



TASMANIAN EQUESTRIAN CENTRE BOARD OF MANAGEMENT

Minutes of the Board Meeting held on Tuesday 12th February 2019, at Horse Shoe Inn Cambridge
opened 6.45pm.

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)

Apologies: Lynda Lonergan (casual user Rep/secretary)

2. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

MOVED: N Brown and seconded K Allen CARRIED "That the minutes of the Board meeting held on 9th January 2019 are accepted as a true and correct record of that meeting."

3. MATTERS FOR ADDRESS

3.1 Welcome

Kate Cawthorn Welcomed all members.

- TEC Proposals have been passed by etas on the 29th Jan new options where sent out to user groups for voting tonight. Dressage have sent through some amendments which have been added and need to be accepted and voted on tonight before voting can occur. The new fee structure once voted on to start for user groups next financial years. Etas would like this issue sorted in a fair manner with common ground being found.

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Amendment one

Casual user Option Two

\$180 per year paid to TEC for use of the yards, grassed areas (unless closed) toilets, power, water, wash bay and lunging yard.

\$5 (paid to Dressage) per arena per booking.

\$5 FOR CASUAL USERS WHO ARE NOT DRESSAGE TASMANIA MEMBERS

NO CHARGE FOR DRESSAGE TASMANIA MEMBERS

Andrea and Nicky raised the issue that for years the issue Dressage have had is with the amount of use the casual users have on the arenas, Andrea highlighted that currently we have approx. 50 casual users of which 45 are dressage Tas members, so therefore no income will be generated for the arena use from casual users. Karen advised this is what Dressage wanted.

Amendment voted on and agreed to keep in

Amendment 2

Event Hire of grounds

Option Two

One free event per year for all area use per user group.

\$150 per Arena per event. Club using the arenas will be responsible for Harrowing and Water the arenas before and after the event.

\$5 per rider paid to TEC.

Grass area is free. **and available for Warmup only. There are to be no Dressage Arenas setup on the grass.**

Kate raised the issue that Stea and pony club during Champs use grass arenas to cater for the numbers at these events. Karen advised that they where able to use the pony club area for grass arenas. Discussion was had around this issue.

Amendment voted on and it was agreed to keep it in.

Amendment 3

Rally /Training Days

Option One

(50 per Arena) \$75 for use of two arenas (Arenas 1 & 2) per day, club using the arenas will be responsible for Harrowing and Water the arenas before and after.

\$5 Levy to be paid to Tec per rider

Amendment voted on and agreed to remove it.

Amendment 4

Rally /Training Days

Option Two

\$10 per rider for use of Arena 1 and 2 club using the arenas will be responsible for Harrowing and Water the arenas before and after.

\$5 going to TEC

\$5 going to Dressage. ~~This fee is not to apply to Dressage Tasmania or Coaches.~~

Kate Advised that it was not really up to user groups to decide on what coaches had to pay at TEC it was agreed to remove the word coaches from this amendment.

Amendment voted on and agreed to keep with the removal of coaches

All Amendments and changes are agreed and carried to be moved forward to voting.

Tasmanian Equestrian Centre **Ground Hire Payment Options**

Casual users

Option One

\$180 per year paid to TEC for use of the yards, grassed areas (unless closed) toilets, power, water, wash bay and lunging yard.

\$50 per year paid to Dressage for use of Booked Arena's (1 or 4)

\$5 Paid to Dressage per Booking to Ride on the other Arenas (2,3 and 5).

Option Two

\$180 per year paid to TEC for use of the yards, grassed areas (unless closed) toilets, power, water, wash bay and lunging yard.

\$5 (paid to Dressage) per arena per booking.

\$5 FOR CASUAL USERS WHO ARE NOT DRESSAGE TASMANIA MEMBERS

NO CHARGE FOR DRESSAGE TASMANIA MEMBERS

All Bookings and payments will be through Nominate.

Optioned voted

Casual user option 1 vote 1

Option 2 had 4

Option 2 agreed upon

Coaches

Option One

Coaching fee remains at \$280 for Coaches or \$340 to Coach and be a Casual user

Non-Casual users using the Arenas/grounds with a coach \$10 per use with \$5 going to TEC and \$5 to Dressage or other groups.

Any XC payments will be held in a XC Development account for use on XC. DT requests that our payments are also held in a development account for use on the Dressage area.

All Bookings and payments will be through Nominate.

Option one voted and agreed upon

Event Hire of Grounds

Option One

One free event per year for all arena use per user group.

Grass area is free.

\$10 per rider per event with \$5 going to TEC and \$5 to Dressage, club using the arenas will be responsible for Harrowing and Water the arenas before and after the event.

Option Two

One free event per year for all area use per user group.

\$150 per Arena per event. Club using the arenas will be responsible for Harrowing and Water the arenas before and after the event.

\$5 per rider paid to TEC.

Grass area is free. and available for Warmup only. There are to be no Dressage Arenas setup on the grass.

All Bookings and payments will be through Nominate.

Option 1 had 3 votes

Option 2 had 2 votes

Option 1 agree upon

Rally /Training Days

Option One

\$75 for use of two arenas (Arenas 1 & 2) per day, club using the arenas will be responsible for Harrowing and Water the arenas before and after.

\$5 Levy to be paid to Tec per rider

Option Two

\$10 per rider for use of Arena 1 and 2 club using the arenas will be responsible for Harrowing and Water the arenas before and after.

\$5 going to TEC

\$5 going to Dressage. This fee is not to apply to Dressage Tasmania

All Bookings and payments will be through Nominate.

Option one had 3 votes

Option two had 2 votes

Option one agreed upon

- 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.

Grants – Dressage central (misinformed) were applying for a grant for development of their new arena, Central have been informed by Chair of TEC and Etas that they cannot put in for TEC grants, grant application for dressage have to come from southern (Tec user group) and has to follow correct procedure, all grounds work development by any user group needs to be presented to Tec board for voting then

passed by Etas (holder of lease) in order to get letters of support ect. For application to be submitted. This grant is the same grant TEC had considered looking at (with discussion to be had this meeting) for ground infrastructure up grades. If southern dressage were not applying for grant did Tec want to apply with a possible proposal to be put forward that half grant goes toward repairing arena 4 (if possible in current state) and 1/2 going to possibly development out the back share area with dressage/jumping/stea/pc facilities used by all user groups? Or did tec want to apply for grant for carpark upgrade cost. Dressage (southern) has now decided to go ahead with grant application for their new arena thus causing conflict if Tec were to also apply. We need to vote on are all user groups willing to support grant application to go. All users groups voted to support Dressage and this grant for \$10 000. This has outlined the need for TEC to develop a plan moving forward in regard to grant applications. All user groups agreed that the All-purpose arena is the first priority for any grant application from TEC. Any smaller grants available can be used for other projects once Tec work out a list of priority's

Arena 4

Letter received from concerned members in regard to the option of leaving arena 4, also a request from PC/Stea how much work and cost need to be done to keep arena 4.

Etas have asked for arena 4 base to stay in place in short term so further investigation can take place once sand is removed to actually determine the condition of the base, as one quote of \$10,400 (plus extra gravel required and new sand) has shown there is a chance to fix this arena for a reasonable cost. If arena were to stay and can in fact be repaired as per quote indicate this disrupts dressage's plan for the area as that was to be their warm up space. Dressage long term plan was to remove this arena and arena 1 and develop the back warm up area of show jumping to become their warm up area.

Karen advised that Dressage would like arena 4 removed and also has mentioned that dressage is happy to give pc the gravel from arena 4 and also extra gravel from a member to assist with a new arena in the pc area. Jo is happy to take this back to pony club for more discussion. Kate, Nicky and Andrea will look into the options on arena 4 and present them back to the user groups.

Jenny Hodder wrote to Kate re Arena 4 see attached letter and reply.

- Irrigation system bill sorted and paid.
 - Emily Cullen Casual user membership paid good to go – she did not purchase a key and is trying to use an old key Linda to follow up with her
 - User group Business plans ASAP moving forward –all groups need to start one and provide these to Tec to be incorporated in the tec plan.
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- General business – Cleaning up around club rooms – steel concrete, old sheds, wire baskets, rotten pole, ECT

All the rubbish at tec need to be removed and cleaned up all user groups need to sort their areas and remove all unused items asap.

- Tec budget – income capital upgrades –improving income to fund upgrades. Can we look at more user groups eg show horse, carriage? What would their requirement’s be eg cost to Tec to set up infrastructure – covering yards, fixing grass areas ect

3.2 Action list		
ITEM	PERSON RESPONSIBLE	STATUS
Business Plan – projection and financial --- working group? outside help? Grant application – need to get a plan on what grants and amounts we want to apply for – and order of importance. ASAP	All	Ongoing
Grant applications – Defib, Suggested that the defib be placed in the toilets in a locked keypad box	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 perhaps look at selling these as they are not going to be suitable		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 Hollidays. He will service pump regularaly 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 wher 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	Tractor is fixed except for the tyre needs water which the new mainance man will do asap.	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
<ul style="list-style-type: none"> Tec budget – income capital upgrades –improving income to fund upgrades. Can we look at more user groups eg show horse, carriage? What would their requirements be eg cost to Tec to set up infrastructure – covering yards, fixing grass areas ect 		
Measuring Shed	EA have agreed to line the shed for measuring and saftey	
Meeting with council	Kate, Tim and Andres have meet with council re business plan.	In progress
3.3	Casual users	
	<ul style="list-style-type: none"> No report 	
3.4	Car Park	

Spectran have given quotes for up grade

New car park area proposed with old fill next to show jump arena. Kate to follow up on this.

3.5	Fundraising	
	<ul style="list-style-type: none"> NIL 	

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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 Karen allen , seconded Nikki Brown

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		
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6.2	Maintenance	
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Steve to look at the fire door in the club rooms and the loose ceiling tile. Steve to fix the tap near the plants.

6.3	Watering and Harrowing	
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Still looking for grass Harrows

6.5	Slashing of grounds and Firebreaks	
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Archery have asked about slashing and need to sort their area.

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6.7		
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7. User Groups

7.1	Dressage	
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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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- 6.30pm 12th march 2019 venue tba

9. Closure

There being no further business, the Chairperson declared the meeting closed at 9.20pm.

Confirmed: (CHAIRPERSON)

Date: / /