



TASMANIAN EQUESTRIAN CENTRE BOARD OF MANAGEMENT

Minutes of the Board Meeting held on Tuesday 29th August 2017, at The Horse Shoe Inn, Cambridge.
Meeting opened 1919hrs.

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), Ms. K Guinane (STEA Rep) and Mrs. J Briggs.

Apologies: Mrs. S Stephens (H&D Rep)

2. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

- MOVED Mrs. J Briggs, SECONDED Mrs. K Cawthorn and CARRIED "That the minutes of the Board meeting held on 11th July 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

- An email has been sent to members seeking Expressions of Interest in the role of 'Casual User Rep'. This will be monitored and updated by Miss E Hunn

3.3 Groundsman

- Mr. D Mitchell has fixed the water pipe near the yards. This was a joint issue with the pipe and has been corrected.
- It was discussed by the board that we should encourage user groups to commence assisting around the grounds now the season is fast approaching. There seems to be less attendance to 'TEC Working bees' in comparison to numbers that attend when run by a user group. This would assist greatly with maintenance.
- To be taken back to user groups by the relevant representative present at meeting

3.4 Ground development & Grant funding

- Miss E Hunn and Mrs. S McDermott attended a meeting with Mr. Alex Chipchase from Clarence City Council to discuss funding opportunities that may exist – at this stage it appears there is little available and unlikely to be forthcoming.
- As a result of the meeting, Clarence City Council have advised they are completing an 'Open Area Plan' to assess the centre.
- There has been recirculation of the 'Roscommon Plan' recently, which still includes a path running through the grounds that has been discussed at length previously. This matter is being followed up by Mr. Chipchase, who will provide advice as to why the path is still included.
- Clarence City Council conduct 'Sport and Recreation surveys' annually, to assist with gaining an understanding of the sports and engagement offered within the council area. The board will seek to have each user group complete one of these to provide both council and the board greater participation understanding, which will support future funding applications.

- The board is aiming to hold a session with user groups to brainstorm and create a five year plan that will allow greater focus on where our efforts are going. This process will be conducted to allow user groups an active participation in how the centre is developed. This will look to be conducted late September, early October.

3.5	TasNetworks/Light Poles	
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- Mrs. K Cawthorn will arrange delivery of the poles via Marriotts, as per the previous minutes.
- Ms. K Guinane advises there will need to be extra hands on deck to assist with moving the poles, as they will need to be dismantled. To be arranged between Mrs. K Cawthorn and Mrs. J Briggs.
- Once the poles are at TEC, the relevant electrical work can be booked in and progressed.
- The board understands the need to consider additional power for camping at the centre, this will require power upgrades in order to facilitate this.

3.6	User Group Responsibilities	
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- The letter has been drafted and will be sent to board members prior to going out to user groups.

3.7	Yards	
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- Mrs. J Briggs will attend the centre and assess the need for repairs so that the board can prioritise which yards and repairs are conducted.
- As previously raised, the board believe some of these repairs should be shared – user groups can assist where issues are identified.

3.8	Toilets	
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- The board has arranged for new keys for the toilet roll box, as there have been issues with supplies.
- Mrs. J Briggs has purchased an additional 2 boxes of large rolls
- Of note – TEC has an account with the supplier in Moonah, anyone can make arrangements for supplies when needed. Another role that should not rely on board members to action, user group reps are asked to feed this back to groups.

3.9	Terinius Timber	
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- The board have discussed and agree we need to get some posts/rails to create a boundary around the envirocycle for risk management reasons, the lid is still insecure and not safe.

4. TREASURERS REPORT

4.1	Financial Report
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Standard report not circulated – Mrs. A Watson has resigned

It is asked that board members give consideration to who may be suitable for this position. The role of treasurer is the only paid position @ \$1,200 p/a, if no one suitable is identified, it will be advertised.

Have been requested for information on rider levy breakdowns – currently the reports/financials do not allow for specific breakdown. Miss E Hunn will speak with Mrs. A Watson to obtain more specific detail to feed back to user groups.

Miss E Hunn circulated the financial report that was produced for the ET board recently, which indicates the centre running at a loss of \$14,000 for the prior financial year.

Mrs. A Watson is yet to send out the yearly invoices to user groups, which is being done ASAP.

Reimbursements:

Mrs. J Briggs - \$360 (Arenas June/July)

Mrs. J Briggs - \$360 (Arenas July/Aug)

5.	CORRESPONDENCE
5.1	Outward

- Miss E Hunn sent reply to Mrs. K Morrow regarding coaches fees query

5.2	Inward for Information
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- DPAC letter advising TEC of unsuccessful grant application
- Resignation of Mrs. A Watson

6.	General Business
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6.1	Rider Levy
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- Query has been raised in view of assisting income issues for the centre, regarding a potential increase to rider levies.
- The board decided to table the suggestion for consideration in the new financial year.

6.2	Water Usage
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- Mrs. J Briggs has been taking photographs of the water metre on her phone when raking arenas, to ensure the board can monitor this given the significant costs in recent times.
- This continued monitoring will be done formally via spreadsheet and will be reported at meetings, user group reps are to ensure the groups are advised of this process so that it is not a shock when invoices are issued accordingly.
- It is suggested that moving forward the following process takes place for watering: The user group representative is contacted, nominating a date that the watering is going to occur and allow time for a board member to take a reading of the metre prior to watering. It is then suggested the person watering takes a reading on conclusion to ensure continuity.
- A record book will be kept and where gaps appear the board will ascertain best scenario for billing.
- Effectively, the board are seeking user groups to propose their watering plan via their representative to allow suitable time for readings and recording, in turn providing more direct invoicing.

6.3	Friends of TEC concept
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- This idea is still in conception phase, the board need to consider a 'Statement of Duties' that will allow specific function of the group and clear understanding of the roles.
- This will be useful working towards our '5 year plan' to allow common goals and team work.
- It is suggested the process is an 'Expression of Interest' put out to the user groups, allowing 30 days for applications.
- Once the 30 days expires, collate applications and allow establishment.
- Ideas floated around this area for fundraising/sponsorship seeking – Drone footage to 'showcase' the centre, approach politicians for assistance.

6.4	ET Rep/Follow up
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- Mrs. K Cawthorn advised the ET meeting had raised some questions regarding TEC funds/coaches fees and expenditure, however it appears all these matters were addressed at the combined meeting held at Mr. T Williams' house.

6.5	Plants
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- Mrs. J Briggs is planning on having the plants sorted and dealt with over the next 8 weeks.

6.6	Arena closure signs/raking
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- Mrs. J Briggs has requested the board consider some 'Arena closed' signs, for use when the arenas have been done for competition etc.
- Will put a post on facebook to act as notification for members, when Mrs. J Briggs is heading down to rake.

6.7	Show Jumping Funding	
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- Ms. N Brown again raised the query of possible funding for Show Jumping, as previously requested.

6.8	Financial Coaches	
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- There was a query regarding how many coaches have become financial since the fee increase – it is advised at this stage to be 8.

6.9	Cross Country	
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- Discussion around the need to monitor use of the cross country course despite it approaching being 'open' again, as there are fences that should potentially remain closed for the sake of protection.
- Miss. E Hunn advises she is monitoring coaches and their use of cross country fences.

6.10	Key Hook	
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- It was raised that a larger key hook is required in the clubrooms – will be accommodated.

6.11	Dressage Championships	
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- Advised that Dressage Championships will be held at the centre and will be occurring on the weekend of 2nd/3rd March
- A 'Ground Crew' has been established, to assist with work around the centre and maintenance.
- At the last working bee held by Dressage, some telegraph poles were moved to designate warm up areas and stop vehicles gaining access to the park.
- The tree line around the arenas has also been cleaned out.

6.12	Manure piles	
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- Miss E Hunn advises the manure piles are being removed.

6.13	Cash box	
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- Mrs. J Briggs will arrange a new cash box for outside the clubroom

7. Next Meeting		
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7.1	Next Meeting	
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- Tuesday 10th October 2017 at the Foreshore Tavern, commencing 1900hrs.
 - This meeting will be the Annual General Meeting

8. Closure		
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There being no further business, the Chairperson declared the meeting closed at 2038hrs.

Confirmed: (CHAIRPERSON)

Date: / /