sought:

Jennifer Briggs \$792.25 – Arena raking, dirt and bags for plants

Tammy Woolley- \$25.00- key deposit refund (E.Hunn to get bank details)

Tas Irrigation- \$1853.50

Both approved by the board

Internet banking is now set up.

**Moved:** A Watson **Seconded:** Kate Cawthorn

#### **5. CORRESPONDENCE**

<b>5.1</b>	<b>Outward</b>
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- Email to Tania Hay re Coach User Fees
- Email to Sue McDermott and Clarence City Council re tree removal on Dressage Park

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

<b>6.1</b>	<b>Payment through nominate</b>
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- E. Hunn proposes that as of the new financial year all TEC payments be done through nominate, this will assist in reducing the time required of person processing payments.
- A. Watson to set up with Nominate
- Fees to be as follows:
  - \$180 Casual user fee
  - \$250 Coach user fee
  - \$340 Coach and casual user fee
  - \$50 under 18 casual user fee when parent is a casual user
  - \$100 casual user fee (pro-rata 1/1)

- \$160 Coach user fee (pro-rata 1/1)
- \$2000 user group yearly fee
- \$5 rider levy
- \$10 XC rider levy
- \$25 key deposit

<b>6.2</b>	<b>Day use fee increase</b>	
	<ul style="list-style-type: none"> <li>• E. Hunn proposed that day use hire should increase from \$150 to \$200 as of 1/6/18. Tec Board supported this. Also suggested they have to pay arena preparation cost.</li> </ul>	
<b>6.3</b>	<b>Meeting with Etas Board</b>	
	<ul style="list-style-type: none"> <li>• TEC Board to attend the next ETAs meeting on March 20<sup>th</sup>.</li> <li>• Topics to be discussed include applying for grants and strategic planning with the board.</li> </ul>	
<b>6.4</b>	<b>Irrigation Tasmania quote</b>	
	<ul style="list-style-type: none"> <li>• K. Allen has received a quote for the upgrade of the watering system to provide a manual turn on, but automatic turn off and also to replace the 360-degree sprinklers to make watering more efficient.</li> <li>• Quote is \$3707. Tec agree to pay half of this upgrade being \$1853.50</li> <li>• Karen to arrange for Greg Pregnell to undertake works.</li> </ul>	
<b>6.5</b>	<b>Tractor course</b>	
	<ul style="list-style-type: none"> <li>• L. Lonergan to gather names of people who want to undertake the tractor course. E. Hunn to organize with Andrew McDermott once the names have been obtained.</li> <li>•</li> </ul>	
<b>6.6</b>	<b>Measuring pad</b>	
	<ul style="list-style-type: none"> <li>• Etas has organized for the concrete to be done for the measuring pad on the 10/3.</li> </ul>	
<b>6.7</b>	<b>Working Bee</b>	
	<ul style="list-style-type: none"> <li>• DAT organized a working bee for last Saturday and managed to complete a number of tasks, including fixing the round yard and covering in the hole near the watering system.</li> </ul>	
<b>6.8</b>	<b>TEC Policies</b>	
	<ul style="list-style-type: none"> <li>• TEC will develop and formalise policies on issues that might cause confusion and disharmony. I.e. Policy topics could be; Championships Day(s) - The TEC to be solely used for relevant user groups use (other users cannot use the TEC on these days); Watering of arenas or grass areas - Horses are NOT to be ridden while sprinklers are on, etc. Formalised policies will be based on Health and Safety for horses, riders, coaches, etc. Please feel free to offer more for discussion;</li> <li>• L. Lonergan volunteered to write these up, was suggested a separate meeting occur to develop policies.</li> </ul>	
<b>6.9</b>	<b>Arena management before use</b>	
	<ul style="list-style-type: none"> <li>• TEC will ensure that User Groups will make sure arenas are raked and watered before using the arenas. The last Pony Club Rally was an oversight and part of the trialling of the new arena management policy. E. Hunn will ensure this will be actioned for future rallies.</li> <li>• Groups are also encouraged to rake sides and corners of arena when they are using them. If everyone does a little bit then it isn't a big job for a couple of people.</li> </ul>	
<b>6.10</b>	<b>Manure in carpark</b>	
	<ul style="list-style-type: none"> <li>• As per yards, it is the responsibility of owner/rider of the horse to pick up all manure. User groups to request all manure removed from yards and carpark;</li> <li>• Manure in grass areas, including float-parking area. To be picked up by users, but in addition the areas should be harrowed. TEC has a Harrow suitable for grass areas but E. Hunn will check if it is usable. If not, TEC propose to purchase another so that User Groups can easily Harrow these areas as required (ie behind a car).</li> </ul>	

<b>6.11</b>	<b>Rubbish Bins</b>	
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- Skip bin lids do not clip up. Veolia to be approached to fix this issue;
- Wheelie Bins. User groups can move these around the areas needed for their purpose, but for ease of emptying should be fitted with garbage bags to fit wheelie bins. These should be emptied as required into the skip for every day of competition (health and safety). Bins to be returned to Clubroom Rea after use

<b>6.12</b>	<b>Hole in clubroom floor</b>	
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- It has been reported that there is a hole in the floor between the kitchen and back room. Lynda Lonergan has offered to ask her flooring specialists for assistance to fix this

<b>6.13</b>	<b>Electric Gate</b>	
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- J. Briggs has offered to get a quote to have an electric gate placed a short distance from the current gate. This would assist with the problem of the gate being consistently left open. The idea would be that the gate could be used on club days.
- J. Briggs to explore different types of gate and powering options and provide for next meeting.

<b>7. Next Meeting</b>		
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<b>7.1</b>	<b>Next Meeting</b>	
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- Tuesday 3<sup>rd</sup> April 2018 at the Foreshore Tavern, Lauderdale, commencing 1900hrs.

<b>8. Closure</b>		
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There being no further business, the Chairperson declared the meeting closed at 2115hrs.

Confirmed: ..... (CHAIRPERSON)

Date:     /     /