



Geraldton Combined Equestrian Club

MEETING MINUTES

Meeting No: 10/2024

Date: 13 Aug 2024

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

Attendees: Jennine, Jo, Lisa, Heike, Susan, Kerry

Apologies: None

	Item	Action	Person Responsible	TIME	Done
1.	WELCOME AND APOLOGIES /ACCEPTANCE OF PREVIOUS MINUTES				
1.1	13 Aug 2024 pm	Moved: Jo moved that the previous minutes from the July meeting be accepted. Seconded: Kerry			
2.	MATTERS ARISING FROM THE MINUTES (ONGOING)				
2.1	Proposal for Grounds Development (SS)	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
2.2	Club Polo Competition -Winners	Indi Smith design to be made into shirts Will be held over until 2025 given the busyness of the year HW moved that this is actioned LW moved that is seconded	SS		2025
2.3	Yard Allocation	Pending until membership for 2025			Ongoing
2.4	Sprinklers Some sprinklers need replacing.	JS to investigate other sprinkler options for the dressage arena/Dressage Committee to obtain a quote	Jennine Smith		Ongoing
2.5	Subcommittee for 2025 Bylaws and constitution mention the roles but was some confusion over the delegate wording and then representative wording. Clarity for 2025. What will this look like for 2025? Suggestion <ul style="list-style-type: none"> Sponsorship Officer- using a whole club approach Grants Officer 	Relook at in late August/September at a specific planning meeting regarding AGM for 2025	Committee		Ongoing
2.6	Club Positions Going Forward Time limit on Committee positions. Discussion as to whether it is in the best interest of the Club for positions to be a year long.	Discussion of 2 year stagger for positions Relook at in September at a specific planning meeting regarding AGM for 2025	Sept		Ongoing
2.7	Appointment Young Rider Rep	Relook at in September at a specific planning meeting regarding AGM for 2025	HW		Sept
2.8	Grass Arena/Ground Maintenance	Discussion Actions-Jo will speak with Luke regarding plans for the grass arena and a possible date	JT		Aug
2.9	Working With Children Check- reminder that WWCC cards must be sighted for judges and coaches.	Committee to keep monitoring members and WWCC EA Accredited Coaches-all have WWCC as requirement of the role.			Ongoing
2.10	Using Nominate for all Club Events/Membership and account reconciliations	Next year for membership Consideration for events for 2025-carry over Relook at in September at a specific planning meeting regarding AGM for 2025 Redo membership form.	SS		Ongoing
2.11	Role Description and Clarity	Committee to continue to develop spreadsheet outlining individual committee roles for more clarity Needs to make mention that all intellectual property belongs to the club GCEC as this has been challenging Relook at in September at a specific planning meeting regarding AGM for 2025 Process for resignation and handover of keys, information, passwords needs to be outlined and clear	SS		Ongoing

2.12	Padlocks on entrance gates	Keys at the moment-look to double padlock with combination key at the end of the year	JT		Dec
2.13	Katrin Clinic	Lisa to write up guide for Clinics Lisa to email to committee members	LW		Sept
2.14	Bank accounts	Investigation into accounts and interest rates Com Biz and length of processes challenging especially to link XERO Proposal from Bendigo organised by Kerry. Send tomorrow. We will then vote on it. -if we change bank accounts leave our CBA open HW moved that this is actioned LW moved that is seconded	SS KF HW		Sept
3.	CORRESPONDENCE IN/OUT				
	Chair request that all inward correspondence be received, and all outward correspondence be approved.				
	Correspondence In 18 th July 2024 <ul style="list-style-type: none"> EA Mandatory Reporting of Incidents and Falls 19 th July 2024 <ul style="list-style-type: none"> Email from Lauren Conway-showjumping equipment at July Classic 22nd July 2024 <ul style="list-style-type: none"> EA Monthly News 23 rd July <ul style="list-style-type: none"> Email from Carol Conway (Grounds) requesting information regarding jobs and allocation Email from Sue Ryall regarding minutes Email from Liz Thomas request regarding Nid Clinic 24 th July <ul style="list-style-type: none"> Email from Carol Conway (Grounds) regarding leaks Email from Liz Thomas regarding Life Member information 25 th July <ul style="list-style-type: none"> Email CGG regarding request for plaque Carol Conway-(Grounds) mowing organised for 9 August Email from Marnie Thurkle regarding Planfarm corflute signage and soil sample results 31 st July <ul style="list-style-type: none"> OTTWA Sponsor ship Contract Confirmation- Hoofbeats Request for articles Parkline Bench seats quotation for grant request CGG Funding confirmation from CGG for \$4749 for Dressage Championships 1st Aug 2024 <ul style="list-style-type: none"> Ross Newman High Point Trophy request-Christine Main Jay Prow-CGG-emails regarding funding/grants -Synergy -Community -CBH 2nd Aug <ul style="list-style-type: none"> Liz Thomas-Information regarding OTTWA Affinity Insurance Policy Renewal documents 3rd Aug <ul style="list-style-type: none"> Jay Prow from CGG-Funding Information 5th Aug <ul style="list-style-type: none"> SHCWA notice of AGM CGG Acknowledgement email of request for Grounds Information relating to internal fixture plans Logic IT granular request form for continuation of IT services 6th Aug <ul style="list-style-type: none"> Email from Be Stable-copy of Public Liability Insurance Email from Sarah Sly with suggestion for Dressage Champs 7 th Aug <ul style="list-style-type: none"> Email from Liz Thomas regarding trees near the gate and needing to be trimmed/cut (forward to Carol) Email from Sports House advertising for Project Officer JDF 8 th Aug <ul style="list-style-type: none"> Logic IT-email that granular relationship with Logi IT has expired. Need to request new granular request(Susan to ask to explain) Midwest Sports Federation-Survey Request and Funding Program 12 th Aug <ul style="list-style-type: none"> OTTWA response from query about sponsorship Grounds Report 13 th Aug <ul style="list-style-type: none"> Liz Thomas OTTWA Query Correspondence Out 11 th Aug				

	<ul style="list-style-type: none"> OTTWA Query regarding sponsorship of GCEC events <p>2nd Aug</p> <ul style="list-style-type: none"> CGG- for a copy of any existing service plans (including reticulation) of the Reserve 35816 and the leased Area of Lot 11336 <p>31st July</p> <ul style="list-style-type: none"> Email to Hannah at Hoofbeats regarding articles <p>25 July</p> <ul style="list-style-type: none"> Email to Marnie Thurkle regarding query about minutes <p>23 July</p> <ul style="list-style-type: none"> Email to Sue Ryall regarding updates to minutes Email to Mel Ellery, Judi Nardi and Dr Kylie regarding grounds usage in accordance with CGG expectations and compliance Email to Liz Thomas requesting information on Life Members for GCEC archives/database/files Email to Ground Committee regarding providing assistance to Carol given small existing grounds committee 			
4.	TREASURERS REPORT			
	<p>Current balances</p> <ul style="list-style-type: none"> Cheque \$88461 Business transactional account \$9863 Term Deposit \$41062*statement added to online banking <p>Treasurer's Report-verbal</p> <p>Jennine's reimbursements for Dressage Champs, Ipads July Show</p> <p>Approval Cleanaway and Ambulance for July Show</p> <ul style="list-style-type: none"> Last quarter up to June-trading income 37866-clinic Last quarter 12724-sponsorship Operating-12766 <p>This quarter</p> <ul style="list-style-type: none"> 5666 sponsorship Income 7500 Expenses-3968 <p>Written report requested to be presented next meeting</p> <p>Procedures needs to work in with treasurer for approval</p>			
5.	REPORTS			
	SUBCOMMITTEE REPORTS			
	<p>Dressage Report</p> <ul style="list-style-type: none"> Championship organisation is now down to tying up the loose ends FYI Sponsorship \$6700 Grant \$4749 Goods \$680 Vouchers \$1350 Entries very low so only using 1 arena and had to cancel 1 Eastern States judge Going with Live Scoring again Should a nice easy show but fingers crossed with the weather Next NID clinic is 30th, 31st August and 1st September Possibly may reduce to 2 day as is not long after Champs and clashing with Moony ODE Next Official Show is 7th and 8th of September but no judge secured yet <p>Thanks Jennine</p>	JS		
	<p>Show Jumping</p> <ul style="list-style-type: none"> Max building 10/11 Aug \$250 per day Thursday shows number not great, looking at how to improve- day membership Jodi to ask JWA about age limits on grassroots classes. Buying a club gazebo for all to use. 1st aider difficulties \$200 cash from Mike Seymour for sponsorship Finding out if SJ can have their own keys. Stallion boxes and their usage. Look at this next year. 	JT		
	<p>Show Horse</p> <ul style="list-style-type: none"> No meeting since last meeting. \$360 for nominations for July Show August show-no meeting-nomination 420 and 100 for ribbons. Meeting in August to decide in September Age of lead rein riders-Next year go with SH Council affiliation so can be covered for younger riders 3+ 	LW		
	GROUND'S COMMITTEE REPORT			
	Proposal that we have another busy bee towards the end of the year where many of the jobs get done.			
	<p><u>Leaks in Roof over Office and Canteen</u></p> <p>Dave has suggested the holes in office ceiling and in front of counter near roller doors be patched up with a product called Wakaflex and not to cover with tin unless edges are sealed with product as the roof over Canteen and office Roof space has no pitch and water can't runoff effectively.</p>	Members could do or Roof/ Handyman		

	Water gathering under Canteen Bench Dave has checked out the floor under bench and is of the opinion that the water is coming in from under the flywire back door, the weather strip is old and used and could be replaced or an alternate weather strip be attached to door. There is water leaking above the top of the flywire door and running down into the frame of door, Dave is unsure why has placed a piece of Aluminium above the back door in the past, but he thinks with the volume of rain it's not coped. The club rooms and canteen sit right on the concrete slab with the runoff water coming from the higher ground all around the back of the building and with the large amount of rain we have had it has been pooling x up to 6 inches of water at back door (ground runs down to and on the northeastern side of canteen with know where to go). Hopefully as the rain ceases the floor will stay dry.			I will try a rolled up towel to stop rain getting in and advise Helen.		
	Gutters The gutter on the Eastern back end of the veranda is blocked near the brick toilets, Ken and Dave suggest the gutter be removed as it has no purpose and doesn't need to be there.			Members could do or Handyman		
	Grandstand Remove Old Grandstand from tin shed housing motor bike and Dressage Dragger as it is an eye sore and could be a safety issue - metal on metal leads to rusting.			Members could do or Handyman		
	Dressage Judges Box Liz reported that the lock on the dressage box is very hard to open and lock, she has tried spraying the lock with lubricant but still faulty, works sometimes other times it won't lock. Dave suggests the handle/ lock may have been tampered with and a new handle/ lock required.			Carpenter or Handyman could do.		
	Down Pipes Ken has unblocked the down pipe at the back of club rooms on the eastern side, water needs to be directed away from tin wall as it is collecting and rusting wall at the bottom, suggest a piece of plastic PVC pipe be added to down pipe to direct water towards the brick toilet grass area but be aware this could cause a tripping hazard.			Members could do or Handyman		
	Side Window The window on the south side of veranda is nearly falling out, frame/brace needs to be pot riveted back in.			Members could do or Handyman		
	Dave opinion the whole Club sits very low on the ground with other areas around it higher which leads to higher ground runoff and water pooling, Roof of club rooms is very flat causing water to collect on roof, only the newer veranda roof has a very slight Pitch but still not enough for water to runoff. We have to remember that we have had a higher than normal amount of rain in the past 2 months and the Clubrooms are put together many years ago and has been continually patched up with silicon and bits and pieces. Thanks to Ken for trimming big tree at the back of canteen which was adding to blocked gutters.					
6.	GENERAL BUSINESS					
6.1	Understanding of CGG Clarification around Grounds Usage	Susan to forward letter from Shire to Judy Nardi, Mel Ellery and Dr Kylie	SS		Done	
6.2	New Showjumping Poles	Quote-poles broken over the SJ weekend 24 poles and purchase \$1684 Some existing poles will be sold Inventory of poles to be provided to Committee for next meeting. 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.	JT		Nov	
6.3	Arena Maintenance Continued	Luke from Midwest Turf Supplies has looked at grounds. -Fertiliser not promoting root growth. -Luke can start next week on vertiquaking half of the grounds -Step 1 approved-vertiquake south end of the grounds -Quotation accepted. Discussion regarding grounds usage and future renovations-whether it is viable to keep all grass arena given challenges watering, costs to continue with improvements. Jo spoke with an arena maker in Perth regarding some options. Lisa has called to CRT-for details on sprinkler range.	JT		Sept	
6.4	Keys	Keys for subcommittee members discussed as some do not have keys. Keys to be recalled at the end of the year. All keys come to the AGM *** discussed further at AGM planning meeting then will be redistributed.	JT		Nov	
6.5	Cash/Bank Accounts	Jennine to investigate with Nominate paying back prize money-they have a facility set up but advised against using it atm. Hence need cash for this weekend. Lisa to put cash into an envelope. Kerry to do up a proposal for Bendigo bank options for club financials.	JS SS KF		Done	
6.6	Insurance	Jennine to send out asset register to committee regarding sum insurance for items-agreed value as we may be overinsured. Insurance Review provided by Jennine. Each discipline to look at asset register and go through to check values of things.	JS		Done	
6.7	Members of the Club-Life Members	List of life members need to be compiled as we need to have these club records on our database. SS to email Liz regarding life members	SS		Done	
6.8	Grounds Committee	Knowledge of ports etc. Susan to request map of the area and the ports from Grounds Committee Given Ross' resignation from Grounds Committee discussion of ways to assist Carol. Email to members regarding jobs-volunteer list for grounds handyperson... Busv Bee-look at to do all in one lot.	SS HW		Done	

6.10	CGG Request from member of the public	Email following up on phone request for consideration of a recognition plaque at the grounds. Discussion around this. Susan to email CGG to let them know that this would be something that we could consider in the future.	SS		Sept
6.11	Bylaws	Discussion of a possible change to bylaws so that members may be able to be paid for providing a service to club members eg. course builders Susan moved that the bylaws be updated to reflect that there was scope for members to be paid should the club require specific services. Jennine Second Susan to update bylaws	ALL		Sept
6.12	Clinics	Communication regarding clinics and locations Ron Clinics-one more this year. Was well supported. 18 lessons. People can't commit early. Discussion regarding location for the clinic and decision was that it either run at GCEC or Be Stable. Nid Clinic timelines-Jennine will go review with Liz.	ALL SS JS		Sept
6.13	Marnie Thurkle Email	Discussion regarding Marnie's concerns regarding Planfarm and their support of the club that may not have been acknowledged due to Committee being unaware prior arrangements. Email to be sent to Marnie outlining the club's position and offering her the option of having Planfarm's advertisement visible at the upcoming dressage championships.	SS		Sept
6.14	OTTWA	Expectations, processes, payments, contract Susan to send to OTTWA the updated invoices for the club events	SS		Sept
6.15	Day Membership	Unable to provide day membership. Look for possible solutions in Sept planning meeting.	JT		Sept
6.16	Stallion Boxes	To be cleaned up at the end of year busy bee	JT		Nov
6.17	Scratching Nominations	Jo asked for clarity regarding the process as some members have scratched. Discussion and agreement that without vet/medical certificates no refunds available. To be updated on event entry forms.	JT SS		Sept
7.	LATE BUSINESS				
8.	CONFIDENTIAL ITEMS				
9.	MEETING CLOSE AND NEXT MEETING DATE				
	Next Meeting Tuesday 10 Sept 2024				