



Geraldton Combined Equestrian Club

MEETING MINUTES

Meeting No: 6/2025

Date: 18/6/2025

Start Time: 6.30 pm **Location:** Woorree Hall

Attendees: Jennine, Lisa, Lucy, Jo, Steph, Susan

Apologies: None

	Item	Action	Who	TIME	Done
1.	WELCOME AND APOLOGIES /ACCEPTANCE OF PREVIOUS MINUTES				
1.1	May Minutes 2025	Moved: Lucy moved that minutes be accepted. Seconded: Jo			
2.	MATTERS ARISING FROM THE MINUTES (ONGOING)				
2.1	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. Action: SH and SJ-Susan to email subcommittees	Susan	Ongoing	No action required atm
2.2	Grounds Development/Arena Update	Meeting with CGG Progress on grant Action: Self-Supporting loan for approx \$50000 approved to proceed with Action: approval for one of our accounts to be the sinking fund-term deposit	Susan	Ongoing	Done
2.3	Plan for Grass Arena not currently vertiquaked	Proposal-To divide the grass arena into two with fencing down the middle. Some discussion regarding sustainability, council watering restriction communication, sand v grass. Action: Looking towards a Cost Projection Analysis in 2025 and then wait to see if what happens with the grant with regard to the grounds and the arena development. Showjumping July Show Action: SJ to come up with a plan for July Show in terms of duty of care and rider safety. Budget also to be submitted at next meeting (May) for approval. 1. Ride to the conditions on Event instructions 2. Change some of the classes if necessary-optimum time-some of the classes 3. Put in the Event Management Plan-conditions and discuss with course designers 4. Liz T-what is the best sand for our arena. Susan 5. Jo to chat with SS about best solution for short term	Susan Jo	Ongoing	Done
2.4	Chapman Valley Ag Show Proposal	CV proposal for showjumping to return was discussed. Some concerns around the ground surface. We would need a course designer and a judge to be locked in which would be the responsibility of the CV Show Committee to provide. Will be run through a local pony club. GCEC will not be involVed	Jo	June	Done
2.5	Proposed Lease Area	Susan proposed that the area for lease is extended so it encompasses area up to Woorree Hall.-need consensus Action: All agreed to extend the lease area up to Woorree Hall Susan to email CGG to lease extension area (waiting on Heike to finalise area computer markup)	Susan	June	
2.6	July Showjumping Sponsor Area Plans	Sponsors will be accommodated around verandah-Horseland will be in the area to the right of the hall Action: Susan to draft up invitation for sponsors/competitors for Trade Stall for the July Show. Give to Paula for distribution to sponsors Rope off area near Woorree Hall. Coffee Van near stalls Equissage lady-Jo to contact	Susan Jo Paula	June	Done
2.7	Woorree Park Management Committee	Camping at the Grounds Response to previous questions asked of the WPMC. Action: Jennine to email WPMC regarding light, blind and defib. Action: email CGG-regarding hall and lease options Wed 25th 4.40pm Action: Jennine to speak with Beth about WPMC-correspondence -no news	Susan	June	Done

2.8	Positive Club culture/Sidelines behaviour /Grounds Signage	Signage advertising/social media Newsletters, Dept Sport Rec-signage for liability/leasing Liability Statement for Grounds <i>Woorree Park Equestrian Centre is leased from the CGG by the Geraldton Combined Equestrian Club and as such, all those who enter these grounds, do so at their own risk. Use of this facility is primarily for authorised club equestrian activities.</i> <i>GCEC accepts no liability for any accident, damage, injury or illness to horses, riders, grounds, spectators or any other person or property whatsoever.</i> <i>For equestrian related camping outside of GCEC events, please email secretary@gcec.org.au</i> Action-liability sign for other entry -Susan to organise Action: Dog bags-Jennine to get them Action: Susan to order sign	Jennine Susan	July	
2.9	Club Polo Competition-Winners	Will be held over until 2026 given the busyness of the year Action: Revisit when funding application grant for uniforms that we have applied for comes through	Susan	Nov	
2.10	Wendy Sutton Motown Award	2025 Award Action: Show Horse Committee to follow up with Wendy regarding whether she is prepared to pay for the trophy updates in the future and have a look for the framed picture	Steph	June	Left with SH-taken off
2.11	Show Horse Updates	Action: Steph to follow up with WWCC and confidentiality. Subcommittee minutes/report for show horse to be sent electronically to secretary for record keeping.	Steph	July	
2.12	WPMC Update	Correspondence received regarding meeting Wed 28 June Updated to 4.30am start	Susan	June	Done
2.13	Grounds Committee	Grounds' Committee Report-still items to be dealt with from previous report that need discussion (June) - We need to send the irrigator to Peter Nunn for some repairs. The drum that the wire winds onto needs some sort of brake system as it spins too fast and causes an overrun. Sue has spoken with Trudy from Nufab and have arranged to take it in on Monday for them to have a look. Dsg committee are aware of this. - The yellow warmup arena needs to have the sand removed from the logs, especially from the southern side. Overtime the sand has built up against/on top of the logs making them not visible to horse/rider. I (Liz) noticed at the TP Series horses were tripping/stumbling on them. Dsg committee are aware of this. - Blind for the Judges Hut. If we could possibly purchase a pull down blind so the judges are not looking into the sun. The Dsg committee have approved this. We could possibly look at sponsorship? Maybe from Batavia Coast Blinds and Shade Sails or purchase from Spotlight. - Tree removal:There are two trees that raise concerns. - One is the dead tree near the stallion boxes/wash bay and - other one over hangs the fence line on the grassed dressage area. Electrical-Damaged electrical plugs under canteen area. Susan is aware of this. Severed cable for speaker along the east west fence line between the grass and dressage arena. Susan is aware of this. The speaker used to be used for show jumping, music around the grounds and freestyle music for our tests. Action: Jennine to send picture of tree near the dressage arena to treelopper to look at Electrical to be looked at this weekend by committee		JUNE	Done
2.14	Off the Track Sponsorship for Events	OTTWA sponsorship requests for each discipline Action: Susan to send sponsorship spreadsheets to subdisciplines	Susan		Done
2.15	Processes for Events	Reporting of falls to EWA-within 24 hrs using online reporting, event planning-CGG requirements, first aid, risk management Action: Susan to laminate QR card and put up at grounds which is needed to report falls	Susan		Done
2.16	Trailers	SJ trailers-Northampton Show Susan to put over the pits in the next few weeks	Susan	July	

2.17	Social Media	Website and facebook. Concern that communication for events going out via old fb page and not via website and email. Actions: - Steph and admins to transfer members to new facebook page and keep old group for members only communication - Picture up of the new page for members to follow. Migration date set for 1 August. Current financial members only to be member of group	Susan Steph Subco mmitte es																														
2.18	Midwest Dressage	Action: Susan to ask Hayley about cupboard and MW Dressage's intentions with gear in there given we have had major clean outs lately	Susan		Done																												
3.	CORRESPONDENCE IN/OUT																																
	EMAIL CORRESPONDENCE INCOMING <table><tr><td>12 June 2025</td><td>Heike Witt-Dressage subsidies available</td></tr><tr><td>4 June 2025</td><td>Lease Invoice Statement-City of Greater Geraldton</td></tr><tr><td>30 May 2025</td><td>Ross Newman-WPMC-response to previous email Grant Success-Bendigo Bank for seating at the grounds</td></tr><tr><td>29 May 2025</td><td>Horse Power Letter of Support for Arena</td></tr><tr><td>27 May 2025</td><td>EWA Para Dressage awareness</td></tr><tr><td>23 May 2025</td><td>WPMC Proposal-Invitation to present regarding arena</td></tr><tr><td></td><td></td></tr></table> OUTGOING <table><tr><td>16/6/25</td><td>Heike Witt re extended lease area</td></tr><tr><td>16 June 2025</td><td>Signworks quote request for waiver sign at grounds</td></tr><tr><td>15 June 2025</td><td>Email to MWDA regarding storage at the grounds</td></tr><tr><td>11 June 2025</td><td>Email to Louise Spicer re gate combination request</td></tr><tr><td>6 June 2025</td><td>RWWA Letter of support request Craig Vinci-Request for Grant Application for this round so can lodge grant</td></tr><tr><td>5 June 2025</td><td>Great Northern Pony Club-Letter of Support Katrin Kuenstler Letter of Support</td></tr><tr><td>16 May</td><td>Mandatory Report-fall/incident</td></tr></table>		12 June 2025	Heike Witt-Dressage subsidies available	4 June 2025	Lease Invoice Statement-City of Greater Geraldton	30 May 2025	Ross Newman-WPMC-response to previous email Grant Success-Bendigo Bank for seating at the grounds	29 May 2025	Horse Power Letter of Support for Arena	27 May 2025	EWA Para Dressage awareness	23 May 2025	WPMC Proposal-Invitation to present regarding arena			16/6/25	Heike Witt re extended lease area	16 June 2025	Signworks quote request for waiver sign at grounds	15 June 2025	Email to MWDA regarding storage at the grounds	11 June 2025	Email to Louise Spicer re gate combination request	6 June 2025	RWWA Letter of support request Craig Vinci-Request for Grant Application for this round so can lodge grant	5 June 2025	Great Northern Pony Club-Letter of Support Katrin Kuenstler Letter of Support	16 May	Mandatory Report-fall/incident			
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4.	TREASURER'S REPORT																																
	Payments Needing Approval - Approval of blind for dressage hut-approved - Lease to CGG-Payment Approved - Ed Murphy-Jo to contact for receipt and will reimburse - Community Grant-going to have to pay GST component. - Committee confirmed payment of Lenane's-Kare McInnes to be invoiced for 3 loads of sand. - Reminder subcommittees to put codes on deposits Profit/Loss																																

Profit and Loss

Geraldton Combined Equestrian Club
For the period 16 May 2025 to 18 June 2025

16 MAY-18 JUNE
2025

Trading Income	
Arena Hire	30.00
Clinic Revenue	6,937.00
Entries-Dressage	460.00
Entries-Show Horse	145.00
Entries-Showjumping	340.00
Interest Received	67.85
Membership	575.00
Total Trading Income	8,554.85
Gross Profit	8,554.85
Other Income	
Sponsorship	9,850.30
Sponsorship- Showjumping	1,300.00
Total Other Income	11,150.30
Operating Expenses	
Coaches	4,306.75
Expenses-Clinics-Coaches (not incl flights)	292.00
Expenses-Dressage	700.00
Expenses-Show Jumping	232.81
General Expenses	334.00
Judges	750.00
Repairs and Maintenance	49.58
Subscriptions and Affiliations	65.00
Travel - Flights for Coaches, Judges and Officials	1,449.96
Xero Subscription	70.00
Total Operating Expenses	8,250.10
Net Profit	11,455.05

Balance Sheet

Geraldton Combined Equestrian Club
As at 18 June 2025

18 JUNE 2025

Assets	
Bank	
Business Trans Acct	0.66
Cheque account	285.82
Debit Card Account	1,026.76
Main Activity Account	81,822.14
Term Deposit	80,000.00
Total Bank	163,135.38
Current Assets	
Accounts Receivable	8,072.30
Total Current Assets	8,072.30
Total Assets	171,207.68
Liabilities	
Current Liabilities	
Accounts Payable	250.55
Total Current Liabilities	250.55
Total Liabilities	250.55
Net Assets	170,957.13
Equity	
Current Year Earnings	46,496.11
Retained Earnings	124,461.02
Total Equity	170,957.13

Budgets for Approval

5.	REPORTS			
	SUBCOMMITTEE REPORTS			
5.1	Dressage Report-Budget sent through for champs. Budget approved	Lucy		

	Showjumping -qualification for PC champs Cleaning poles -Lucy to contact Jo regarding times for dressage and numbers Nell Henry Clinic-poles borrowing -Jo to check with the committee		Lucy		
5.2	Show Jumping Report - Jodi attended and discussion regarding sponsorship, processes for July Show		Jo/Jodie		
5.3	Show Horse Report – had a meeting, productive. SC confirmed working hunter on Sunday. 26/27 July-low key show day on Sunday. Steph to email through.		SJ		
5.4	Woorree Park Management Committee Report- - At our WPMC meeting on Wednesday evening we moved to purchase two Defibrillators, at a cost of \$4800.00. - One to be placed on the Woorree Hall and the second on the exterior of the GCEC club rooms. These will be in a locked box set up. - I have requested the city fit an exterior light with a sensor to be fitted on the East of Woorree Hall and an interior Fluro tube be replaced. My enquiry to Denise at the city this morning revealed these works are on the to do list but as yet not done. - I have requested Jupp’s curtains attend to the damaged blind chain. - In relation to the management of the hall WPMC committee has requested we have a meeting with the city, You and Jenine at a convenient time asap to try and determine the future of the management. That about covers the activities up to date. I will let you know when a possible meeting can be arranged with all parties. Kind regards, Ross Newman (Chairman WPMC)		Ross		Done
5.5	Ground Committee Report- Updated Grounds Report 18/6/25 The dressage Subcommittee met with Ken O’Malley to discuss a maintenance plan to upgrade/maintain the yellow warm up arena due to the poles being unsafe. Ken is happy to: - remove the sand from the poles - remove and replace the damaged poles - Liz & Lucy are happy to drag the yellow arena when needed. The dead tree on the north end of the stallion boxes/wash bay has been removed. The one on the south end will be removed in due time. Action: Susan to communicate with Grounds Committee poles information		Liz/Sue SS	As above	
6.	GENERAL BUSINESS				
6.1	Arena	Funding Suggestions-Australian Sports Foundation. Susan proposed that we put an arena funding post on the above page. All in agreement. Action: Susan to add to the page	Susan	June	
6.2	Planning Meeting	Upcoming-September to look at 2026 and calendar Action: Susan to send out an invitation to Committee members	Susan	June	
6.3	4cyte sponsorship	Determination as to how split between the disciplines. Discussion and resolution	Jo		
6.4	Walkie Talkies	Loan Walkie Talkies given to Jo who will charge.	Jo		
6.5	Invoices for sponsorship	Discussion regarding what invoices had been paid and what still needed to be invoiced. Clarification	Jo		
6.6	Banking-CBA	Current bank accounts to be closed. All in agreement. Action: Susan and Lisa to meet at the bank asap to finalise.	SS LW	June	
6.7	Ground Development Fee-Camping Fees	Dressage and SJ to meet to discuss to ensure that there is consistency within the disciplines	JS JT	June	
7.	LATE BUSINESS				
8.	CONFIDENTIAL ITEMS				
9.	MEETING CLOSE AND NEXT MEETING DATE				
	Meeting closed at 8.30pm Next Meeting Wednesday 16 July	Woorree Park Hall			