**![PPEC%20Logo[1]]()Paracombe Pony and Equestrian Club Inc.**

Committee meeting minutes 25th of July 2012

Opened 7:05pm

**Attendance:** Emi, Carley, Jackie, Lisa P, Rosemary, Karen, Lisa, Mary, Kaylene, Nicola.

**Apologies:** Pat, Nelson's.

**Confirmation of previous minutes:**

Karen welcomed everyone, the PPEC committee accepts the previous minutes dated 24th of May 2012 as presented

**Moved: Lisa Seconded: Mary Carried: Lisa**

**Business Arising From Previous Minutes**

**Agisting**: A new fence going up inside the paddock to make a buffer and taking the corner off. Rosemary suggested they go to the gate. Quotes and action ongoing. Positive outcome.

Action: Ongoing /committee

**Signs On The Gate** - not happening until horses on the land. Once approval is in place we will discuss about the agistment in that area. It was discussed that we could only have 2 horses in there.

It was questioned, how will members use the cross country if there are horses agisted in there.

Action: Ongoing / committee

**Colin Following Up Funds From Previous Club**: Colin has been in touch with a lawyer and if the amount is under 5k, it’s a non-profit organization & the organization is about ‘horses’ then he feels we are entitled to the funds. Colin would like a copy of the constitution for the lawyers. Karen will chase this up.

These funds will be for a top up of sand in the warm up arena.

Action: Ongoing / Karen

**PRG Report:** Lisa B will chase this up at meeting on Monday night or get a copy from Monika.

Action: Ongoing / Lisa B

**Jumping Photos:** It would be nice to send a picture of us using the new wings supplied. Nicola will chase up picture of new wings in use & email Karen. Jackie mentioned Leroy would sell us jumps for $50 a pair.

Action: Ongoing / Nicola

**Sponsorship info:** - Carolyn was to action

Action: Ongoing / Karen

**Canteen Roster** - Kirsten was to action. Carley has nominated herself, the committee all agreed. Carley will obtain family names from Jackie and distribute a roster.

Action: Ongoing / Carley

**AGM Flyers:** Carolyn organized

Action: nil

**Men’s Group:** Lisa B mentioned as long as they weren't too heavy they would be happy.

Action: nil

**Pine Tree Pruning:** Lisa P chasing up. Matt mentioned PRG should pay for this. Lisa B will raise this at the meeting with them; Lisa P will email the quote to Lisa B ready for the meeting.

Action: Ongoing / Lisa P / Lisa B

**Cross Country Strategic Plan:** Mary mentioned we need a formal committee to organize the cross-country course. We will put this on hold until spring but we do need to come up with some plans beforehand.

Mary, Karen, Emi, Kaylene and Lisa P are happy to meet to discuss this. This will be Wednesday 1st of August at Mary's place 7pm

Action: Ongoing / Mary, Karen, Emi, Kaylene and Lisa P

**Paracombe Hall Dates:** Lisa B will chase up on Monday.

Action: Ongoing / Lisa B

**Hotfrog Password:** Confirmed, Lisa has this password.

Action: nil

**Remove Rachel's Name As Instructor From Website:** Kirsten has already done this.

Action: nil

**Reports**

**5.1 Treasurers report**

As per treasurers report

$6020.91 in bank

Moved: Rosemary Seconded: Karen Carried: Nicola

**5.2 PR6 Report:**

No meeting as yet

**5.3 Metro Zone:**

No attendance

**Correspondence:**

Jackie heard from Hills Council. The Council would like us to fill out a food handling form. Jackie will do this.

Metro zone finals 4/8/12

Strathalbyn 29 & 30th

Memorial Award up for nominations 6/9/12, if anyone is interested in nominating please let Jackie know.

Action: Ongoing / Jackie

**Rallies:**

June rally indoor discussed. Ran smoothly, everyone enjoyed the day all positive feedback. Instructors discussed, positive all around.

Action: nil

Kaylene sent Steve Brewster a message about instructing for us on a permanent bases - he was keen. Kaylene will forward Steve's details to Karen.

Kaylene will also check with Joy Salton, Chris White and Marie Matter. Karen will call Steve about the September rally, which is generally a large rally.

Action: Ongoing / Kaylene / Karen

Mary mentioned she is happy to teach at some rallies. Not every month.

Action: Ongoing / Mary / Karen book in dates?

We discussed changing our pony club weekend so it doesn't clash with other clubs. Rosemary nominates to change it to the second weekend of the month - agreed by all.

Action: Ongoing / Emi (to change on website)

Trail rides possibly organised on alternate weeks - informal

Mary mentioned getting the kids out doing hill work for practice for cross-country.

August rally Karen mentioned a Forrest ride (Bennett's Williamstown rd.)  12/8/12 @ 10am.

Action: Ongoing / All members available on the day

**Other Business**

**Questionnaire Form:** Misplaced. Emi will re-do an email survey and send out once approved by Karen. Also send this to the members that left to find out why they left, positive or negative, please be honest. Let's ask the questions to get honest feedback.

Members are saying its great for the little ones without the pressure of compettitness.

Action: Ongoing / Emi /Karen

**Last Rally:** We ran at a bit of a loss for the June rally but due to weather conditions we are not surprised. Thank you to those members that did attend.

Action: nil

**Membership:** Introductory membership discussion was had. We spoke about how long since being a member at another club can join our group. Our insurance is in our introductory price so people are covered.

We should keep a list of people coming to our club; Lisa B has a spread sheet to help with this.

Action: Ongoing / Lisa

**Zoned gear checking:** Emi enquired about age for gear checkers, they said it was 16 but no courses available at this stage. As a matter of urgency this needs to be actioned.

Kaylene mentioned call around other clubs to see what they've done. Mary mentioned we run a training session at our club as a fundraiser. Jackie will follow up with Greg.

Action: Ongoing / Jackie

**Samantha Has Withdrawn From Committee:** Thank you for your time with us.

**Refunds June clinic:** Carley and Nicola discussed if the pony club were out of pocket and spots weren't filled we were happy to let it go. Lisa B issued cheques to Carley and Nicola due to the miscommunication. All agreed. Received with many thanks.

Action: nil

**Elect Vice President:** Carley Robery nominated herself. All agreed.

Action: nil

**Elect Canteen Co-ordinator:** Carley Robery nominated herself. She will organise a roster, food, drinks & ice. All agreed.

Rosemary will organize the gas bottle.

Action: Ongoing / Carley / Rosemary

**Toilet Roster:** Carley will distribute the roster once family names are received from Jackie

Action: Ongoing / Carley / Jackie

**Uniforms:** Kaylene spoke about the black jumpers, which can be ordered from Sydney. Carley mentioned she could get them from England [tesco.com](http://tesco.com/)

Action: Ongoing / Carley / Kaylene

**Saddle Blankets:** Rags For Nags, Kaylene thought it would be a good idea to all have the same one. This can be put on the website. Emi will action this.

Action: Ongoing / Emi

**Members Packs:** Are they necessary or is the website enough?  Could we make the members pack inclusive of saddle blanket and uniforms?

Action: Ongoing / Committee

**Electricity On The Grounds:** Kaylene mentioned maybe investing in a generator? Much cheaper than the quotes we have had for electricity. Just a thought.

Action: Ongoing / Mary browsing brochures

**D & D Certificates and Patches:** Karen has discussed this with Kirsten and Rachel. Waiting to hear back from Rachel once she has heard back re: issuing them she will confirm.

Action: Ongoing / Karen

**Meeting place:** Carley mentioned her rumpus room at her home could be used at anytime if we need a meeting venue.

Meeting closed 9:10pm

**Next meeting 22nd of August @ 7pm VEHTEC.**

**TO DO LIST FOR MEMBERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Date |  | Member to do... | Date achieved. |
| 1 | 25/7/2012 | Copy of the constitution for the lawyers / Colin | Karen |  |
| 2 | 25/7/2012 | Sponsorship info, Carolyn was to action | Karen |  |
| 3 | 25/7/2012 | Cross Country Strategic Plan 1/8/12 meeting | Karen |   |
| 4 | 25/7/2012 | Call Steve Brewster re: September rally | Karen |   |
| 5 | 25/7/2012 | Book in Mary for some rallies | Karen |    |
| 6 | 25/7/2012 | Approve questionnaire form once received from Emi | Karen |    |
| 7 | 25/7/2012 | D & D certificates /badges, follow up with Rachel | Karen |   |
|  8 | 25/7/2012 | Cross Country Strategic Plan 1/8/12 meeting | Emi |   |
|  9 | 25/7/2012 | Change pony club day on website to 2nd week of the month | Emi |   |
|  10 | 25/7/2012 | Questionnaire form | Emi |   |
|  11 | 25/7/2012 | Advertise saddle blankets on website | Emi |   |
|  12 | 25/7/2012 | Food handling form to Council | Jackie |   |
|  13 | 25/7/2012 | Follow up with Greg re: gear check training | Jackie |   |
|  14 | 25/7/2012 | Email Carley family names for toilet / canteen roster | Jackie |   |
| 15 | 25/7/2012 | Type up canteen / toilet roster once Jackie send family names | Carley |  |
| 16 | 25/7/2012 | Purchase food/ drinks/ ice for canteen | Carley |  |
| 17 | 25/7/2012 | Chase up black jumpers with Kaylene | Carley/ Kaylene |  |
| 18 | 25/7/2012 | Cross Country Strategic Plan 1/8/12 meeting | Kaylene |  |
| 19 | 25/7/2012 | Forward Steve, Joy, Chris & Maries details to Karen | Kaylene |  |
| 20 | 25/7/2012 | Organise the gas bottle | Rosemary |  |
| 21 | 25/7/2012 | Pine Tree Pruning | Lisa P / Lisa B |  |
| 22 | 25/7/2012 | Cross Country Strategic Plan 1/8/12 meeting | Lisa P |  |
| 23 | 25/7/2012 | Chase up PRG report at meeting Monday | Lisa B |  |
| 24 | 25/7/2012 | Paracombe Hall Dates at meeting on Monday | Lisa B |  |
| 25 | 25/7/2012 | Email Jackie /Karen spreadsheet for Membership payments | Lisa B |  |
| 26 | 25/7/2012 | Cross Country Strategic Plan 1/8/12 meeting | Mary |  |
| 27 | 25/7/2012 | Book in with Karen which dates you are available to instruct | Mary |  |
| 28 | 25/7/2012 | Investigate generator brochures  | Mary |  |
| 29 | 25/7/2012 | Email Karen Jump (wing) pics | Nicola |  |
| 30 | 25/7/2012 | Agisting  | Committee |   |
| 31 | 25/7/2012 | Signs on the gate | Committee |  |
| 32 | 25/7/2012 | August rally (forest ride 12/8/2012 @ 10am) Bennett’s Williamstown rd. | Committee |  |
| 33 | 25/7/2012 | Members packs discussion / saddle cloth uniform included? | Committee |  |
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