



# Geraldton Combined Equestrian Club

## Minutes

**Meeting No:** 3/2025

**Date:** 19/3/2025

**Start Time:** 7.00 pm **Location:** Woorree Hall

**Attendees:** Steph Johnson, Lisa Wallace, Susan Seaward, Jo Taylor, Jennine Smith, Lucy Lowe

**Apologies:** None

Item	Action	Who	TIME	Done
1.	<b>WELCOME AND APOLOGIES /ACCEPTANCE OF PREVIOUS MINUTES</b>			
1.1	Feb Minutes 2025	Moved: Jennine moved that minutes be accepted. Seconded: Jo		
2.	<b>MATTERS ARISING FROM THE MINUTES (ONGOING)</b>			
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.	Susan	Ongoing
2.2	Grounds Development Update	Formation of Working Party Update for Committee	Susan	Ongoing
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. <b>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.</b>	Susan Jo	Ongoing
2.4	Survey Results from 2024	Discussion and Outcomes To be taken to subcommittees for discussion <b>Action: Show Horse committee to finalise their feedback Susan to send Survey results</b>	Steph	April
2.5	Midwest Dressage	Update Communication with Hayley Smythe verbally with GCEC terms and conditions regarding Clinics. Confirmed in writing-email sent on 17/3. Waiting to hear back.	Susan	April
2.6	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. <b>Jo emailed back Liz Elliot-Lockhart with T&amp; Conditions. Haven't heard back</b>	Jo	April
2.7	Canteen Update	We have lots of donations of things that are going to be useful. Helen will give us a list of what we need to be functional. Keys have all been returned. Jennine has the canteen keys and Helen O'Malley has a set.	Jennine	
2.8	Woorree Park Management Committee	Camping at the Grounds Response to previous questions <b>Action: Susan to email Ross to ask to attend WPMC meeting with the purpose of engaging stakeholders in gaining support of user groups</b>	Susan	Mar
2.9	Point Scoring	Review points allocation for awards in Jan with subcommittees for the end of year awards, in house club awards. Discussion regarding using a 321 points allocation, with no championship points counting for these awards. <b>Action: To be taken to subcommittees for confirmation. All consistent. Action-all-rounder, awareness of the weightings at the end of the year Allrounder award to be a prize from Rogue Pony (sponsor)</b>	JT SJ LL	Mar
2.10	OTTWA Sponsorship	OTTWA sponsorship conditions <b>Action: Susan to communicate after discussion with OTTWA</b>	Susan	Mar
2.11	Positive Club culture/Sidelines behaviour	Signage advertising/social media Newsletters, Dept Sport Rec-signage for liability/leasing  Dog bags-Jennine to get them <b>Action: Susan to research wording</b>	Susan	Mar
Liability Statement for Grounds				

		<p>Woorree Park Equestrian Centre is leased from the CGG by the Geraldton Combined Equestrian Club. In consideration of being allowed to participate in equestrian activities on these grounds, I hereby release and hold harmless GCEC, its officers, employees, agents, and volunteers from any and all liability, claims, demands, actions, or causes of action arising out of or related to any loss, damage, or injury, including death, that may be sustained by me or to any property belonging to me, whether caused by the negligence of the releasees or otherwise, while participating in such activities or while on the premises.</p> <p>Camping?</p>																															
2.12	Social Committee for next year	Carried over to 2025 Discussion that we have had a number of social events so not deemed necessary	Jennine	Mar																													
2.13	Club Polo Competition-Winners	Will be held over until 2025 given the busyness of the year	Susan	Mar																													
2.14	Wendy Sutton Motown Award	2025 Award Show Horse Committee to follow up with Wendy re award	Steph	Mar/April																													
2.15	Katrin Clinics Measuring	Update on Katrin Clinics Tanika is in communication with Katrin. <b>Action: Steph to ask Tanika to put in OTTWA application for clinics</b> Future measuring: Penny and Jo able to measure. Looking for a date in September to have another measuring opportunity. <b>Action: Steph to liaise with Penny and Jo regarding the September date</b>	Steph All	Mar																													
2.16	Horse of the Year Judge	<b>Action: Steph to liaise with judge-Debbie Garland regarding confirming early for HOTY</b>	Steph	April																													
2.17	Bendigo Term Deposit	Proposal-Susan/Lisa/Jennine open account term deposit at Bendigo All in favour Completed.	S/L/J	Mar																													
3.	CORRESPONDENCE IN/OUT																																
	<p>EMAIL CORRESPONDENCE INCOMING</p> <table><tr><td>18/2/25</td><td>Marie Hart-Clarification re code and usage of grounds</td></tr><tr><td>19/2/25</td><td>Camille from EWA-Introduction email</td></tr><tr><td>20/2/25</td><td>Gemma Simkin-Browband Proposal</td></tr><tr><td>24/2/25</td><td>Logic IT Invoice</td></tr><tr><td>26/2/25</td><td>Camille EWA Grant Information</td></tr><tr><td>28/2/25</td><td>Hayley Smythe-Sprinkler Maintenance WPMC-Ross Newman-Date confirmation WPMC-Ross Newman-question response</td></tr><tr><td>2/3/25</td><td>JWA Series Invitation</td></tr><tr><td>6/3/2025</td><td>CGG-service plans for the grounds</td></tr><tr><td>10/3/25</td><td>Katrin request for clinic follow up</td></tr><tr><td>13/3/25</td><td>Email quotation from Luke re grass area</td></tr><tr><td>17/3/25</td><td>Cleanaway Statement</td></tr></table> <p>OUTGOING</p> <table><tr><td>12/2/25</td><td>Ross Newman-WPMC-email request for information re WPMC</td></tr><tr><td>13/3/25</td><td>Email to CGG requesting lease extension Email to Katrin re clinics</td></tr><tr><td>17/3/25</td><td>Email to MWDA re clinics</td></tr></table>		18/2/25	Marie Hart-Clarification re code and usage of grounds	19/2/25	Camille from EWA-Introduction email	20/2/25	Gemma Simkin-Browband Proposal	24/2/25	Logic IT Invoice	26/2/25	Camille EWA Grant Information	28/2/25	Hayley Smythe-Sprinkler Maintenance WPMC-Ross Newman-Date confirmation WPMC-Ross Newman-question response	2/3/25	JWA Series Invitation	6/3/2025	CGG-service plans for the grounds	10/3/25	Katrin request for clinic follow up	13/3/25	Email quotation from Luke re grass area	17/3/25	Cleanaway Statement	12/2/25	Ross Newman-WPMC-email request for information re WPMC	13/3/25	Email to CGG requesting lease extension Email to Katrin re clinics	17/3/25	Email to MWDA re clinics			
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	<p><b>Payments Needing Approval</b> Logic IT-approved and approved ongoing as it is a regular payment Sponsorship signs for sponsors approved. Signage for sponsors going forward will be approved (pre-approved as long as they have paid their sponsorship)</p> <p><b>Budgets requiring approval</b> Dressage-May show budget (approved by committee)</p> <p><b>Bank Balance</b> CBA-\$3000 Bendigo Card-\$1036 Bendigo Tern Deposit-\$80000 Bendigo main account-\$62658</p>																																
5.	REPORTS																																
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5.1	Dressage Report-attached		Lucy																														
5.2	Show Jumping Report-attached		Jo																														
5.3	Show Horse Report – Steph to email through subcommittee report		SJ																														
5.4	Grounds' Committee Report-Grass clippings have been taken away. Nothing major to report		Liz/Sue																														
5.5	Woorree Park Management Committee Report-None		Ross/Beth																														

5.6	<b>Arena Development Report</b> -Working party have met and have a shared folder where grant application information is being kept. Committee members are Joanne Fabling, Heike Witt, Susan Seaward, Marnie Thurkle and Heike Witt		Susan		
6.	<b>GENERAL BUSINESS</b>				
6.1	Committee Meetings	Dates/times/representation <b>Action: Keep to the 3<sup>rd</sup> Wednesday of each month</b>	Susan		
6.2	Facebook Privacy and Sponsorship	Grant feedback is consistent around having a public page for sponsorship/grants <b>Action: -set up a new open FB page for sponsorship promotion and events Steph and old fb page renamed to members only-Steph</b>	Susan	April	
6.3	Wings Sponsorship	Discussion around sponsors for the showjumping wings. Gemma to liaise with Paula to add to existing club sponsorship proposal <b>Action: showjumping to liaise with Paula what her thoughts are on the jump wings and her level of involvement</b> <b>Advertising to be placed in newsletter</b>	Jo	March/ April	
6.4	Subdiscipline sponsorship Sponsorship-in kind Telstra Sponsorship Nabawa Tavern Sponsorship	Susan brought up that Paula needed some answers regarding sponsorship in kind. <b>Action: Susan to confirm with Paula that sponsorship in kind will be the same recognition as cash sponsorship</b>	Susan	March	
6.5	Fundraising	Leta's proposition regarding her proposal. <b>Action: Jennine to give feedback to Leta that this will be a consideration for 2026/but happy to proceed with the raffle</b>	Jennine	March	
6.6	Sponsorship-Rogue Pony	Confirmation required from committee regarding acceptance of Rogue Pony sponsorship proposal <b>Action: all in favour of proceeding as long as invoices presented within that year. Susan to let Paula know</b>	Susan	March	
6.7	Arena Proposal	Ground Improvement Fee and link to form for member feedback Discussion of the implementation of a Ground Development charge to assist us with our arena development. All in favour. <b>Action: Ground development fee of \$5 to be added to entry fee for all events (not including clinics). Subcommittees to update their upcoming entry forms to include this. Susan to email out members this information</b>	Susan	March	
6.8	Breed Show	Day membership/single event membership to be added to the entry form Lisa to make 3 garlands for the Breed Show Advertising-flyer to be drawn up Steph	Steph/Lisa	March	
7.	<b>LATE BUSINESS</b>				
	Show Horse Updates	<b>Actions: Susan to be the second person-email Steph to follow up with WWCC and confidentiality. Subcommittee minutes for show horse to be sent electronically to secretary for record keeping</b>	Steph	March	
	Newsletter	<b>Action: Susan to do up an email regarding survey for arena and Ground fee to be added and communicated. Susan to put together a newsletter for members</b>	Susan	March	
	Weather	Discussion regarding upcoming warm weather and adhering to EA guidelines. <b>Action: Susan to email out members that we are always considering this and will put things in place</b>	Susan	March	
	Meetings for Subcommittees	Discussion regarding electronic meetings. <b>Action: These will need to follow subcommittee guidelines with minutes taken and an agenda with minutes submitted to the secretary</b>	All	March	
8.	<b>CONFIDENTIAL ITEMS</b>				
9.	<b>MEETING CLOSE AND NEXT MEETING DATE</b>				
	Meeting closed at 9.05pm Next Meeting Thursday 17 April 2025	Woorree Park Hall			