



TASMANIAN EQUESTRIAN CENTRE BOARD OF MANAGEMENT

Minutes of the Board Meeting held on Tuesday 9th January, at TEC. Meeting opened 7.00pm.

MINUTES

1. WELCOME & APOLOGIES

Present: Kate Cawthorn (Chairperson), Andrea Watson (treasurer), Karen Allen (DT Rep), Jo Fish (H&D rep), Nicky Brown (SJ rep). Rochelle Finearty (STEA REP) Ngaire Young (STEA rep). Lynda Lonergan (casual user Rep)

Apologies:

2. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

MOVED: Andrea Watson: Nicky Brown and CARRIED "That the minutes of the Board meeting held on 15th December 2018 are accepted as a true and correct record of that meeting."

3. MATTERS FOR ADDRESS

3.1 Welcome

Kate Cawthorn Welcomed all members.

- Ongoing matters raised from last meeting – See action plan
- It was decided that future planning for the TEC is a high priority. TEC board needs to implement strategic plan, a budget etc. This will be held over to the next meeting. Board members to have suggestions for next meeting on how and who will progress this. User groups are to start getting business plans together for Tec to move forward with and have to present to Etas in regard to negotiations with new lease and council. Discussed a working group in order to help user groups with this.
- Discussion then had to arena repairs and park development.
- Proposals from each user group were put forward for discussion as requested by ET (Tim's Letter) --- proposals were to outline what user groups felt would be a fair and reasonable out come in regards to arena developments and cost. User groups were asked to propose options as well as any fee structure for use of Dressage Park and other user group area should future developments be undertaken by user groups. Free structure presented from user groups included fees for user groups/ coaches/ casual users.
- Dressage/stea/pc presented options that they had agreed on at their own user group meetings.
- Kate to take proposals back to Etas for consideration. Kate asked any other proposals be given to her in writing prior to Etas meeting.
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3.2 Action list		
ITEM	PERSON RESPONSIBLE	STATUS
Yard repairs and carpark	There will be more maintenance required. Gravel will need to be put in the higher yards and pot holes. Kate in contact with Spectran re car park upgrade dates	Ongoing
Grant applications – Defib,	Defib grant submitted. Lynda to chase grant application as it has been sometime. We will purchase if grant will be much longer	50% complete
Light poles	Quotes on re using old poles donated to us have been higher than possibly getting new improved lighting put in. Poles to go on hold until carpark development plan and upgrades are addressed	In progress
Nominate booking system	Erin will continue to take bookings until we can finalize the nominate booking system. Kate and Andrea Watson to look at this moving forward. People have been booking park and this is working well. Happy to stay with system until user group development plan is finalized	In progress
Fire pump water cart	Steve will look into cost of replacing flat (not repairable tires) servicing pump, getting trailer up and running as soon as he is back from Holidays. He will service pump regularly in order to make sure it works. We might need to cover it over winter	Ongoing
Water usage	Users are keeping track of watering – There was a major issue when water turned on two separate times while riders were on arena. Karen has spoken to Tas Irrigation this problem has been fix.	ongoing
Slashing / Tractor	Keys have been removed from club rooms Tractor is NOT TO BE USED until broken parts are replaced and fixed. Parts have been ordered and service people should have this fixed by End of Jan	Kate
TEC policies. User group responsibilities / coach requirement (et and insurance) Arena Bookings	Kate Andrea and Lynda to look at Nominate booking forms for future booking requirements Arena are getting booked via Erin ATM with some success	Ongoing
New Car park next to show jump arena	Nicky Kate – quotes on getting grass sprayed earth moved so fill can be spread and parking area created next to show jump arena Motion moved Nicky Brown Seconded Kate Cawthorn Motion passed	ongoing

Measuring Shed	ETas have agreed to line the shed for measuring and safety	
Arenas	Proposals put forward about fees being charges for arena / grounds use from dressage /PC / Stea Proposals will will be taken to ET (lease holder) by Kate at next ETAS meeting for discussion and refinement. Et want common ground to be found across the board for all users.	In progress
Meeting with council	Kate, Tim and Andres meeting with council re business plan and new lease.	In progress

3.3	Casual users	
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- Lynda Lonergan has been appointed secretary for TEC

3.4	Car Park	
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Spectran have given quotes for up grade
New car park area proposed with old fill next to show jump arena.

3.5	Fundraising	
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- NIL

3.6	Grant opportunities	
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Holden grant and 2019 grant opportunities
Looking into possible future grants for TEC

3.7	TEC policies/User group responsibilities	
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In progress
Lynda working on document and drafting, moving user group responsibility to sit under policy rather than group correspondence

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4. TREASURERS REPORT

4.1	Financial Report	
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Report attached Passed KC, sec NB

Current Balance: See financials.

5. CORRESPONDENCE

5.1	Outward	
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5.2	Inward for Information	
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6. General Business

6.1	Secretary	
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- Lynda Lonergan appointed Secretary
- We can co-op other members for skill set

6.2	Maintenance	
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- Youth justice has been engaged to do works around the park, great job so far.
- Steve has fixed yards and toilet doors he is away for a few weeks but will get a list of new jobs on his return Steve is booked to do tractor course. User groups can utilize Steve however he will be booked through Tec
- Steve to invoice all to TEC for works up to date

6.3	Watering and Harrowing	
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As above

6.5	Slashing of grounds and Firebreaks	
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As above

6.6	Tractor	
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- Tractor course to be engaged – more members would like to do this

6.7	TEC Planning and Management of TEC	In progress
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- Board discussed management and costs associated with individual areas and hope to progress these discussions at future meetings

7. User Groups

7.1	Dressage	
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- DT Southern Zone arena proposals
Central Arena proposal

7.2	STEA	
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- NIL

7.3	Show Jumping	
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- Nil

7.4	Pony Club	
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- Policy tabled

7.5	Casual Users	
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- NIL

8. Next Meeting

7.1	Next Meeting	
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- Horse shoe inn 6.30 Feb 12

9. Closure

There being no further business, the Chairperson declared the meeting closed at 9.30pm.

Confirmed: (CHAIRPERSON)

Date: / /