



TASMANIAN EQUESTRIAN CENTRE BOARD OF MANAGEMENT

Minutes of the Board Meeting held on Tuesday 23rd May 2017, at The Horse Shoe Inn, Cambridge.
Meeting opened 1917hrs.

MINUTES

1. WELCOME & APOLOGIES

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

Apologies: Mrs. J Hodder (DT Rep).

2. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

- MOVED Mrs. Andrea Watson, SECONDED Mrs. K Guinane and CARRIED "That the minutes of the Board meeting held on 11th April 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

- Have continued to receive a few more memberships at the pro-rata rate since last meeting.

3.3 Groundsman

- Mr. D Mitchell repaired the front gate and re-added clips to each steel dropper so that the gate can be clipped open while driving through.
- The leaking tap has been fixed, along with the colourbond shed door.
- The reported broken branch near the DT area has also been addressed.
- With regard to the front gate, we still have issues with it being left open while the ground is in use – will be addressed with user groups.

3.4 Ground development & Grant funding

- Ms. K Guinane advises the approximate date for funding decisions in the minor grant program is 5th June 2017, we will then be advised of the outcome through DPAC and if successful, are required to supply the remaining 50% of the funding to purchase the four wheeler.

3.5 TasNetworks

- Nil further at this stage.

3.6 Light Poles

- Ms. K Guinane will follow up delivery to the centre and once they arrive, the board will need to address the power upgrade.

3.7 Fundraiser

- Mrs. K Cawthorn has numerous quotes/prices etc for the proposed event which can be considered once the board agrees on a suitable date.
- DT have their ball in July & unsure on definite date for SJ ball
- Consideration is being given to holding the TEC ball on the Saturday evening of SJ championships.

3.8	User Group Responsibilities
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- Miss. E Hunn will finalise the letter and send out to user groups ASAP.
- The purpose of this is to articulate the responsibilities and functions of user groups and the TEC board, it will also address protocol when approaching matters for information, consideration and discussion by the board.

3.9	Coaches Fees
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- Miss. E Hunn will update the coaches form and advise coaches of the pending fee increase, that will be actioned in the new financial year 2017/18.
- The board discussed this matter at length and came to a unanimous decision on the following fee structure:
 - \$340 per annum for coaching fee and casual user membership
 - There will be no 'family' rate for coaches, however children under 18 will be charged an additional \$20 on top of the coaches fee and children over 18 will cost the standard full casual user fee.
 - \$250 coaching fee without casual user membership
 - \$180 is casual user fee

3.10	Cross Country Course
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- At suggestion of board members, the winter months that see the cross country course closed will be July, August & September to cover the historically wettest months of the year and minimise wear and tear.
- STEA and PC can still utilise the course for planned lessons/training – it will be closed to other users.
- To counter this, the training course can be used.

3.11	Yard Repairs
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- Friends of TEC is still something the board would like to offer for yard sponsorship, this can be done once pricing for yards is established.
- The yards requiring repairs will be completed with timber posts and steel rails

3.10	Cross Country Course
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- Mr. A McDermott may be available to run a tractor course for TEC in June, Mrs. S McDermott will advise the board of possible dates.

4. TREASURERS REPORT

4.1	Financial Report
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Report circulated by Mrs. A Watson (period 11/04/2017 – 21/05/2017)

Opening balance - \$17,261.25

Incoming funds - \$4,320.74

Outgoing funds - \$8,327.36

Closing balance - \$13,254.63

Reimbursements:

Mrs. J Briggs \$444.50 Raking

5. CORRESPONDENCE

5.1 Outward

- Invoices to user groups

5.2 Inward for Information

- Nil to report

6. General Business

6.1 Meeting Venue

- Matter was raised that the Horse shoe may not be suitable, however due to vast residential areas that the board members live in, TEC grounds are not centrally located and from board experience, very cold in winter months.
- There are limited central locations for all members, decision to remain at the Horse Shoe was decided for now, unless other feasible options are presented for consideration.

6.2 Water Bill

- Addressing the water bill that was received and mentioned in the last meeting, the matter was again raised for discussion post some investigations to the usage.
- The meter has only been operable since October 2016, meaning the next bill will provide greater context to usage.
- Miss. E Hunn will learn how to read the meter from Mr. A McDermott, who previously kept an eye on usage (as documented in minutes).
- The board have decided that from now forward the water will be billed on a 'user pay's' basis
- It will be monitored for excessive usage – has been a documented problem in the past, per meeting minutes.
- The board is considering approaching council for some assistance or discount on water, although TEC lease the land, it is still a sporting venue within Clarence City Council.
- Unanimous board decision to break down the recent water charges as follows:
 - Dressage Tasmania - \$500
 - Pony Club - \$250
 - STEA - \$250
 - Show Jumping - \$250
 - TEC will cover the gap of \$1,300
 - User groups will receive invoices as above.

6.3 Wash Bay

- It was raised that the current wash bays are not in great condition due to the lack of drainage & request consideration for new bays.
- The board discussed the matter and feel the current wash bays could be addressed by digging drainage trenches, filling with blue stone to create less flooding. While this is a consideration it is not high priority due to the need to repair yards and current finances.
- Is worth considering adding some in when we complete further additional yards and approach ET with proposal for joint funding if the new wash bays are made suitable to be measuring bays as well.
- Another consideration is to approach work skills/TAFE, Department of Justice to see if they would be open to assisting on the project.

6.4 Show Jumping funding consideration

- Ms. N Brown has requested that SJ's prior request for funding consideration from TEC be added to the agenda for discussion and decision.

6.5 Archery

- Ms. N Brown advises that archery were using the grounds during Southern Hopefuls and also during a STEA training day.
- It is suggested that we provide them with a calendar for their information, as TEC is the formal leaser from Council.

6.6	Planting of Trees	
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- The trees require planting in bags ASAP, Mrs. J Briggs requests permission to obtain a truck load of dirt and adequate bags to complete this task.
- Board agreed to the purchase of necessary dirt/bags.

6.7	Working Bees	
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- It was suggested that the board schedule some working bees soon, to arrange tree planting and also address some of the drainage issues around the wash bays by spreading road base/gravel where the water is problematic.
- Board decision to run a working bee on 1st July 2017.

7. Next Meeting		
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7.1	Next Meeting	
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- Tuesday 11th July 2017 at the Horse Shoe Tavern @ 1900hrs

8. Closure		
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There being no further business, the Chairperson declared the meeting closed at 2022hrs.

Confirmed: (CHAIRPERSON)

Date: / /