



# Geraldton Combined Equestrian Club

## MEETING MINUTES


**Meeting No:** 11/2024

**Date:** 10 Sept 2024

**Start Time:** 6.30 pm **Location:** Jennine's Place

**Attendees:** Jennine, Lisa, Heike, Susan, Jo Taylor (phone)

**Apologies:** Kerry

	Item	Action	Person Responsible	TIME	Done
1.	<b>WELCOME AND APOLOGIES /ACCEPTANCE OF PREVIOUS MINUTES</b>				
1.1	10 Sept 2024 pm	Moved: Jennine moved that minutes be accepted. Seconded: Heike			
2.	<b>MATTERS ARISING FROM THE MINUTES (ONGOING)</b>				
2.1	<b>Insurance</b>	Jennine to send out asset register to committee regarding sum insurance for items-agreed value. Insurance Review provided by Jennine -Please read prior to meeting  GCEC 2024 INSURANCE REVIEW. Each discipline to look at asset register and go through to check values of things to check if it is realistic. Jennine will continue to follow up with insurance. Has made two calls. Will follow up tomorrow.	JS		Sept
2.2	<b>Katrin Clinic</b>	Lisa to write up guidelines for running clinics in the future and to email to committee members. Lisa to resend	LW		Sept
2.3	<b>Grass Arena/Ground Maintenance</b>	Continuing discussions as to maintenance requirements and future plans for the grass arena. Spraying to be done prior to any improvements to the surface. Jo has organised spraying. Kym Tilka dragged arena today. Looking at spraying on the 16 <sup>th</sup> September. Luke from Midwest will wait until weeds die off then get started on the plans to vertiquake, topdress and fertilise half of the arena. Discussions regarding the sustainability of maintaining the other half of the grass arena/volunteer challenges.	JT		Sept
2.4	<b>September Planning Meeting</b>	Items to be discussed at a specific planning meeting on separate document. Planning meeting to occur in at the start of October.	JT		
2.5	<b>Busy Bee in November</b>	<b>Showjumping Poles</b> -At Busy Bee-clean out shed, and sort out poles. Sell them. Proposal-look into a grant before we order poles Then purchase the other ones prior to November. <b>Stallion Boxes</b> -cleaned up, repurposed <b>Jobs around the grounds including roof of clubhouse</b>	ALL		Nov
2.6	<b>Padlocks on entrance gates Keys</b>	Keys at the moment-look to double padlock with combination key at the end of the year	JT		Dec
2.7	<b>Proposal for Grounds Development (SS)</b>	Action: When grant approved and know more details and after Committee discussion, proposal to be shared with members HW moved that this is actioned LW moved that is seconded	HW		Ongoing
2.8	<b>Yard Allocation</b>	Pending until membership for 2025 Membership Prices for 2025 to include yard costs lost	ALL		Ongoing
2.9	<b>Sprinklers</b> Some sprinklers need replacing.	JS to investigate other sprinkler options for the dressage arena/Dressage Committee to obtain a quote	Jennine Smith		Oct
2.10	<b>Working With Children Check</b> - reminder that WWCC cards must be	Committee to keep monitoring members and WWCC EA Accredited Coaches-all have WWCC as requirement of the role.	SS		Ongoing

	sighted for judges and coaches.								
2.11	Club Polo Competition	Shirt designs and club merchandise will be held over to next year given the busyness of the year. HW moved that this is actioned LW moved that is seconded	SS		2025				
3.	CORRESPONDENCE IN/OUT								
	EMAIL CORRESPONDENCE INCOMING								
	Tuesday, August 13, 2024	OTTWA feedback request							
	Tuesday, August 13, 2024	Jay Prow-CGG-Gold online safety advice for those in the sporting spotlight							
	Tuesday, August 13, 2024	Paula McAndrew-Chapman Valley Show request regarding advertising							
	Tuesday, August 13, 2024	Liz Thomas-re OTTWA clinics							
	Wed Aug 14	FW: RWWA AP Automation Update							
	Thursday Aug 15	CGG-Outdoors WA Coffee and Chat Joanne Fabling-Thank you regarding Ron Paterson Clinic Jordan Matthewman-Bendigo Bank-information regarding their accounts							
	Friday Aug 16	Cleanaway Account							
	Friday Aug 16	Liz Thomas-Completed GCEC Event Planning Documentation for Dressage Champs							
	Friday Aug 16	Joyce Newnham-forwarding FW: Invoice #00009361; Invoice Geraldton Trophy and Engraving Centre							
	Tues Aug 20	Ian Crawford Workshop							
	Monday 26 Aug	Invitation to attend the 2024 HFE Moonyoonooka Horse and Pony Club ODE RWWA- RWWA Payment Information							
	Thursday 29 Aug	Letter from Christine Main-trophy presentation							
	Friday, 30 August 2024	Joyce Newnham E-statement FW: From Geraldton Trophy and Engraving Centre							
	Sept 1 2024	Kelly Eastough-Midwest Sports Federation OPEN NOW: 2025 Department of Communities Youth Engagement Grants Program Application Upcoming Training: Foundations of Primary Prevention of Men's Violence Against Women							
	Sept 2 2024	Meredith Tenger- Submission of Preferred Dates for 2025 Equestrian WA Events							
	Sept 2 2024	Jo Green-Moonyoonooka Pony Club- Thank you for your sponsorship							
	Sept 3 2024	EA-Formal Tender Process to Procure Digital Services and Products							
	Sept 3 2024	EA Community News - August 2024							
	Sept 4 2024	Savannah Beveridge West Plantagenet Pony Club-Thank you letter for sponsorship							
	OUTGOING								
	14/8	Email to Paula McAndrew regarding CV Show and advertising the event on our facebook page							
	14/8	Email to Marnie Thurkle explaining the process involved with the soil collection and samples and offering to display Planfarm signs at dressage show							
	14/8	June Meeting minutes for members							
	2/9	Email to Mark Adams at CGG regarding plaque							
	4.	TREASURER'S REPORT							
		Profit and Loss statement Presented Discussion regarding some of the categories in Xero and their suitability Categories may need adjustment as they may not be what we need for the club. Discussion regarding accessing some outside assistance with Xero just to check that we are on the right track. Susan/Lisa to review allocation accounts and their suitability-cross check with 2023 accounts. Heike to seek input from Kerry.				SS LW HW			
	5.	REPORTS							
		SUBCOMMITTEE REPORTS							
5.1	Dressage Report -Subcommittee report presented and accepted. No further discussion required		JS						

5.2	<b>Show Jumping Report</b> -no written report. Last meeting revolved around the Thursday show. No further discussion required.	JT		
5.3	<b>Show Horse Report</b> -Verbal report. Moved date to 22 of Sept-Breed Show Hack show on one day. Discussion around the Horse of the Year arrangements.	LW		
5.4	<b>Grounds' Committee Report</b> -none			
6.	<b>GENERAL BUSINESS</b>			
6.1	<b>Day Membership</b>	Proposal of a one event membership (approx \$40) which would be similar to a day membership. Discuss further at upcoming planning meeting.	SS	Oct
6.2	<b>Cash/Bank Accounts</b>	Bank accounts for GCEC now and ongoing Proposal-Heike to open CBA netsaver account. Discussion around this. No decisions made. Depending on committee roles next year may look at moving to Bendigo in 2025.	HW	Oct
6.3	<b>Date for September Planning Meeting</b>	Finalise a date-1 <sup>st</sup> October 2024 Documentation attached <a href="#">September Planning Meeting Items V2</a>	SS	Oct
6.4	<b>End of Year Awards</b>	Process-AGM to be split from our awards with the awards night-first, 16th Nov and the AGM 30 <sup>th</sup> Nov Susan to investigate archives for end of year awards and record from old emails to see what is awarded each year and how they are archived/recorded. Jennine to check with Liz with regard to dressage awards Money to spend on trophies-Susan to check budget and notify subcommittees. Cleaner to be organised for the hall for afterwards	ALL	Nov
6.5	<b>Clinics</b>	<b>Clinicians for 2025</b> -Katrin a possibility for 2025 depending on her availability - hopefully could deliver 4 clinics -Nid looks like continuing in 2025-possibly 8 clinics. Jennine to confirm with Nid Heike to contact Ron Paterson regarding his availability' -Nell Henry for showjumping clinics -Georgie Siciliano may be interested in conducting a clinic for SJ Looking at possibly 4 showjumping clinics and 2 combined training days. Discussion around the importance of providing clinics to cater for all members. Will continue to liase with clinicians and try to lock them in for 2025. -Busy Bee Day-combined training and clean up, catering in Nov.	JS	Oct
6.6	<b>By-Laws</b>	Suggestion-bylaws changed to take out statement regarding members being paid. Revert to 2019 bylaws where this statement was not there. Susan proposed by laws be updated Jennine seconded Susan to update bylaws on website and docs	SS	Sept
6.7	<b>Correspondence</b>	Christine Main email—discussion around the SJ trophy and acknowledging Isabella at the end of year awards Joanne Fabling letter regarding Ron Paterson Clinic discussed.	HW	Oct
6.8	<b>Calendar Dates for 2025</b>	Dates for 2025 need to be discussed with subcommittees so that we can send our calendar to EA. Suggestion that disciplines choose particular weekends in each month -consideration of a later season start given the hot weather at the start of the year: April to November Action-calendar items to be sent out by Susan asap and then catch up together to confirm dates	ALL	Oct
7.	<b>LATE BUSINESS</b>			
7.1	<b>President's Report at the AGM</b>	Committee members to email Heike items/suggestions for committee report	ALL	OCT
7.2	<b>Marie Hart - EA requirements</b>	Discussion around EA conditions around SJ requirements and the effect that it has had on members needing to join.	JT	
7.3	<b>First Aid</b>	SJ had to cancel a show due to no first aider. 2 to 3 subcommittee members do have a first aid certificate. Proposal-that next year subcommittee nominees from each subcommittee do 1 <sup>st</sup> aid certificate and be subsidised by the club. Susan to continue to investigate the most cost effective way to do this. Susan to also clarify with EA what is required First Aid at events for each discipline -training days competition.	SS	OCT

7.4	Reimbursement	Subcommittees to ensure that a reimbursement form is filled out if coaches/people hired by the club do not have an invoice. Susan to do up a reimbursement form for subcommittees to use when requesting payment.	SS		OCT
7.5	Ken O'Malley	Ken's volunteering acknowledged by committee.	JS		OCT
7.6	Facebook Page	Query by Jennine regarding approval of comment. Lisa clarified that no posts could be made without admin approval.	JS		
8.	CONFIDENTIAL ITEMS				
9.	MEETING CLOSE AND NEXT MEETING DATE				
	Next Meeting Tuesday 8 <sup>th</sup> October 2024	9.18pm			