

Pony Club Queensland Management Committee Meeting Minutes

24th April 2025

Held electronically via Zoom Conferencing

- 2025.04.01 Open Meeting – Chairman:** The President opened the meeting at 7.00 pm.
The President acknowledged the Traditional Custodians of the lands and waters of Queensland, past, present & emerging and welcomed any new delegates to the meeting.
- 2025.04.02 Attendance & Apologies**
2.1 Present: Executive Committee - Sarah Standen (Pres), Geoff Thomson (VP), Leah Frohloff (VP); Tracey Camilleri (VP); Melinda Hughes (Sec); Megan Wray & Michael Carlson (SCI).
Zones: John Martin/Peter Ryan (1); Jillian Bird (2); Alice James (4); Grace Brodie (5); Beryl Burkhardt (6); Debbie Iker (7); Karen Crouch/Stacy Needer (8); Robert McLachlan (11); James Fisher (18); Heather Atherton (23); Ken Jensen (26), Michael Shaw (28).
Observers: Melda McBeath (PCQ Complaints); Zem Halam/Dwayne Makemson (PCQ SteerCo), Christine Mumford (Z6)
2.2 Staff: Margie Davidson, Mary Genocchio
2.3 Confirmation of Quorum and Confirmation of Delegates: 50% of Executive Committee (8) and 25% of Zones (12).
Confirmed: Quorum Present
2.4 Apologies: Dee Dunworth (11), Lois Dawes (18), Barry Dossetto (26), Di Elder/Pat Lunney (28), Riana Davis (PCQ SteerCo)
Motion: “that the apologies be accepted”.
Moved: Robert McLachlan **Seconded:** Ken Jensen **Carried**
- 2025.04.03 Minutes from Previous Meeting**
Motion: “that the minutes of the previous meeting of 20th February 2025 are a true and accurate record of the meeting”.
Moved: Megan Wray **Seconded:** Beryl Burkhardt **Carried**
- 2025.04.04 Business Arising from Previous Minutes**
 Nil
- 2025.04.05 Treasurer’s Report**
 The Treasurer’s report was presented with no queries raised.
Motion: “that the Treasurer’s Report be accepted”.
Moved: Megan Wray **Seconded:** Melinda Hughes **Carried**
- 2025.04.06 Executive Committee Report**
PCQ:
Sub-Committee Reports from Management Committee Meetings of 20th February 2025.
 - **Coaching** – accepted
 - **Sporting** – accepted
 - **Dressage & Combined Training** – accepted
 - **Tetrathlon** – accepted
 - **Jumping Equitation & Showjumping** – No report
 The Executive reviewed and resolved to accept these reports as per above.
Strategic Plan 2023-2025:
 The action status of the strategic plan shows 89% closed; 8% in progress & 3% open.
 - Pillar 1 Governance & Culture: 13 actions; 10 closed & 3 in progress
 - Pillar 2 Development & Resources: 11 actions; 10 closed & 1 open
 - Pillar 3 Communication & Marketing: 3 actions; 2 closed & 1 in progress
 - Pillar 4 Integrity & Ethics: 10 actions; 9 closed and 1 in progress

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Recognition Pins:

It is disappointing to note that clubs still have not taken the opportunity to request the PCQ volunteer pin, and while it is only a small token of recognition, it does acknowledge the value of these workers in our clubs. Clubs rely heavily on this working group and while these volunteers provide the hard yards and don't expect to be rewarded, the occasional thank you is always welcomed. Please review your required quantities and advise the office if you have not already done so. These lapel pins are provided to clubs at no cost.

PCQ Marketing SteerCo'26:

The inaugural meeting of the Marketing group was held at the end of February with a number of pillars being determined. A second meeting was held several weeks later which provided some insight into the group members' experience, key strengths and pony club involvement.

Game Plan:

As advised back in February 2024, this is a free resource that is available through the Australian Sports Commission to State authority, zones and clubs. Game Plan is a tool designed to measure, develop and improve the capability of all levels of sport. Game Plan replaced the previous Health Check portal.

I can't stress enough the importance for zones and clubs to register their association with Game Plan. Future funding opportunities at all levels of pony club may depend on registration with the Game Plan platform.

While there has been an increase in the number of clubs that have registered from 24 to 51 (27.42%) of clubs registered leaving 135 (72.58%) of clubs still to register. Nine zones have now registered with 14 zones still to register. For those clubs and zones that have registered I strongly encourage you to be proactive and work through the modules and plans on the Game Plan platform.

Simplified Governance:

As reported in February, PCQ is currently developing a Simplified Governance document for the state, zone and club levels, it was hoped to have completed this earlier, but unfortunately this has been delayed. It is now hoped to have this completed this month.

Sport & Recreation Qld:

It is my understanding that Sport & Rec Qld has reached out to those clubs that may have been affected by TC Alfred. If your club has sustained damage and has not heard from the Department, I would recommend you go to the website at www.qld.gov.au/recreation/sport/funding/disaster-recovery to access the Disaster Recovery Program funding. This program provides \$5000 in funding to support immediate clean-up efforts. I would also encourage any club affected in the disaster-activated areas to apply for the funding.

Clubs that are affected are also asked (when able), to advise PCQ and if possible, also provide some photos.

Member Survey:

In late September, PCQ asked members to complete a survey to assist in helping PCQ serve members better. PCQ received 302 responses to this survey. The overall outcome of this survey was very positive however there were some areas of concern comprising bullying and poor morale at club level, toxic environments, frequency of rallies, new member club induction and age groups. The Executive is looking at ways these concerns may be addressed.

Zone Model Rules (Constitution):

It has been noted that some current zone constitutions are outdated and don't differentiate between Executive and Management, which may cause issues. To assist Zones in adopting an updated constitution, a more suitable document has been drafted and once reviewed by our legal advisors will be made available to Zones.

2026 State Championship Events:

In an effort to provide opportunities for clubs/zones to host these championship events and for riders to be aware well in advance, applications for all the 2026 State Championship events are now open.

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The Admin Office will have sent a communication to clubs and zones advising this, with the closing date for applications being the 16th June 2025.

MPIO's/Complaint Handling:

As previously advised PCQ now has three (3) qualified MPIOs to provide procedural information to members. Where possible all queries should now be directed through the MPIO email address at mpio@ponyclubqld.com.au for action or contact the PCQ Admin Office for a contact number. With three MPIOs in place, our previous MPIO Melda McBeath has now transitioned to the Complaints Handler role while still mentoring and providing support to the MPIOs.

National Fire Ant Eradication Program:

As previously advised, PCQ receives regular updates which are forwarded to clubs and zones in the targeted areas as well as being uploaded onto the PCQ website and Facebook pages. Fire ants are a serious bio-security threat, and clubs and members need to be vigilant.

eNews

During the February-March'25 period there were only two eNews publications circulated.

Topic	Date Sent
2025 PCQ Sponsors – Welcome to our Sponsors	19.02.2025
National Fire Ant Eradication Program – February '25 Update	02.03.2025

PCA:

2025 PCA Nationals:

For the first time PCA will be fully responsible for the running and organising of the Nationals event. PCA is currently updating the program and hope to circulate the final version as soon as possible. I understand more information will be available in this month's newsletter.

Motion: "that the Executive Report be accepted".

Moved: Melinda Hughes

Seconded: Robert McLachlan

Carried

2025.04.07

Office Manager's Report

Membership:

Members as at 20th April 2025. Riding: 3929 Social: 1421 Total = 5350

Clubs Affiliated – 133 out of 186

Club Office Bearers Returns – 63 out of 186

Zone Office Bearers Returns - There are 25 zones registered in Queensland, the following zones have sent returns; 1,2,6,12,16,18,22,26. **17 Zones are yet to comply.**

The President requested delegates to follow up on the Office Bearer Returns with the clubs/zones.

2026

Applications to host 2026 State Events are now available on the PCQ website > Resources > Forms > Zones and Clubs. Closing date is Monday 16th June.

Disciplines Sub Committee Returns – All 2024 PCQ Management Committee Delegates and Subcommittee Delegates will be removed by the end of May until the 2025 returns have been submitted:

Blue Cards:

A reminder to make sure all coaches and officials have current Blue Cards uploaded to their credentials. **Results will no longer be uploaded in credentials until such time as a signed Code of Conduct is received and a current Blue Card is visible.**

When renewing/purchasing membership on the JustGo database members will be unable to join as a Coach unless the details are showing in the credential section of their profile.

NCAS – PCA National Preliminary and Level 1 Coaches are required to submit a signed Re-registration Form and Activity Sheet every four (4) years. **The accreditation on the JustGo database will expire at 4-year intervals regardless of refreshers attended during that period.** Forms are located on the PCQ website > Resources > Forms > Clubs.

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Monthly Reminders:

The following forms can be found on the PCQ website under Resources > Forms and until they are received contacts will remain as they are.

- 2025 Club Office Bearers Return
- 2025 Zone Office Bearers Return
- 2025 Disciplines Sub Committee Return

Transfers on JustGo:

For those who have already purchased membership for the current year and transfer to another club: Secretary of incoming club accepts the transfer > rider goes into profile on JustGo database > Go to Membership > click on the Club they have transferred to > click on the Membership category they have joined under > Payment. The PCA & PCQ fees will come up as minus, but they will then pay the new club fee

When this process is completed, the member will show up as being a current financial member of new club. If this process is not completed the member may sit in new club membership as a member of old club.

Horse Registrations:

To reduce the quantity of pending registrations from 01/01/2025 all Official registrations that have not been paid for will be cancelled unless payment is received by the end of June.

If riders are wishing to compete in the Official section of Dressage, Combined Training, ODE, Jumping Equitation or Showjumping the horse **must** be registered, and the rider **must** have the appropriate card.

Official Events:

A reminder that all Official Day Programs and a list of Officials must be forwarded to the PCQ Office for approval prior to advertising. On completion of the event the results can be loaded onto the PCQ website by the organisers <https://ponyclubqld.com.au/upload-results-to-events-register/>

Club/Zone Uniform Details:

If changing or adding to club uniform, you must get approval from your zone before submitting the form.

All Club/Zone Uniform Listings can be found on the Forms page of the PCQ website under Clubs/Zones.

- Chinchilla have added a Maroon Fishing Shirt/White stripe down each sleeve with CPC logo, to their completion uniform for Campdraft.

PCQ Administration Handbook:

Highly recommended for all Club and Zone Office Bearers and can be found on the PCQ website > Resources > Handbooks, hard copies can be purchased through the PCQ Office

Correspondence to Zones/Clubs:

- Fire Ant Updates
- Minutes of February Management Committee Meeting
- Australian Sports Commission – Game Plan
- March & April State of Play
- Notification that 2026 State Championships Application is on the website

Please remember the PCQ State Office is the first port of call for any enquiries members may have regarding coaching, rules, horse registrations or any membership issues.

Please note:

When anyone is making a direct deposit payment into the PCQ Account it is imperative the payee identifies themselves with a Reference, e.g., abc pony club.

Current bank details are as follows:

Pony Club Assn of Queensland Inc. BSB: 084-034 ACC: 87-730-5062

Motion: "that the Office Manager's report be accepted"

Moved: Megan Wray

Seconded: Peter Ryan

Carried

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2025.0408

State Coaching Panel Report

As per Appendix 1, this report was tabled for discussion and referred to the Executive Committee for endorsement.

Items highlighted:

- The update of the SCI Medals is going well, with continuing applications being received. Also, photos of award presentations to be sent to PCQ.
- Query raised re: selection process for the 2025 Nationals.

The meeting was advised, the process is similar to previous years with the required form to be submitted to PCQ for the subcommittees to review and give final approval. The SCI also advised the Inclusion of Riders with Special Needs and the Para Class is more of a demonstration rather than a competition. Also note, any rider competing in the Masters section must also hold a C Riding Certificate or a PCA Coaching level to compete. If needing to obtain a C riding certificate the D & D* must first be completed as per current PCA rules. The form has been sent to zones for onforwarding to clubs and is also on the PCQ website under resources>forms>club. Please note the 2025 Nationals will be held at the Werribee Park Equestrian Centre Victoria from the 1st to 5th October 2025.

2025.04.09

Sporting, Campdraft, Mounted Games & Stockman's Challenge Sub-Committee Report

As per Appendix 2, these reports were tabled for discussion and referred to the Executive Committee for endorsement.

- Query if the program for the 2025 State Sporting event was approved. This was confirmed and is on the website.

2025.04.10

Dressage and Combined Training Sub-Committee Report

As per Appendix 3, this report was tabled for discussion and referred to the Executive Committee for endorsement.

- No queries.

2025.04.11

Tetrathlon Sub-Committee Report

As per Appendix 4, this report was tabled for discussion and referred to the Executive Committee for endorsement.

Items highlighted:

- Coursebuilding Sessions for Tetrathlon SJ Courses required – Zoom presentation
- Nationals – practice days to be coordinated to ensure riding component is up to standard
- International Exchange 2026 – PCQ has been asked to host final leg – more information is required.

The President advised the meeting that PCQ supported this in principle however a lot more information is required before giving final approval. i.e. costings, financial support from PCA, pool horses etc.

It was also confirmed that the final leg is a complete leg of the competition.

2025.04.12

Showjumping, Jumping Equitation & Horse Trials Sub-Committee Report

As per Appendix 5 this report was tabled for discussion and referred to the Executive Committee for endorsement. No queries from these minutes however at the subsequent meeting the following will be discussed:

- State SJ/JE event – there were some issues with scoring & presentation with the official results to be reviewed and some placing being revised. There was a significant change in the 90cm with the 1st and 2nd places being reversed and appropriate ribbons/rugs will be forwarded. Moving forward, the sub-committee will be submitting a recommendation re: scoring.

Special thanks also, to Alice James and the West Toowoomba PC for hosting the event on short notice.

- Reminder there is funding available for probationary coursebuilders attending official club and zone events.

The Zone 4 delegate on behalf of the club extended her thanks and appreciation to all for their support and positive feedback and acknowledged times were tough.

Resolved reports be received.

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2025.04.13

Correspondence

13.1 Inward Correspondence

	From	Committee
13.1.1	National Fire Ant Eradication Program: Updates	Exec/Mngt
13.1.2	Sport & Rec: Online Education Component-Players Board Diversity	Executive
13.1.3	Sport & Rec: Inquiry into Volunteering	Executive
13.1.4	Sport & Rec: State of Play Newsletter – Feb & March'25	Exec/Mngt
13.1.5	Sport & Rec: Blue Card Service – Online Sessions	Executive
13.1.6	Sport & Rec: A Better Choice Conference	Executive
13.1.7	QSport: Communities of Practice	Executive
13.1.8	QSport: Governance Courses	Executive
13.1.9	PCA: AGM Notice	Executive
13.1.10	PCA: Update of Nationals	Executive
13.1.11	PCA: Integrity Network Group – February Notes	Executive
13.1.12	Capitol Body Corp: Notice of AGM	Executive
13.1.13	Zone 26: 2025 State Sporting Championships-Change of Venue	Subcommittee
13.1.14	Child Safe Australia: Funding Opportunities	Executive
13.1.15	Mudgeeraba PC: Application to host 2025 State Tetrathlon	Subcommittee

13.2 Outward Correspondence

	To
13.2.1	Jenny Murphy: Letter of Appreciation-retired as RDC
13.2.2	Appointment Letters: CIP/RDC/Technical Advisors

13.2 Business Arising from Correspondence

Nil

2025.04.14

Lease of Horses

Lessor	Lessee	Club – Lessee	Horse	Colour	Sex	Hh.	Expiry
Carla Duck	Joleigh Strydom	Mackay North	Blue	Grey	G	16	01.02.26
Emma Whittlesea	Rose Sherlock	Maleny	Kristal Kirra	Chestnut	M	14.3	05.12.25

Motion: “that items 13 & 14 en bloc be accepted”.

Moved: Megan Wray

Seconded: Leah Frohloff

Carried

2025.04.15

General Business:

Query re: number of rallies required to attend before competing in an official event. Some clubs will have this in the club's by-laws, which PCQ won't overrule. The particular club involved has an exemption approach allowing for riders to apply for exemption.

Weather Event/s – due to the recent weather events throughout the state, the President expressed her hope that clubs are accessing the funding opportunities available through the various grants' programs.

These weather events have affected a lot of people and horses out west and as an organisation it was suggested that PCQ reach out to see what help is required and how PCQ could perhaps assist.

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Some suggestions were:

- not pressuring those coaches and officials due to refresh to complete refreshers at the moment
- clubs not affected could perhaps invite riders to a camp

The President was open to other suggestions.

The meeting was advised there are some well-established contacts out west e.g. AG Force, Q Rider and local Councils that can also assist.

ANZAC Day – The President acknowledged that a lot of pony clubbers participate in local marches throughout the community, which is notable, however please spare a thought for all the horses/mules/donkeys that have also been part of the various conflicts over the years.

2025.04.16

Close Meeting

The President closed the meeting at 8:05 pm and thanked the delegates for their attendance. The next meeting to be confirmed.

Signed:

President

Date



Treasurer's Report Management Committee Meeting 24th April 2025

I am pleased to present my report for the January – March 2025 period along with supporting documentation.

Income & Expenditure:

As expected, all three months recorded operating profits with the bulk of the income received from membership fees along with horse registrations, open days and come and try participation. There were no unexpected expenses with the annual insurance premiums for management liability, cyber, equipment and care custody being paid in January and March. A cross-country subsidy was also paid to Greenbank PC in January.

ATO Annual Self-Review Reporting Obligation:

I have updated PCQ's registration details with the ATO and once this has been recorded, I should be able to register for the online NFP self-review.

Qld Family & Child Commission (QFCC) Grant:

The QFCC has opened submissions for grant funding from \$10,000 to \$90,000 to enable organisations to strengthen child safety practices in preparation of the upcoming changes to child safety legislation in Queensland. An application has been submitted to support PCQ's compliance and best practices in child safety

Volunteering Queensland Conference:

I was fortunate to have attended this 2-day conference in Brisbane, of particular interest was a presentation by Alice Husband from Justice Connect's NFP Law (www.nfplaw.org.au)

This organisation offers a 3-hour Training Program available for NFP as well as other free webinars and courses.

Megan Wray
Treasurer

Balance Sheet [Multi-Period]

January 2025 To March 2025

ABN: 49 040 247 044

Email: accounts@ponyclubqld.com.au

		January	February	March	Adjustment Only
1-0000	Assets				
1-1000	CURRENT ASSETS				
1-1050	Cash at Bank	\$152,694.88	\$210,555.65	\$215,960.00	\$0.00
1-1140	Term Deposit	\$2,437,426.24	\$2,437,426.24	\$2,443,646.78	\$0.00
1-2000	Accounts Receivable	\$20.00	\$773.00	\$15.00	\$0.00
1-3000	Stock on Hand	\$38,263.52	\$38,263.52	\$38,263.52	\$0.00
	Total CURRENT ASSETS	\$2,628,404.64	\$2,687,018.41	\$2,697,885.30	\$0.00
1-3010	Provision for Stock Obsolescence	-\$5,000.00	-\$5,000.00	-\$5,000.00	\$0.00
1-8000	NON CURRENT ASSETS				
1-8005	Land and Buildings	\$462,398.99	\$462,398.99	\$462,398.99	\$0.00
1-8050	Plant & Equipment	\$5,969.48	\$15,532.77	\$15,532.77	\$0.00
1-8515	Furniture & Fittings	\$8,459.62	\$8,459.62	\$8,459.62	\$0.00
1-8526	Office Equipment	\$534.86	\$534.86	\$534.86	\$0.00
1-8536	Computer Equipment	\$304.22	\$304.22	\$304.22	\$0.00
	Total NON CURRENT ASSETS	\$477,667.17	\$487,230.46	\$487,230.46	\$0.00
	Total Assets	\$3,101,071.81	\$3,169,248.87	\$3,180,115.76	\$0.00
2-0000	Liabilities				
2-2100	Payables - Other	\$2,822.00	\$2,822.00	\$3,085.00	\$0.00
2-3000	GST Liabilities				
2-3010	GST Collected	-\$2.27	\$66.18	-\$2.73	\$0.00
2-3020	GST Paid	-\$0.03	-\$0.03	-\$0.03	\$0.00
2-3030	GST Adjustment Account	\$0.41	\$1.27	\$1.19	\$0.00
	Total GST Liabilities	-\$1.89	\$67.42	-\$1.57	\$0.00
2-3060	GST & PAYG Control A/c	\$13,795.00	\$11,219.00	\$6,888.00	\$0.00
2-5012	Superannuation				
2-5015	Superannuation Payable	\$2,094.86	\$1,725.31	\$1,762.03	\$0.00
	Total Superannuation	\$2,094.86	\$1,725.31	\$1,762.03	\$0.00
2-6500	Revenue Received in Advance				
2-6600	Grant Funds received in Advance	\$32,000.00	\$32,000.00	\$32,000.00	\$0.00
2-7000	Revenue from Recessed Clubs	\$8,846.81	\$8,846.81	\$8,846.81	\$0.00
	Total Revenue Received in Advance	\$40,846.81	\$40,846.81	\$40,846.81	\$0.00
2-8000	Provisions				
2-8300	Provision for Annual Leave	\$44,708.69	\$45,663.96	\$46,640.13	-\$19,264.71
2-8325	Provision for TOIL	\$2,255.80	\$2,255.80	\$2,255.80	-\$1,462.74
2-8400	Provision for LSL	\$20,166.35	\$20,416.41	\$20,671.79	-\$3,070.05
2-8401	Prov for LSL (non-current)	\$10,952.10	\$10,952.10	\$10,952.10	\$0.00
	Total Provisions	\$78,082.94	\$79,288.27	\$80,519.82	-\$23,797.50
	Total Liabilities	\$137,639.72	\$135,968.81	\$133,100.09	-\$23,797.50
	Net Assets	\$2,963,432.09	\$3,033,280.06	\$3,047,015.67	\$23,797.50
3-0000	Equity				
3-8000	Retained Earnings	\$2,785,455.81	\$2,785,455.81	\$2,785,455.81	\$0.00
3-8500	Reserve - Nationals	\$32,320.00	\$32,320.00	\$32,320.00	\$0.00
3-9000	Current Earnings	\$145,656.28	\$215,504.25	\$229,239.86	\$23,797.50
	Total Equity	\$2,963,432.09	\$3,033,280.06	\$3,047,015.67	\$23,797.50

This report includes Year-End Adjustments.

Profit & Loss [Multi-Period]

January 2025 To March 2025

ABN: 49 040 247 044

Email: accounts@ponyclubqld.com.au

			January	February	March	Adjustment Only	Total
4-0000	Income						
4-1000	Sales Administration						
4-1109	2023 Membership & Club Affiliation		\$18.18	\$18.18	\$18.18	\$0.00	\$54.54
4-1118	2025 Membership & Club Affiliation		\$122,027.27	\$103,676.41	\$48,716.55	\$0.00	\$274,420.23
4-1130	Freight & Postage		\$0.00	\$143.46	\$0.00	\$0.00	\$143.46
4-1135	Horse Registrations		\$1,969.95	\$2,558.10	\$1,228.19	\$0.00	\$5,756.24
4-1140	Interest Received		\$0.00	\$0.00	\$6,220.54	\$0.00	\$6,220.54
4-1155	Open Day Participants		\$259.99	\$1,881.80	\$1,503.62	\$0.00	\$3,645.41
4-1170	Schools Seminars & Exams		\$163.66	\$327.35	\$209.11	\$0.00	\$700.12
4-1172	Admin Fee - C Certificate		\$40.92	\$231.88	\$122.75	\$0.00	\$395.55
	Total Sales Administration		\$124,479.97	\$108,837.18	\$58,018.94	\$0.00	\$291,336.09
4-4000	Stock Sale						
4-4010	Stock Sale External		\$6.36	\$50.90	\$76.37	\$0.00	\$133.63
4-4020	Stock Sale Internal		\$218.18	\$1,752.24	\$170.45	\$0.00	\$2,140.87
4-4030	Stock Sale Uniforms		\$0.00	\$186.36	\$213.64	\$0.00	\$400.00
4-4040	PCQ Merchandise		\$0.00	\$636.36	\$90.91	\$0.00	\$727.27
	Total Stock Sale		\$224.54	\$2,625.86	\$551.37	\$0.00	\$3,401.77
	Total Income		\$124,704.51	\$111,463.04	\$58,570.31	\$0.00	\$294,737.86
5-0000	Cost Of Sales						
5-1000	Stock - Purchases						
5-1125	External Purchase - Merchandise		\$0.00	\$897.50	\$0.00	\$0.00	\$897.50
	Total Stock - Purchases		\$0.00	\$897.50	\$0.00	\$0.00	\$897.50
	Total Cost Of Sales		\$0.00	\$897.50	\$0.00	\$0.00	\$897.50
	Gross Profit		\$124,704.51	\$110,565.54	\$58,570.31	\$0.00	\$293,840.36
6-0000	Expenses						
6-1000	General & Admin Expenses						
6-1015	Bookkeeping		\$65.00	\$97.50	\$81.25	\$0.00	\$243.75
6-1025	Affiliation Fees Levies & M/s		\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
6-1035	Bank Charges		\$36.96	\$65.46	\$68.72	\$0.00	\$171.14
6-1040	Office Expenses		\$270.00	\$135.00	\$959.29	\$0.00	\$1,364.29
6-1045	Equipment Rental		\$497.00	\$1,349.73	\$697.43	\$0.00	\$2,544.16
6-1060	Honorariums		\$1,200.00	\$1,200.00	\$1,200.00	\$0.00	\$3,600.00
6-1067	Minor Capital Equip <\$1,000		\$1,329.00	\$1,329.00	\$0.00	\$0.00	\$2,658.00
6-1075	Postage & Freight		\$0.00	\$991.64	\$1,006.14	\$0.00	\$1,997.78
6-1080	Printing & Photopying		\$396.68	\$2,645.57	\$525.35	\$0.00	\$3,567.60
6-1085	Repairs & Service Fees		\$107.00	\$1,089.00	\$777.30	\$0.00	\$1,973.30
6-1090	Stationery ,Computer, Storage		\$754.00	\$540.95	\$473.74	\$0.00	\$1,768.69
6-1095	Subscriptions, Licences & M'Ships		\$128.18	\$646.06	\$136.36	\$0.00	\$910.60
6-1100	Telephone, Fax & Internet		\$217.00	\$189.04	\$184.50	\$0.00	\$590.54
6-1150	Insurance		\$8,939.17	\$0.00	\$7,651.90	\$0.00	\$16,591.07
6-1160	Meetings		\$0.00	\$495.45	\$2,221.77	\$0.00	\$2,717.22
	Total General & Admin Expenses		\$14,189.99	\$10,774.40	\$15,983.75	\$0.00	\$40,948.14
6-2000	Events						
6-2350	Events - State Trophies		\$0.00	\$0.00	\$638.18	\$0.00	\$638.18
6-2700	Events-Zone		\$0.00	\$0.00	\$392.73	\$0.00	\$392.73
	Total Events		\$0.00	\$0.00	\$1,030.91	\$0.00	\$1,030.91
6-3000	Coaching						
6-3050	Coaching - State Management Allocation		\$0.00	\$0.00	\$7,000.00	\$0.00	\$7,000.00
	Total Coaching		\$0.00	\$0.00	\$7,000.00	\$0.00	\$7,000.00
6-4000	Funding - PCQ						
6-4100	Funding/Subsidy- Cross Country		\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
	Total Funding - PCQ		\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
6-5000	Occupancy Costs						
6-5100	OC - Body Corporate - Hub		\$0.00	\$1,229.35	\$0.00	\$0.00	\$1,229.35
6-5200	OC - Electricity The Hub		\$1,411.33	\$0.00	\$0.00	\$0.00	\$1,411.33
6-5500	OC - Rates & Water - Hub		\$0.00	\$0.00	\$1,036.34	\$0.00	\$1,036.34
6-5600	OC - Security		\$140.79	\$0.00	\$412.50	\$0.00	\$553.29
	Total Occupancy Costs		\$1,552.12	\$1,229.35	\$1,448.84	\$0.00	\$4,230.31
6-6000	Employment Expenses						
6-6200	Wages & Salaries		\$18,215.94	\$15,002.34	\$15,321.60	\$0.00	\$48,539.88
6-6203	Salary & Wages Leave Provisions		\$1,583.62	\$1,205.33	\$1,231.55	-\$23,797.50	-\$19,777.00
6-6210	Superannuation		\$2,094.86	\$1,725.31	\$1,762.03	\$0.00	\$5,582.20
	Total Employment Expenses		\$21,894.42	\$17,932.98	\$18,315.18	-\$23,797.50	\$34,345.08
	Total Expenses		\$40,636.53	\$29,936.73	\$43,778.68	-\$23,797.50	\$90,554.44
	Operating Profit		\$84,067.98	\$80,628.81	\$14,791.63	\$23,797.50	\$203,285.92
	Total Other Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9-0000	Other Expenses						
9-4000	NPSR Funding						
9-4105	Governance Training		\$200.00	\$100.00	\$0.00	\$0.00	\$300.00
9-4160	Newsletter/eNews		\$220.15	\$214.21	\$212.13	\$0.00	\$646.49
9-5000	Grant Funding						

This report includes Year-End Adjustments.

Profit & Loss [Multi-Period]

January 2025 To March 2025

ABN: 49 040 247 044

Email: accounts@ponyclubqld.com.au

		January	February	March	Adjustment Only	Total
9-5050	CIP	\$7,156.43	\$1,216.11	\$496.00	\$0.00	\$8,868.54
9-5100	Burnett Region	\$3,873.25	\$2,500.00	\$0.00	\$0.00	\$6,373.25
9-5150	Capricornia Region	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
9-5250	Far North Region	\$9,223.17	\$0.00	\$347.89	\$0.00	\$9,571.06
9-5300	Far West Region	\$1,500.00	\$6,393.72	\$0.00	\$0.00	\$7,893.72
9-5450	Southern Border Region	\$5,082.00	\$0.00	\$0.00	\$0.00	\$5,082.00
9-5500	South East Region	\$1,850.00	\$0.00	\$0.00	\$0.00	\$1,850.00
9-5550	Western Region	\$2,950.00	\$356.80	\$0.00	\$0.00	\$3,306.80
Total Grant Funding		\$35,634.85	\$10,466.63	\$843.89	\$0.00	\$46,945.37
Total Other Expenses		\$36,055.00	\$10,780.84	\$1,056.02	\$0.00	\$47,891.86
Net Profit/(Loss)		\$48,012.98	\$69,847.97	\$13,735.61	\$23,797.50	\$155,394.06

This report includes Year-End Adjustments.

Appendix 1

SCI Coaching Report - 24th April 2025

PCQ State Chief Instructor Medal Update

SCI Medal Applications (Region)

Region	Copper	Bronze	Silver	Gold
Burnett	46	5		
Capricornia	5	2	3	1
Central	1	1		
Far North	20	12		1
Far North West				
Far West				
Northern	2	8		
South East	52	62	7	2
Southern	21	11	3	
Western	38	12	1	
Total	185	113	14	4

Club SCI Medal Ambassador Alumni Board

Club	Copper	Bronze	Silver	Gold	Total
Northern Suburbs	19	1			20
Chinchilla	13	7			20
Tallebudgera	1	12			13
Millmerran	2	6			8
Earlville	6	1			7
Samford		6			6
Innisfail	3	3			6
Phoenix Acres Equine Centre	3				3
Dayboro		3			3
Oxenford		2			2
Blackbutt	1				1
Parkhurst	1				1
Redlands		1			1
Rosewood		1			1
Alligator Creek		2			2





Changes to the Community Coaching Essential Skills Course

As of **April 9th, 2025**, the updated version of the Community Coaching Essential Skills course will go live to all learner coaches.

What will change

- You will have the option to complete the modules in any order and as many as you wish (or are required as per NSO/NSOD requirements).
- The Safeguarding module in the Community Coaching Essential Skills course will be removed. All safeguarding content will be completed via [Sport Integrity Australia's Safeguarding Children and Young People in Sport Induction course](#).
- You will have access to reflective workbooks that align with each of the 7 essential skills module topics.
- You will gain an award upon successful completion of each module and a certificate when you have completed all 7 modules.

What won't change

- The learning objectives and topics covered will remain as within the current course and still deliver on the fundamentals of coaching.
- The diverse learning opportunities throughout the course.
- The course remains free for all learners to access and continue their coaching development.

What if I'm already completing the current Community Coaching Essential Skills course?

- The updated Community Coaching Essential Skills course will not go live until April 9th, 2025, so you have until then to complete the current version.
- If you do not complete the entire Community Coaching Essential Skills course by April 9th, 2025, but you have completed one or multiple modules within the course (e.g. up to Module 4: How you connect), you will receive an award for each module completed but not a course completion certificate. You will still need to complete all modules to receive a course completion certificate.
- If you did not complete past Module 1: Who you coach, you will be required to start the course again should you choose.

What if I have already completed the Community Coaching Essential Skills course?

- You don't need to do anything; your previous completion is already registered.

Appendix 2

OFFICIAL

PCQ SUBCOMMITTEE MEETING

SPORTING, CAMPDRAFT, MOUNTED GAMES SUB COMMITTEE – MEETING HELD BY ZOOM

Committee Delegates: Chairperson: Scott Jackson

Mobile: 0428 102 710

Email: jackomichelle4692@yahoo.com

Club/Zone representatives

Tina Smith	Sandra Brunner	Rob Kann Zone 1
Di Youles Kilcoy	Linda Brown Zone 9	Grace Brodie Zone 5
Pat Lunney Zone 4	Wendy Lehmann Zone 18	Sonia Law Zone 6
Vicky Groves-Pearce Zone 5	Michael Shaw Zone 28	Alyssa Ellis
Cameron Magick	Warren Keyes Zone 26	Sarah Holt Zone 20
Julie Sandy Zone 6	Peter Tornabene Zone 26	Natalie Lewis
Angie Bauer	Margaret Pomeroy	Jo Gladman Zone 15
Erin Buchanan	Dwayne Makemson Zone 1	Gayle Bunker Zone 5
Holly Atwood	Sandra Beasley	Karen Crouch Zone 8

MINUTES – PROCEEDINGS

Date: 3 March 2025

Meeting opening: 7.04pm

Attendance: Bolded in above Table

Apologies: Dwayne Makemson, Erin Buchanan, Pat Lunney, Vicki Groves Pearce, Stacey Needer Zone 8

Confirmation Of Quorum: Scott Jackson

Minutes of Previous Meeting: Minutes of 3 February 2025 were taken as being read

Moved: Scott Jackson **Seconded:** Jo Gladman

BUSINESS ARISING FROM PREVIOUS MINUTES

ACTIONS

Recommendations	Responsible	Status
Ranch Sorting Proposal from Kilcoy for inclusion of Ranch Sorting into pony club disciplines All in favour of putting it to CI panel for consideration to be included as pony club discipline. Not to be used a qualifier for campdrafting/challenges as totally different sport	Scott Jackson	Appointed Di Elder and Pat Lunney to investigate and provide a proposal back to State CI panel about viability
Campdraft Concerns Letter from Taroom Pony Club re concerns following the State Championships particularly around safety and qualification of competitors. Suggest qualifying criteria to be tightened up and zone CI ensure they are only signing off those that have the appropriate experience, safety and qualification. Committee to consider until next meeting and then revisit discussion	Scott Jackson	Has been sent to State CI panel regarding qualifying criteria – still awaiting a reply

OFFICIAL

OFFICIAL

2025 State Sporting Proposal for 2025 Burrandowan Zone 26 Host Friday 26 - Sunday 29 September. Can come in from Wednesday 24; 2 horses for Campdraft No mounted games Scott moved that the subcommittee accept Burrandowan as host for 2025, Michael seconded. Concerns raised about road safety. Zone 8 are against, all others in favour. Motion carried. Judges and TD's have been sent in Live meeting for state champs to be arranged in Toowoomba Tuesday 1 April to align with subcommittee meeting Formal - Presentation, jumping, pc mount, rider, mugs, Maroochy, stockhorse, wagon wheel. Sporting - Bend, barrel, flag, diamond, bounce pony, sport fig 8, drum peg, keyhole Campdraft – 2 runs 2 horses for stockman's challenge, still deciding on how many rounds and order. Challenge qualifying score – current book says outside score, other area says 60 and above needed in cattle section – not entirely clear in rule book. For discussion at live meeting. Also not clear that must be horse and rider combination.	Sandra Beasley Di Youles	State CI panel has approved Burrandowan. Subcommittee has voted to accept proposal
Campdraft age 9 and 10 years be included as three-year trial – all in favour Qualifiers over 2 years accepted – for further discussion at live meeting	Scott Jackson	Awaiting reply from State CI panels – will need answer shortly to allow for organisation
Split of State Sporting/ Formal & Challenge / Campdraft Is there the potential to split for hosting as a trial in 2026 – committee to revisit	Dwayne Makemson	Draft a formal letter outlining request and reasoning
NSW State Sporting, Campdraft, Team Penning/Challenge – Nyngan 12-14 April 2025 Letter to formally invite top 10 competitors in first instance; champion and reserve. In future present letter at presentation for state championships	Scott Jackson	Letter has been formulated, waiting for executive to approve.
Move motion to pay for two scorers at State championships. All in favour, has been sent to PCQ	Scott Jackson	Awaiting reply from PCQ

GENERAL BUSINESS

ACTIONS

Recommendations	Responsible	Status
Maroon State Team Shirts have not been sent out to 2024 winners	Scott Jackson	To chase up with state office
PCQ to let PCA know if they will be sending a mounted games and formal gymkhana team to Nationals. All in favour to send teams. More details to come	Scott Jackson	To let PCQ know

Close of Meeting: 8.05pm

Next Meeting: Tuesday 1 April 7pm

SUB-COMMITTEE Minutes

1. Meeting scheduled: March 06th 2025

2. Opening:

3. Members:

Tracey Camilleri (Chair), Megan Wray, (7/ Secretary), Kay Paulsen. (2), Carmen Coombs (1), Kym Luis (1), Clare Flynn (2), Owanna Francisca (3), Sarah Lilburne (4), Lisa Kahler (4), Gayle Bunker (5), Grace Brodie (5), Beryl Burkhardt (6), Olivia Walsh (6), Debbie Iker (7), Leah Frohloff (8), Julie Brown (8). Veronica Van Rooyen (9), Deb McLucas (10), Laurie Matson (10), Dee Dunworth (11), Nicole Evans (16), Angela Hoskinson (16), Melinda Munroe (18), Jess Cosh (20) Sue Bondfield (21), Karla Farrell (26), Melissa Knight (26), Joanna Lowe (27).

4. Delegates Present:

Tracey Camilleri, Megan Wray, Kay Paulsen, Leah Frohloff, Beryl Burkhardt, Kym Luis, Julie Brown, Angie Hoskinson, Debbie Iker, Nicole Evans, Sarah Lilburne, Carmen Coombs,

5. Apologies: Veronica Van Rooyen (9), Moved Beryl Burkhardt Seconded: Kay Paulsen

6. PREVIOUS MINUTES: Circulated Moved: Kym Luis Seconded: Kay Paulsen

7. Business arising/outstanding actions:

ACTIONS	Responsible	Status
Update Judges List On website to reflect current qualifications	Kay P	Ongoing
Letter to clubs re seniors	Secretary	
Draft Program update re seniors	Secretary	
Requirement for current Judges letters to RDCs and Zones	Secretary	
REMINDERS		
Programs available on PCQ website and in kit	Secretary	In Progress
Programs and Officials to be approved through D sub-committee	Secretary	Ongoing
Zone Delegates need to be notified to PCQ as soon as AGM finished	Secretary	In Progress

RECOMMENDATIONS	Responsible	Status
Request to purchase 14 sets: Stephen Clark or similar Novice/Elementary tapes as resources	Secretary	Ordered but currently out of stock
Requirement for current Judges to remain current need to attend Zoom session, plus one day face to face refresher every two years.	Secretary	To be added to relevant books

8. Correspondence:

a. Inward: Programs various.

b. Outwards:

9. **Programs Approved to 30/06/2025:** Balance on PCQ website: <https://ponyclubqld.com.au/whats-on/>

Organisers	Venue	Discipline	Dates
Moggill PC	Moggill	Combined Training	09-03-2025
Yeppoon	Yeppoon	Dressage	22-03-2025
Isis	Apple Tree Creek	Combined Training	23-03-2025
Yeppoon	Yeppoon	Combined Training	23-03-2025
Maleny	Maleny	Dress & CT	23-03-2025
Ayr	Ayr	Combined Training	29-03-2025
Fassifern	Boonah SG	Dressage	30-03-2025
Gympie	Gympie	Combined Training	30-03-2025
West Toowoomba	Toowoomba	State Event	06/04 -09/04 2025
Oxenford	Oxenford	Dress & CT	13-04-2025
Ravenshoe	Ravenshoe	Dressage	26-04-2025
Ravenshoe	Ravenshoe	Combined Training	27-04-2025
Gracemere	Gracemere	Dressage	03-05-2025
Southport	Southport	Dress & CT	03-05-2025
Wynnum	Wynnum	Dressage	04-05-2025
Zone 7	Maryborough	Dress & CT	05-05-2025
Jimboomba	Jimboomba	Combined Training	11-05-2025
Zone 27	TBA	Combined Training	11.05.2025
Crompton Park	Crompton Park	Dressage	17-05-2025
Mooloolah	Mooloolah	Dressage	17-05-2025
West Toowoomba	West Toowoomba	Dress & CT	18-05-2025
Mudgeeraba	Mudgeeraba	Dress & CT	18-05-2025
Crompton Park	Crompton Park	Combined Training	18-05-2025
Mooloolah	Mooloolah	Combined Training	18-05-2025
Samford	Samford	Dress & CT	24-05-2025
Zone 6	Pomona	Dressage	24-05-2025
Sarina	Sarina	Dressage	24-05-2025
Greenbank	Greenbank	Dress & CT	25-05-2025
Zone 1	Runcorn	Dressage	31-05-2025
Zone 1	Runcorn	Combined Training	01-06-2025

14. Dressage Judges Clinics Dates 2025:

Organisers	Venue	Level	Dates	Contact	Details
Burnett	Zone 6	Dress	10 th May 2025	Christine Mumford	Prelim Introductory

15. Accreditations and Applications for accreditation: TD Applications

Zone	Club	Level	Name	Postcode	Contact Details

16. AGENDA ITEMS:

- a. **Ongoing support/**updating our Dressage Judges. Promote via social media, zones & regions.
- b. **Ref: JIC/TD Report State Dressage:** Background: The Medium class cannot be combined with other classes. This meant the one Medium rider at the 2024 State Event automatically became member of State team. Given there was only one rider at this level:
 - i. **The number of riders in teams remain at 4**

PCQ DRESSAGE SUBCOMMITTEE MEETING

- ii. Being as Dressage is the only discipline where there can be no combined groups for teams, do we wish to consider this as an option. – JIC/TD State (Rachel & Jan)

17. GENERAL BUSINESS:

- b. Splitting of the 13-26 year-old age group, Would it be a more balanced competition? Would be financially viable for clubs? **Held Over**
Seeking thoughts and suggestions: should this be only at state events?
Sub- Committee; Kim Luis, Sarah Liburne, Owanna Francisca, Lisa Kahler.

18. **Next Meeting:** (29 04 2025)

19. **Meeting Closed:** 20.07pm

Committee Representative: Tracey Camilleri

Date Approved.

Appendix 4

Minutes for PCQ Tetrathlon Sub-Committee Zoom Meeting

Date: 5th March 2025 - 7.30pm to 9.30pm

Attendees: Leah Frohloff (Chair), Kev Walsh (Co opt), Amanda Taylor 1, Christine Topalov 4, Amber Monks 5, Stacy Needer 8

Apologies: Kate Morrissey 2, Megan Wray (CIP)

Minutes: Meeting 6th November 2024 Moved A Taylor Sec C Topalov

Business Arising:

Nil

General Business:

Official Competitions February 2025 – Rosewood had 40+ riders, well supported. Wandoan had 30 competitors, travelling long distances to attend, Crompton Park, Rathdowney, Cambooya, West Toowoomba, Chinchilla.

NSW Tetrathlon State Championships – Hugh Baker and Erin O'Neill nominated to represent to QLD. Nominations endorsed by subcommittee. Moved C Topalov Sec A Taylor

Application 2025 Tetrathlon State Championship – PCQ office forwarded an application from Mudgeeraba Pony & Hack Club. Application presented to subcommittee, discussed application, happy with date and venue. To contact club to complete application with stabling/camping information and CIP comment to be completed. **ONGOING**

Expressions of Interest – Applications 2026 State Championships – Discussion regarding opening EOI for 2026 applications. Kev spoke about advantages to opening applications early. It was agreed this was a great idea, giving successful applicants sufficient time to source sponsorship and grants. Moved A Taylor Sec A Monks

MERS for Tet competitors to compete 95cm – Chris Topalov wants to come up with a guideline or pathway for Tet riders to MERS accreditation to compete 95cm height, especially for those wanting to compete interstate/nationally/internationally, who are not competing in Horse Trials. Could Derby competition count? Collaborate with HT committee?? **ONGOING**

PONY CLUB NATIONALS – to be held at Werribee 1-6 October 2025. Need to put out EOI for Qld competitors/team. Riders will need to have cross country experience, as there will be cross country elements as part of riding phase. Query from competitors about accessibility to pool horses at Nationals, competitor was happy to travel south to compete, but not to transport horse? Interest from other competitors to compete in Tet and HT at Nationals, take 2 horses.

INTERNATION EXCHANGE 2026 – 25th June – 12 July 2026.

Draft - First leg Sydney/Hawkesbury, Second Leg Coffs Harbour, Third leg Qld/Gold Coast

Seeking PCQ approval to host leg of International Exchange. Will PCA provide funding to states hosting legs of competitions?

Pool horses – how many? Possibly similar to 2024 Exchange in UK – 1 horse/2 riders. Activities – Theme parks, Surf school, sightseeing, Farewell Dinner.

Coursebuilding sessions for Tetrathlon SJ courses – Kev mentioned the efforts of coursebuilders at Rosewood and Wandoan Tet competitions. Although very good attempts, a few areas could be improved. He acknowledges there is limited information available to coursebuilders regarding finer points for these courses. Leah suggested possibility of a few zoom sessions to help bridge this gap in knowledge. To work with PCQ EOB/CIP to gather further input. **ONGOING**

NEXT MEETING – Tuesday 1st April 2025

Minutes for PCQ Tetrathlon Sub-Committee Zoom Meeting

DATE: 1st April 2025 - 7.15pm to 9.30pm

ATTENDEES: Christine Topalov 4, Amanda Taylor 1, Kate Morrissey 2, Leah Frohloff Chair, Kev Walsh Co opted, Megan Wray CIP rep

APOLOGIES: Stacy Needer 8, Amber Monks 5

Minutes: Meeting 5th March 2025 Moved A Taylor Sec C Topalov

BUSINESS ARISING:

NSW Tetrathlon Championships Very successful competition for Hugh Baker & Erin O'Neill. Both finishing second in their respective groups. Tough competition. Point of interest, combined with Formal Gymkhana State Titles.

Application 2025 Tetrathlon State Championship - subcommittee received a completed application with missing information. Application was discussed and Mudgeeraba Pony & Hack Club application was successful. PCQ and Mudgeeraba to be advised Moved C Topalov Sec A Taylor **COMPLETED**

MERS for 95cm Tet Competitors Megan Wray agrees guideline/criteria and pathway for competitors to compete at 95cm HT/Derby fences. However, MERS not required as not a HT/Derby competition. Criteria to be developed – consider safety, previous results at 85cm levels, results from HT or Derby comps if attended. **ONGOING**

Pony Club Nationals – EOI to be put up Tetrathlon & PCQ FB page, E-News PCQ. Practice days to be co-ordinated, schooling over cross country fences for those interested. **ONGOING**

International Exchange 2026 - Pen letter to PCA re funding of leg of exchange, if PCQ agrees to support hosting leg of exchange competition. Agenda item for EOB meeting, seeking support and possible financial subsidy. **ONGOING**

Tet Coursebuilding Sessions - Megan Wray acknowledged a good idea getting more information out to CB and Judges. Kev to work on presentation for zoom sessions. Aim for second half of year. Promote via FB. **ONGOING**

GENERAL BUSINESS:

Tetrathlon TD – Source any old criteria, develop to fit current requirements. Understand scoring, possibly need for separate TD for Shooting, Swim, Run and riding phase, SJ TD. **ONGOING**

Appendix 5

PCQ MINUTES SUBCOMMITTEE FEBRUARY MEETING Showjumping, Jumping Equitation & Horse Trials

DATE: 25th February 2025

1. Meeting opened: 7.30pm
Chair: Geoff Thomson
2. Delegates present: Indicated by X
Geoff Thomson (VP);
Technical Advisors: John Hughes (HT); Jan Morland (SJ/JE/CIP delegate);
Danae O'Keeffe (HT CIP Delegate).

Z	Delegate		Z	Delegate		Z	Delegate		Z	Delegate	
1	Peter Ryan HT	X	1	Carmen Coombs JE	X	1	John Martin SJ	X			
2	John Hughes HT-TA	A	2	Jan Morland SJ/JE – TA	X	2	Ping Jaa SJ/JE		2	Melinda Hughes HT	X
3	Katrina Finnsson SJ/JE	X									
4	Christine Topalov SJ/JE	A	4	Kev Walsh	X						
5	Gayle Bunker HT		5	Lyn Coombe JE		5	Grace Brodie SJ				
6	Becky Jeffries SJ	X	6	Leanna Donaldson JE		6	Sharne Andrew HT	X			
7	Courtney Iker HT	X	7	Barry Brunke SJ							
8	Leah Frohloff	X	8	Danyelle Kenny SJ/JE/HT	X						
9	Kim Creed JE/SJ/HT										
10	Tracey Camilleri HT	A	10	Alison English SJ		10	Anne-Juanita Single JE				
11	Robert McLachlan SJ/JE	X	11	Jenna Pace HT							
16	Nicole Evans HT		16	Angie Hoskinson JE							
18	Julianna Madsen SH/JE/HT	X									
20	Sarah Holt SJ/JE		20								
21	Sue Bondfield SJ/JE/HT										
26	Ken Jensen SJ	X	26	Barry Dossetto HT	X	26	Karla Farrell JE				
27	Paula Barlow HT										
28	Di Elder SJ/JE/HT										

To have a vote, attendees must be Appointed Delegates or appointed 'substitute' delegates. Those noted in RED are not current approved delegates. Zones have to 31 March to notify PCQ of their Delegates following the Zone's AGM.

3. Apologies: As noted above by A

4. PREVIOUS MINUTES: Meeting 22 October 2024 circulated.
Moved: Sharne Andrews. Seconded: Melinda Hughes
5. BUSINESS ARISING/Outstanding actions:
 - 5.1 Risk Assessment Form – Ongoing
 - 5.2 Judges and Officials are encouraged to check their credentials on Just Go.
 - 5.3 Online component for Showjumping and Course Builder Refresher Development – Ongoing
 - 5.4 Horse Trials:
 - 5.5 Corrections to Minutes:
 - i) HT qualifier requirements to update 2025 rule book as per Minutes 25 June 2024.
6. CORRESPONDENCE:
 - 6.1 Geoff Thomson reported that he had contacted the club which had not followed the necessary requirements for their Official Day. Organisers agreed to comply with PCQ rules for their future events.
 - 6.2 Results of Refresher courses at PCQ State Seminar in January have been forward to PCQ Office for updating records.
7. Programmes/Officials Approved:

Nambour	1 & 2 February SJ/JE	Programme
Southport	8 th February JE/SJ	Programme & Officials
Redcliffe	15 & 16 February JE/SJ	Programme & Officials
West Toowoomba	15 & 16 Feb JE/SJ	Programme
Musgrave	15 & 16 Feb JE/SJ	Programme
Zone 27	15 & 16 Feb JE/SJ	Programme
Zone 15	22 & 23 Feb JE/SJ	Programme
Crompton Park	1 & 2 Mar JE/SJ	Programme & Officials
Musgrave	2 Mar JE	Programme
Gympie	8 & 9 Mar JE/SJ	Programme
Tamborine	8 & 9 Mar JE/SJ	Programme & Officials
Yeppoon	8 & 9 Mar JE/SJ	Programme & Officials
Maryborough	15 & 16 SJ/JE	Programme
Samford	16 Mar SJ	Programme
Mudgeeraba	16 Mar SJ	Programme
Gumdale	30 Mar SJ	Programme & Officials
Ravenshoe	21 & 22 June JE/SJ	Date approved

8. GENERAL BUSINESS

SJ and JE:

- Process for Probationary Course Builders at Gymkhana, Zone or Official level, and Judges at Gymkhana and Official level.
 - On competition of course candidates require a Probationary Form (PCQ website under Showjumping & Jumping Equitation Discipline Heading, to have completed by the supervisor at events where candidates officiates;
 - Once pre-requisites are meet, candidate forwards completed and signed form to PCQ Office;
 - Candidate informed of the result
- Candidates are encouraged to check Just Go to see qualifications have been updated, individual access.
- Official List of Judges and Course Builders can be found on PCQ website by clubs or zones.
- Online component SJ & CB, Geoff Thomson and John Martin to liase.
- Rule Book: Current Rule Book and updating for the year:
 - to be handled by Sharne Andrews as a Draft of Rule book for the following year, as rules are amended or changed or added to throughout the current year.

- Draft entries close by 31 October each year, Draft forwarded to Subcommittee delegates for proof reading only, NO ADDITIONS, and Final draft forwarded to PCQ Office by mid November, for formatting and printing, ready for PCQ Seminar in January.
- o State Event – Toowoomba 6th – 9th April. Kev Walsh gave update of progress in organising the event with 5 rings. Kev commented on difficulty of obtaining sponsors with the short lead in time to the event.
- o Funding of Scorers for State Events: Geoff Thomson informed meeting that PCQ Management Committee have agreed to pay the expenses for two scorers (as per guidelines) to help with the event and for succession planning. It is hoped to develop a pool of scorers for future events.
The hosts of the event submit the names of the Scorers to relevant subcommittee, and the recommendation is made to EOB for ratification.
- o Zone 2 proposal for combined Zone Championships with Official Day disallowed.
- o Results from Official Days: Results need to be submitted within 2 WEEKS OF THE EVENT to PCQ either by email or enter directly to data base using the link on the Results Form.
- o Application process for State JE & SJ Championships:
Recommendation to EOB/MC: that the closing date for Applications be brought forward to 30th April (previously AGM); Host to be informed before 1st June. To enable this the application forms to be issued after the next MC meeting this month. This is to give host sufficient lead in time particularly with regard to seeing sponsorship. The current procedures for rotation etc. will apply.

Horse Trials:

- o Confirmation of Danae O'Keeffe as the CIP technical delegate HT to the subcommittee.
- o Melinda Hughes informed meeting the 2025 HT Rule Book was available.
- o Melinda Hughes to continue with the updating of the HT Rule Book
- o Official ODE Kit and State Kit for both D, CT & HT and JE & SJ have also been updated by Melinda Hughes and Megan Wray.
- o Results of Official days to be forwarded to PCQ within two weeks of the event by either email or the results link.
- o Clubs are reminded that Competitions must be approved, and relevant information supplied THREE WEEKS PRIOR to the event.
- o State D, CT & HT hosted by Tiaro and Zone 7

Other General Business:

- o PCA National Gear Rules: Jan Morland to contact Michael Carlson (PCQ rep on National Gear Rules:
 - Firstly, re lack of references where an item appears more than once in the Rules eg Curb chains;
 - Secondly, where Mobile Phones are required for personal medical usage: Members are advised to apply for a Gear exemption so they can carry them while riding/competing.
- o Dress: Competitors are required to dress in accordance with General PCQ Rules when competing and DURING THE PRESENTATION OF AWARDS.
- o Depth of showjumping breakaway cups: Pony Club 20ml depth (has not changed and no plans to change it); EA or where PC equipment is used by EA 18ml. See Pony club website for where to purchase FEI approved breakaway cups in Australia, cups must have the approval stamp. Some cups say to FEI standards these are not acceptable and therefore do not have the stamp of approval.
- o Template for State Championships: Melinda Hughes has done this and is available to clubs or zone hosting future State Events, along with some other helpful templates to facilitate the organisation of the event.
- o PCQ Probationary forms for JE judges does not open on the website at the moment, contact PCQ Office should you need this form.

9. Meeting closed 9.10pm

Next meeting: If required Tuesday, 25th March at 7.30pm TBC