



# Geraldton Combined Equestrian Club

## MEETING MINUTES

**Meeting No:** 16/2024

**Date:** 11 Dec 2024

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

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

**Apologies:** None.

	Item	Action	Who	TIME	Done
1.	<b>WELCOME AND APOLOGIES /ACCEPTANCE OF PREVIOUS MINUTES</b>				
1.1	Nov Minutes 2024	Moved: Jennine moved that minutes be accepted. Seconded: Lisa			
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.			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	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.	SS	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. Susan to email David and Catrina re watering. Contact Hayley and Sue to see if happy-find a time to work to show others.	SS	Dec	
2.5	<b>Sprinklers</b> Some sprinklers need replacing.	JS to investigate other sprinkler options for the dressage arena/Dressage Committee to obtain a quote. Ross reimbursement to be paid for fixing the sprinkler. Approved by Committee	SS	Nov	Done
2.6	<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> <p>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</p>	HW/SS	Jan/Feb	

		Heike to contact CGG with regard to locking in a date for the lease extension.			
2.7	<b>Survey Results</b>	<p><b>Discussion and Outcomes</b></p> <p>Action: Susan presented a summary of the survey results/feedback to be taken to subcommittees early in the year</p> <p>Action: Susan to send out email to members re joining subcommittees and to contact reps</p>	SS	Feb	
2.8	<b>Midwest Dressage future at grounds</b>	<p>Action-Susan to email MWDA questions re future at the ground</p> <p>Email back from Hayley-email in Hayley</p>	JS SS	Nov	DONE
2.9	<b>Canteen</b>	<p>Karen and keys. Action: Lisa to contact Karen regarding the keys to the canteen area.</p> <p>New action: Karen extension on the time to clean out the canteen. Lisa to contact Karen again in December.</p> <p>Jennine to message Karen later this week re keys.</p>	LW	Dec	
2.10	<b>Strategic Plan Review</b>	<p>Reviewed</p> <p>Proposal-to be added to 3 meetings in 2025 for review</p> <p>Motion: Heike to be invited to these strategic planning meetings to assist with future planning</p> <p>Approved by all</p>	SS		
2.11	<b>Padlocks on entrance gates Keys</b>	<p>Keys at the moment-look to double padlock with combination key at the end of the year</p> <p>Action: members to be advised that we are providing a code for the front gate. To be included in membership spiel</p> <p><b>Dear GCEC Members,</b></p> <p>We are pleased to inform you that starting from [insert date], 2025 members will have access to the club grounds via a new padlock system. The padlock will be secured with a number code, which will be provided to members on request. Please note that this code is not transferrable to non-members.</p> <p>To ensure the security and proper use of our facilities, we kindly ask that you log into the members' book each time you enter the grounds via the gate entry with your vehicle and horse. This will help us keep track of usage and maintain the safety of our premises.</p> <p><b>Instructions for Access:</b></p> <ol style="list-style-type: none"> <li>1. Enter the provided number code into the padlock to unlock the gate.</li> <li>2. Log your entry time and name in the members' book located at the entrance.</li> <li>3. Ensure the gate is securely locked upon leaving. Please note that the padlock must join the other CGG padlock that locks the gates at one end and the chain at the other.</li> </ol> <p>We appreciate your cooperation and look forward to seeing you at the club.</p> <p>Kind regards, [Your Name] [Your Position] [Equestrian Club Name]</p> <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> <p>Signage for front gate -Jo to contact Shane at Sun City Signs</p> <p>Action: high tensile padlock. 4 number. Jennine to purchase</p>	JT ALL	DEC/JAN	
2.12	<b>Fire Extinguishers, De Fib machine, First Aid</b>	<p>We need to know what fire resources we have available.</p> <p>Action: Jennine to email Ross and ask about next AGM/meeting for WPMC</p>	JS	Dec	
2.13	<b>Woorree Park Management Committee</b>	<p>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.</p> <p>GCEC would like to have a WP representative on the Committee</p> <p>Action: Susan to send committee email regarding questions for WPMC around-bore, weeds, sprinklers, defib, other club rosters</p>	JS SS	Dec	
2.14	<b>Code of Conduct Update</b>	<p>Proposed that we update the Code of Conduct so that the word 'conversation' is changed to 'communication' given that this can sometimes be challenging.</p> <p>Accepted-Jo</p>	SS	Dec	DONE
2.15	<b>Cleanaway Over Xmas</b>	<p>We need to have our bin in to avoid Christmas costs.</p> <p>Susan to email Cleanaway our closed dates over Christmas.</p>	SS	Nov	DONE
2.16	<b>BMX Dates</b>	<p>Note on our calendar-28 Feb, 3 March-BMX event.</p> <p>Action-Susan to add it to calendar for 2025</p>	SS	Nov	DONE
2.17	<b>Camping</b>	Request by WPMC for 50% of camping fees for events.	JS	Nov	

		Action: Jennine to go into global to get some allocations so we know how much we need to pay. Lisa to pay.			
2.18	User Fees-Grounds	Action-Susan to email CGG tomorrow morning to request ground fee to be reimbursed.	SS	Nov	DONE
2.19	Email correspondence 2025-guidelines	Responsibility needs to fall back to subcommittees-responsible for communications relating to disciplines. Tighten up on processes as there is a significant amount of email traffic going via secretary and not subcommittees as requested.	SS	Dec	
2.20	Induction for new committee members-confidentiality, event management, budgets etc	Susan to continue working on an induction manual for the start of next year. Discussion around confidentiality and onboarding new committee members. Action-Committee and Subcommittee agreement to be signed by all new committee and subcommittee members	SS	Dec/Jan	DONE
2.21	Cash/Bank Accounts	Bank accounts for GCEC now and ongoing All in favour of moving GCEC bank accounts to Bendigo –higher interest rates, better accessibility <ul style="list-style-type: none"> <li>January re look at moving to Bendigo given the challenges with CBA</li> <li>Susan, Jennine and Lisa to meet with Bendigo on Thursday 3pm.</li> </ul>	SS	Jan	
2.22	Point Scoring	Review points allocation for awards in Jan with subcommittees	JT	Jan	
2.23	OTTWA Sponsorship	Discuss at Jan meeting Susan to forward the OTTWA email to subcommittee reps and ring OTTWA regarding payment	JS SS	Jan	
2.24	Positive Club culture/Sidelines behaviour	Signage advertising/social media Newsletters, Dept Sport Rec-signage for liability/leasing meeting Heike Held over until 2025	JS	Feb 2025	
2.25	AGM, Audit Report and future categories for club disciplines	Review of the audit report and how we divide our financials in Xero. This needs to be reviewed so that it clearly delineates subcommittee expenses. Action-will look at categories in Jan with new Treasurer Canteen-discussion around canteen costs and meals for judges, stewards, officials etc. Some seemed excessive and may need to be capped. Action-in 2025 will put limits on canteen meals for events Action: Lisa to come back to next meeting at what might work. Email chain if need to get onto it sooner	SS	Jan	
2.26	Social Media for 2025	Do we need facebook -2 accounts? Discussions around trying to get members to use the website as it is easier to navigate. Susan happy to show new volunteers from subcommittees how to access and update the website. Susan to meet with Gemma in Jan to handover Subcommittees can get someone to be the website person for subcommittee Facebook page to be more about community	JS SS	Jan	
2.27	Social Committee for next year	Carried over to 2025	JS	Jan	
2.28	Cash-2025	Going cashless in 2025 Susan proposed that all event entries to be electronic. No cash Do via internet transfer on the day if necessary. All in agreement	SS	Jan	
2.29	Busy Bee in November	Action-Busy Bee postponed until late Jan/February Heike to contact CGG regarding tree lopping Action: Susan to email Paul Caley re trees. Check with Heike if she has done anything.	ALL SS HW	Feb	
2.30	Club Polo Competition -Winners	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	
2.31	FIRST AID UPDATE	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	
3.	CORRESPONDENCE IN/OUT				
	EMAIL CORRESPONDENCE				
	INCOMING				
	8/12/24	Email from Leta Mitchell regarding Committee correspondence			
	5/12/24	Email from Marie Hart-Pony Club Australia C Certificate Manual			
	4/12/24	Cleanaway change of contact details and bin removal Email from Marie Hart Query re Treasurer's Report at AGM			
	2/12/24	Liz Thomas-positive comments re AGM			
	30/11/24	Email from Steph Johnson re Show Horse Rep			
	29/11/24	Joyce Newnham-Old Rogue Pony Invoices CGG-acknowledgement of reimbursement owing to the club of \$3361 Carly Petersen-email re nominations for Committee positions			
	26/11/24	Ross Newman-Ground Fees			

	OUTGOING				
	3/12/24	Committee response to Leta Mitchell			
	2/12/24	CGG-confirmation of details for reimbursement			
	1/12/24	Steph Johnson-receipt of email Joyce Newnham-thanks for information re financial information			
	26/11/24	Jay Prow at CGG-request for refund of Ground Fees			
	26/11/24	OTTWA-confirmation of invoices sent for payment re OTT sponsorship			
4.	TREASURER’S REPORT				
	Payments Needing Approval 31 <sup>st</sup> Oct to now we spent \$998 <ul style="list-style-type: none"><li>Midwest financials-\$770 approved</li><li>Midwest Sports Fed-\$50</li><li>Leta Mitchell-reimbursement</li><li>Ground Fees WPMC-\$890</li><li>Lisa Wallace reimbursement-end of year for Showhorse \$362.94</li></ul> All in agreement to be paid				
5.	REPORTS				
	SUBCOMMITTEE REPORTS				
5.1	Dressage Report-no meeting		JS		
5.2	Show Jumping Report- no meeting		JT		
5.3	Show Horse Report-no meeting		LW		
5.4	Grounds’ Committee Report-none				
6.	GENERAL BUSINESS				
6.1	Data for Sponsorship	Need some specific data that we can use to assist us with our sponsorships/grants Sponsorship Goals Showjumping numbers, cost of flights, needs etc so that we are not reinventing the wheel for our grant applications Proposal-all contribute to database-email Susan information	SS ALL	Jan/Feb	
6.2	Rogue Pony Invoices	Information presented regarding invoices that had not been presented in 2023 Action: Invoices to go directly to treasurer for payment	JS	Dec	
6.3	WWCC	Following up with Committee members re WWCC	SS		Ongoing
6.4	Show Horse Rep	Email Steph regarding her offer to come on the SH Committee.	SS	Dec	
6.5	Letter Marie Hart	Email Marie re response re: audit SS draft up a response.	SS	Dec	
6.6	Membership form in Google Forms	Approval required for membership form Just need updated bank details Susan to update the bit about insurance. Committee to review. To be sent out Thursday/Friday	SS	Dec	
6.7	Wendy Sutton Motown Award	Lisa to catch up with Wendy regarding award for 2025	LW	Jan	
6.8	Passwords Subcommittee	Lucy to email Rowena and Heike requesting passwords for relevant accounts for changeover	LL	Dec	
7.	LATE BUSINESS				
7.1	Manure/Clippings	Lucy to add to the Woorree facebook page- 8 tonne truck Access	LL	Dec	
7.2	Clinics	Feedback regarding Nid Clinics	LL	Dec	
7.3	TP Series	Subcommittees to decide on dates going forward for the TP Series starting dates.	LL	Dec/Jan	
b8.	CONFIDENTIAL ITEMS				
9.	MEETING CLOSE AND NEXT MEETING DATE 9.18pm				
	Next Meeting 14 Jan 2025	Woorree Park Hall Email Ross to book venue.			