



TASMANIAN EQUESTRIAN CENTRE

TASMANIAN EQUESTRIAN CENTRE BOARD OF MANAGEMENT

Minutes of the Board Meeting held on Tuesday 27th August, at The Horseshoe Inn Cambridge.
Meeting opened 7.30pm.

MINUTES

1. WELCOME & APOLOGIES

Present: Kate Cawthorn (Chairperson), Andrea Watson (treasurer), Karen Allen (DT Rep), Jo Fish (H&D rep), Nicky Brown (SJ rep). Mel Curtian (STEA REP)

Apologies:

2. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

MOVED: Andrea Watson: Seconded Nicky Brown and CARRIED "That the minutes of the Board meeting held on 1st July 2019 are accepted as a true and correct record of that meeting." With the amendment of the TEC Trees being approved for Sale by the Board be included in the minutes.

3. MATTERS FOR ADDRESS

3.1 Welcome

Kate Cawthorn Welcomed all members.

- Ongoing matters raised from last meeting – See action plan

3.2 Action list		
ITEM	PERSON RESPONSIBLE	PERSON RESPONSIBLE
Trees/Plants	<p>Karen to follow up with the council about the new trees for around the yards and any other area of Park. Andrea to send Karen the TEC letter head.</p> <p>Tec will not replace the TEC plants for the user groups as the new fundamental principles state that the groups need to be responsible for their own areas. The better option will be for the individual groups to hire them for events from HCC or purchase their own. Tec will be Planting trees around the grounds</p>	Karen and Andrea
TEC Secretary and co-opted board positions	To nominations received for the secretary role, the board agree that the nominees need to be sent a description of the role and what it will entail, both nominees if still interested are then asked to send a brief to the board of what they can offer as secretary. The secretary role will also include being the nominal treasurer. Andrea will continue to do the TEC financial work on behalf of Etas and will send the required reports to the new treasurer each month. Tec agree to pay Etas \$100 per month for this service.	Kate/Andrea
Grants	Tec will look into paying someone to do grants - get them done and applications in. All committee to investigate. Advertise on the Etas Facebook page for expressions of interest	ongoing
TEC Business plan	The first draft Business plan is done. Our budgets need to have better projections from user groups. Kate to try and send out what questions need to be answered for business plan to reps.	Kate and the user group reps
Casual User Rep	The board have decided against a new casual user rep at this stage, the rep position hasn't really work in the past - we are going to open communications via e mail/Facebook to all members so they can be informed and put forward any questions direct to the TEC committee to table and discuss and respond direct.	Kate
TEC Planning	Andrea to provide large map for next meeting for drawing up projections of park and placement of development such as club rooms arena etc.	Andrea

Etas Engineers/ safety report	Etas have offered to pay for the total cost of an Engineers report re: The All-Weather Arena and the possible placement. Etas have also agreed to pay for a safety audit of the centre. The TEC board will meet at park and compile a safety report prior to outside report being done — need to outline issues that TEC is already aware of and things that need to be done. All user groups will be responsible for their own area report.	The TEC Board
TEC Development and maintenance	<p>Source quotes for deck on the club rooms, club room extension would be good to get a few quotes, Kate to speak with the Maintenance Man.</p> <p>Discussion about the use of the side carport and developing this area more.</p> <p>GRAVEL to be ordered to fill in around club room and yards. This will be order for when Andrew Calvert is at the centre next. Talk to Andrew about a spoon drain to be built to move water away.</p> <p>Tyres to be removed out of yards - TYRES NOT TO BE BROUGHT ON TO GROUNDS UNLESS FOR X COUNTRY JUMPS – what are all the tyres around near shed for? Are these for a jump?</p> <p>Outside lights on club rooms to be fixed - perhaps an outside toilet light.</p> <p>Wifi - to look at cost of wifi. Security cameras for club room, shed, toilets</p> <p>Fire extinguishers to be checked in club rooms.</p> <p>Mess in the club rooms inside door to be tidied up - user groups to clear put away all the stuff before it gets taken away.</p> <p>Back scoring room to be tidied up. A lot of “stuff” needs sorting and removing.</p> <p>Cupbords and stuff around front entrance to be cleared up.</p> <p>New kettle to be purchased for club rooms.</p> <p>Jodie Rybarczyk has offered to clean Tolkien’s on regular basis - she will provide invoices for purchases. Thanks to her Toilets have been fantastic</p>	<p>Kate</p> <p>The TEC Board</p> <p>Andrea and Kate</p> <p>Pony club to remove</p> <p>Maintenance man</p> <p>Jo Fish</p> <p>Andrea</p> <p>Everyone</p> <p>Everyone</p> <p>Kate</p> <p>Jody</p> <p>JO Fish</p>

	Harrows Kate spoke to Douglas Allen about the repair of the old harrows, he has quoted Max \$300 to repair, the board approve this, and Jo Fish will speak to Douglas about getting the Harrows to him.	

3.3	Grant opportunities
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Holden grant and 2019 grant opportunities are open TEC to advertise the need for someone to assist with the grant writing and looking into possible future grants for TEC. These thing need to be acted on quickly if we want to apply this year.

4. TREASURERS REPORT

4.1	Financial Report
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No report due to AGM report

5. CORRESPONDENCE

5.1	Outward
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Nil

5.2	Inward for Information
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General Business

Show Horse HOTY

TEC have been awarded the running of the 2020 HOTY. This will be organised by the TEC board with others assisting. The event will be held on the 25th and 26th of Jan 2020. There is lots that we need to organize.

Roles to be given to committee

Sponsorship needs to be looked at.

Kate discussed a quote for 16 rugs 14 bridle bags and 14 hay bags plus embroidery as quoted \$1785 the board agreed to go ahead and order them.

7. User Groups	
7.1	Dressage

- Dressage are doing works on grass area this will be done in two stages so part of grass will be closed while this is happening.

They Asked about Andrew Calvert spreading some extra topsoil, Andrew has agreed the extra cost of the soil, This will need to be paid for by Dressage.

Dressage are not happy with placement of donated shelter shed and would like to remove it. This would be at their cost however Tec is to discuss further what other uses for the shed may be first and to decide if it should be removed. The shed was a donation to Tec for all

Dressage would like to review the new user pay fee structure that is in place, this can be done as agreed on at the annual review of the userpays system that has been implemented.

7.2	STEA
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Mel C asked about the TEC tree sales as Stea had not had a reported back about the sale of them. This issue was clarified - discussion about sale had been happening since March and that trees have now been sold - money for sale of trees has been invested back into ground. — It is now up to each user groups to organize what they need for their events regarding trees.

7.3	Show Jumping
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Have started slashing their back warmup area with fencing and development to get underway in the near future.

7.4	Pony Club
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Pony club will be doing work on their area at some point. They wish to perhaps top dress the current area and extend to make it bigger so they can run games in the area, they have asked to be able to slash the proposed new area first to check the area before works commence.

Pony club have an issue with coaches coaching on the arenas after pony club before they are harrowed. No one is to use the arenas until they are harrowed unless they agree to harrow them as Pony club have been told to harrow arenas before and after use.

7.5	Casual Users
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NIL

8. Next Meeting	
7.1	Next Meeting

- TEC 24th September 2019 5.30pm at TEC

9. Closure	
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There being no further business, the Chairperson declared the meeting closed at 9.45pm.

Confirmed: (CHAIRPERSON)

Date: / /