



# Geraldton Combined Equestrian Club

## MEETING MINUTES

**Meeting No:** 1/2025

**Date:** 15/1/2025

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

**Attendees:** Susan, Jennine, Lucy, Lisa, Steph via phone

**Apologies:** Jo

	Item	Action	Who	TIME	Done
1.	<b>WELCOME AND APOLOGIES /ACCEPTANCE OF PREVIOUS MINUTES</b>				
1.1	Dec Minutes 2024	Moved: Jennine moved that minutes be accepted. Seconded: Jo			
2.	<b>MATTERS ARISING FROM THE MINUTES (ONGOING)</b>				
2.1	<b>Working With Children Check</b> – 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.	SS	Ongoing	
2.2	<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 <b>Addition: Planning meeting Tuesday 21<sup>st</sup> January Jennine's 7pm</b>	HW	Ongoing	
2.3	<b>Plan for Grass Arena not currently vertiquaked</b>	Proposal-To divide the grass arena into two with fencing down the middle. Some discussion regarding sustainability, council watering restriction communication, sand v grass. Looking towards a Cost Projection Analysis in 2025 Discussion around larger sponsorship next year to assist with funding more work to the grass arena and possibly a round yard. Action: Joint meeting for all subcommittee members in 2025 to discuss sponsorship/funding. Action: Woorree Hall to be looked at for meetings in 2025. Action: Will conduct a CPA and discuss with new committee next year Action-Jennine get quote from Stacey for hose Action-Quotation for sand arena for north part of arena-Jo Taylor to email Shaun Squires Quotation for grass-Luke has done so we are aware of costs. Costs could be prohibitive. Discussion regarding whether to vertiquake second half and reduce watering on the second half. Luke to give us a quote for other end of ground.	SS JT	Ongoing	
2.4	<b>Grass Arena/Ground Maintenance</b>	Continue with discussion after the AGM Action-Susan to email new Grounds Committee after the AGM regarding the mowing of the grounds-that it be done with the catcher on as the grass clippings make the ground slippery Action: Susan email Liz re Grounds Committee given that they have a good idea of things.	SS	Jan	
2.5	<b>Meeting with CGG and Grounds</b>	<ul style="list-style-type: none"> <li>Invitation from the CGG to introduce/present our vision at a council meeting.</li> <li>Discussions around increasing the lease area was positive but we do need to investigate this further and get more clarity from the CGG and the Woorree Management needs to be involved</li> <li>meeting to be set up with CGG so we know of future scope/costs of extending the lease and also what they are going to assist us with in regard to grounds maintenance-mowing etc.</li> <li>Water usage was discussed and we were told that we need to look at our usage in the future, it's monitored and not sustainable. Need to look at options</li> </ul> Action: Committee representatives need to meet with Lara Dalton and push our plan/City lease meeting Heike to contact Lara Dalton regarding the proposal Dec Next dates of council meeting is 25 Feb. Look to this day to present Meet with council regarding lease extension-Jan Heike to contact CGG with regard to locking in a date for the lease extension.	HW/SS	Jan/Feb	

		Action-Susan to contact Craig Vinci from the Department of Sport and Rec regarding the process for submitting a major grant and let others know about meeting time.			
2.6	<b>Survey Results</b>	<b>Discussion and Outcomes</b> To be taken to subcommittees for discussion	SS	Feb	
2.7	<b>Midwest Dressage future at grounds</b>	Discussion regarding MWDA using the grounds for several clinics provided they have insurance and run the clinics in line with our processes and pending further discussion/clarification. Action: Susan to request insurance information from MWDA and CGG requirements regarding casual usage for non-profit group and send them a copy of the draft calendar to assist them with their scheduling. Susan to follow up.	JS SS	Jan	
2.8	<b>Canteen</b>	Put out an expression of interest canteen for opportunity to make money Expression of interest. Anyone to use as a fundraiser.	LW/JS	Jan	
2.9	<b>Padlocks on entrance gates Keys</b>	Keys at the moment-look to double padlock with combination key at the end of the year Action: members to be advised that we are providing a code for the front gate. To be included in membership spiel <ul style="list-style-type: none"> <li>• Sign in Book at gate-Susan to do the book</li> <li>• Box at the gate-metre box -SS to grab toolbox from home</li> <li>• Sign at the gate-ride at own risk</li> <li>• Gate opens outward sign-SS in Jan</li> <li>• Chain for gate-LW</li> <li>• Painting front gates-Busy Bee</li> </ul> Signage for front gate -Jo to contact Shane at Sun City Signs Action: high tensile padlock. 4 number. Jennine to purchase -Janine to recheck at Geraldton Lock and Key-Carbine given that there are no suitable ones at Bunnings	JT ALL	JAN	
2.10	<b>Fire Extinguishers, De Fib machine, First Aid</b>	We need to know what fire resources we have available. Ross Newman did respond to our email regarding questions for WPMC but we were still not aware of the information around the fire resources. Action: Susan to draft up an email for the Committee to have input into and send to WPMC asking for those specific details.	JS	Dec	
2.11	<b>Woorree Park Management Committee</b>	Discussion of camping fees and payment to WPMC and their current role, meeting times, AGM etc given that they are responsible for overseeing the application of capital grants etc. GCEC would like to have a WP representative on the Committee Action: Susan to send committee email regarding questions for WPMC around-bore, weeds, sprinklers, defib, other club rosters Susan to contact Beth Still (current member) regarding whether she would like to continue to be involved with the WPMC given that she is our representative from 2024 and also re-email Ross regarding the above.	JS SS	Jan	
2.14	<b>Point Scoring</b>	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. Action: To be taken to subcommittees for confirmation	JT	Feb	
2.15	<b>OTTWA Sponsorship</b>	One payment still outstanding. They have confirmed sponsorship for 2025 for Nid and Nell clinics, Breed Show and the July Show. Bronze sponsorship for all other events submitted up to end of July. We need to ensure that Action: Subcommittees to be aware of criteria for OTT sponsorship. Committee to familiarise themselves with this and take to subcommittees so that our obligations can be upheld	JS SS	Jan	
2.16	<b>Positive Club culture/Sidelines behaviour</b>	Signage advertising/social media Newsletters, Dept Sport Rec-signage for liability/leasing meeting Heike Held over until 2025		Feb 2025	
2.19	<b>Social Committee for next year</b>	Carried over to 2025 Discuss at planning meeting in January	JS	Jan	
2.21	<b>Busy Bee in November</b>	Action-Busy Bee postponed until mid late February Date has now been set for Sun 16 Feb for Busy Bee/Social Sausage sizzle Heike to contact CGG regarding tree lopping Action: Susan to email grounds committee to contact CGG re trees. C	ALL SS	Feb	
2.22	<b>Club Polo Competition -Winners</b>	Will be held over until 2025 given the busyness of the year HW moved that this is actioned LW moved that is seconded	SS	Feb	
2.23	<b>FIRST AID UPDATE</b>	Quotes/Dates Information from EA Possible dates for First Aid Training Action: Organise this for early 2025 Susan to look at email that came through regarding grant. Email Craig Maulish re advice around this	SS	Feb	

2.27	Data for Sponsorship	Need some specific data that we can use to assist us with our sponsorships/grants such as competitor numbers, cost/number of flights etc so that we are not reinventing the wheel for our grant applications Action: All subcommittees to email Susan any data asap so that we have a list of information we can use for grant applications	SS ALL	Jan/Feb	
2.29	Wendy Sutton Motown Award	Lisa to catch up with Wendy regarding award for 2025	LW	Jan	
3.	CORRESPONDENCE IN/OUT				
	EMAIL CORRESPONDENCE				
	INCOMING				
	9/12/24	Email from Liz Thomas regarding purchase of new hoses			
	10/12/24	Email from Hayley Smythe re meeting with MWDA			
	12/12/24	Gemma Simkin email and offer of help Steph Johnson email-receipt of email from Committee and acceptance of position of Show Horse rep Remittance advice-reimbursement from CGG for \$3361.50			
	16/12/24	Email from Marie Hart re query			
	18/12/24	Email from Liz Thomas re Grounds Committee			
	26/12/24	Email from Ross Newman regarding queries WPMC			
	9/1/25	Jay Prow-Grants upcoming			
	12/1/25	Request from Geraldton Turf Club for a Sponsorship package			
	OUTGOING				
	11/12/24	Committee email to WPMC re queries around information regarding management of grounds via the committee and processes			
	16/12/24	Email to Marie Hart regarding Treasurer's Report and confirming that an audit and not a review was conducted			
	9/1/25	Email to Geraldton Turf Club regarding sponsorship for 2025 Email to land leasing at CGG regarding possibility of other user groups conducting clinics at the grounds			
	13/1/25	Email to RWWA regarding OTT sponsorship for 2025			
4.	TREASURER'S REPORT				
	Payments Needing Approval <ul style="list-style-type: none"><li>CRT-hose to be replaced</li><li>Invoices from Heike \$80</li><li>Rogue Pony invoices from 2023</li></ul> Balance Sheet provided Profit and Loss provided Tracking of reports provided All in favour of payments to be made				
5.	REPORTS				
	SUBCOMMITTEE REPORTS				
5.1	Dressage Report	Perpetual Trophies-adding 2 perpetual trophies for trophies. All in favour	JS LL		
5.2	Show Jumping Report	-none	JT		
5.3	Show Horse Report	-Lisa and Steph to complete a handover	SJ		
5.4	Grounds' Committee Report	-none			
6.	GENERAL BUSINESS				
6.1	Night Light Funding/CGG Funding/Seating Funding	Susan proposed that we apply for Night Light Funding so that we have lighting for the grounds and can ride during the evening Susan proposed that we reapply for funding for seating-tiered seating of which CGG would fund half if successful. All in favour for these grant applications to go ahead Action: Susan to contact Paula McAndrew and Hayley Smythe to assist with funding applications for these items	SS	Jan	
6.2	Sponsorship for 2025 incl OTT	Paula has been working on sponsorship proposal from prospective sponsors and proposal will go out shortly to members. Will be presented to the Committee for approval prior to being sent out. Off the Track sponsorship-been approved as mentioned above. Will assist with prizes and funding for events in 2025	SS	Jan	
6.3	Audit for 2024	Request from Marie Hart re sharing of balance sheet on website Profit loss details to be put on website	SS	Jan	
6.4	Membership Approvals	All members approved. Susan submitted list of members for approval. Susan to send out confirmation to all members who have joined the club	SS	Jan	
7.	LATE BUSINESS				
7.1	Calendar and TP Series	Deb King will come back to do measuring. Show Horse subcommittee will set dates for measuring and when we have these we will let our members know Susan to send out our club dates for the year.	SJ SS	Jan	
7.2	Calendar	Action: TP Series dates-Steph to confirm with SH subcommittee. Dressage subcommittee have finalised dates.		Jan	

7.3	Subcommittees	Confidentiality agreement required and Working with Children Check Action: Jennine to put in writing subcommittee reps regarding roles to provide some clarity to those volunteering for subcommittees	JS	Jan	
7.4	Horse of the Year Judge	Discussion regarding dates for events and what has been locked in already. Action: Steph to liaise with judge-Debbie Garland regarding confirming early for HOTY	SJ	Jan	
8.	CONFIDENTIAL ITEMS				
9.	MEETING CLOSE AND NEXT MEETING DATE				
	Next Meeting 19 Feb 2025	Woorree Park Hall			