

# Leighdale Equestrian Centre Committee of Management MINUTES



Meeting details	
<b>Meeting title:</b>	Committee of Management
<b>Date:</b>	14 December 2022
<b>Location:</b>	Leighdale Equestrian Centre

Attendees	Title
Tom McCann	President/Leighdale PC
Dianne Lang	Vice President/BTRC
Mark Mummery	Treasurer
	Secretary
Kate DiLecce	Minutes Secretary
Kirsty Blake	Booking Officer/GDCD
Jennifer Redsell	Group Booking
Bianca MacDonald	Casual Users
Rodney Lane	GDCD
Bronwynne Ritchie	BTRC/Casual Users
Tanya Goldsworthy	Leighdale PC
Deena Peters	Casual Users
Bill Jackson	General
Apologies	
Angie Perdrisat	BTRC
Kirstie McDonald	General

Subject	Member
<b>Opening/apologies</b> Welcome to the meeting	Tom McCann
Preamble as to what we are doing with the secretarial role and the need to have a meeting and use the messenger to address issues that cannot wait until the next meeting. Purpose is to review the month prior and organise the month ahead. Important to get back to the balance. Alicia is interested in secretary position.	
<b>Minutes of previous meeting – 26 October 2022</b>  <ul style="list-style-type: none"> <li>Moved that the minutes of the previous meeting be accepted</li> </ul>	Moved: Di Seconded: Bill PASSED
<b>Roles and Procedures</b> Internal procedures need to be addressed. Secretary agreement with council that as to who does what. List with Governance section.  Alicia has been a legal secretary in law first under QC. Have held positions within CFA also. In order to be put up AM needs to put in writing you wish to become a member of the Incorporated Association and can then be nominated. Council has accepted all attendees of AGM as incorporated association.	Nom: Rodney Alicia Accepted role

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Put Di Lang as second signatory. Remove Melinda.	Moved Kirsty Second Jenny Carried
<p>Booking officer for big events: Alicia takes bookings, discuss at meetings whether a booking is taken and then if taken reach out for help on the day</p> <p>Accounts payable should be run through meetings: slashing, plumber, power and water. If not possible to be run passed exec. Pre-quoted jobs can be paid within parameters of quote.</p> <p>Discussion on mowing. Bill will manage it in the future.</p> <p>No bookings. Not many emails coming in. Believe people may be coming and not emailing. Discussions on changing code</p> <p>KB to take up the council points from last meeting with Simone.</p> <p>Illegal entrances from neighbours. Council's advice is if not in discussion with landowner. We can put a lock on the gate. Bron warned them it may be locked. DP put forward to write to them to reinstate the fence. AM to write to them.</p>	
MM has governance list and will share with Bill.	
<p>FaceBook Roby Grigsby is the admin is happy to delete herself and make the other person responsible. KB, Jen, <b>Bron, Mark, Kirstie M, Alicia</b>, Robyn, Melinda,</p> <p>Grounds maintenance, closure of grounds and when they are and aren't available.</p>	
<p>Casual user requests, maintaining list on XL. Bron needs to be added to email group so that she can deal with. Jen has forms in word</p> <p>Tom to liaise with Melinda on website.</p>	
Discussion on members becoming casual users.	
<p>Bill, Tim Ram organised. XC closed and reopened. Job done. Useful person to have around.</p> <p>Rope on XC, Pony Club to maintain</p> <p>If someone is doing maintenance, Bill to be told. Bill to put it on FB. Volunteers should send an email of what is being done.</p> <p>Jen comes over when the alarm goes off. Spiders and bugs set it off. Need</p>	
<p>Inverleigh and BT swapping March dates.</p> <p>Harrow – need a proper set of harrows, everyone to get quotes for next meeting, to discuss at next meeting.</p> <p>Mounting Block – approve expenditure up to \$250 for mounting block. Bron to action</p> <p>Closed 9.16</p> <p><a href="mailto:aliciamummery@bigpond.com">aliciamummery@bigpond.com</a></p>	
<p><b>President Report.</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	

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<b>Treasurer Report</b> Current Bank Balance: \$ Income: \$ Expenses: \$ Current Tower Balance: \$	N/A	Moved: Seconded:
<b>Secretary Report -</b> Correspondence In: <ul style="list-style-type: none"> <li>Invoice from Golden Plains Shire for food premises registration renewal to be forwarded to Mark Mummery</li> <li>AGM Minutes from BTRC</li> </ul> Correspondence Out: <ul style="list-style-type: none"> <li></li> </ul>		Moved: Di Lang Seconded: Kate DiLecce  Moved: Seconded: PASSED
<b>LPC Report</b> <ul style="list-style-type: none"> <li>At rally Tanya noticed that the septic needed fixing. Tanya organised this with Council approval</li> </ul>		Tanya
<b>BTRC Report</b> <ul style="list-style-type: none"> <li>Reported that they had their AGM, copy of minutes presented to Secretary</li> <li>Reps have been assigned</li> <li>Reported several new members</li> <li>Expressed some safety concerns and would like some caution tape to alert hazards. Noted gate on one of the yards and tap around back of club house hazardous to a horse.</li> </ul>		Di and Angie
<b>IRC Report</b> <ul style="list-style-type: none"> <li>No representative to report</li> </ul>		
<b>GDCD Report</b> <ul style="list-style-type: none"> <li>Nothing to report</li> </ul>		Rodney
<b>Casual Users</b> <ul style="list-style-type: none"> <li>Deena sent out newsletter to the casual users. She would like the format to be kept and for it to be emailed.</li> <li>Feedback from users as to why the arena is only a roof and not an indoor. Explained this had been a miscommunication. It was only ever to be an undercover and not an indoor.</li> <li>Had received query as to why can't we leave the toilets open? Response is alarm will be set off.</li> <li>Will use the LEC minutes for a basis of newsletter. Minutes secretary undertook to circulate in a timely manner to facilitate good communication.</li> </ul>		Deena
<b>Booking Officer Update</b> <ul style="list-style-type: none"> <li>In absentia Jenny had forwarded a list requests all of which were accepted. These are:               <ul style="list-style-type: none"> <li>GDCD change of date to 16, 17, 18 and 19 February. Already noted in calendar</li> <li>Barwon Hunt afternoon of 25 March and 26 March and 30 July. To be noted in calendar</li> <li>Leighdale Pony Club date change of Horse Trials to 25 and 26 November 2023. Already noted in calendar</li> </ul> </li> <li>Barwon Hunt to pay \$150 for venue hire in 2022.</li> </ul>		Committee

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<p><b>Grounds Maintenance Update</b></p> <ul style="list-style-type: none"> <li>• Council have been contacted about the state of the drive. They will contact us when coming but they are very busy. Di suggested we get some gravel and fill holes ourselves. Bill stated this would be a safety issue. Rodney pointed out that the pipeline to development has caused damage so council should action it on our behalf. Kirstie said we need to get council approval for us to do it. Meagan to contact council to ask for written permission for LEC to procure gravel and fill in the holes. Tanya provided Meagan with guidelines from council on how to do that.</li> <li>• With regard to the electric gate: Rodney believed it was to be assessed by the electrician. Bronwynne spoke to the installer who can come out next week and quote on repairs. Tanya was told by Simone at council that the parts had arrived for gate and their electrician will do it. Meagan to give courtesy call to Simone to find out state of play.</li> <li>• Mowing, due to wet cannot be done by current provider until new year. Going to put it out to tender to get someone to mow Kirstie pointed out they must have insurance.</li> <li>• Back arena, quote for spray from Golden Plains Civil previously circulated by Kirsty of \$2,900 + GST, Tom donating sand. Work to be carried when conditions are conducive.</li> </ul>	<p>Meagan</p> <p>Meagan</p> <p>Kirstie</p> <p>Kirsty</p>
<p><b>OTHER BUSINESS</b></p>	
<p><b>Booking System</b></p> <ul style="list-style-type: none"> <li>• Discussion around table with regard to “booking free” trial. Generally agreed that it is working well and will continue with current situation until next meeting. Facebook page to reflect this and Deena to include in newsletter to casual users.</li> </ul>	<p>Committee</p>
<p><b>Roles</b></p> <ul style="list-style-type: none"> <li>• Meagan to be point of contact for council liaison</li> <li>• Deena to be point person on grant project, Bronwynne to be her back up.</li> <li>• Bill to be maintenance coordinator. Bronwynne to liaise with Melinda to get list of service providers for Bill</li> <li>• Kirstie to become Facebook moderator. List of admins to be streamlined. Robin, Melinda, Kirsty, Jen and Mark are current admins. Bronwynne to meet with Melinda and ask her to help with that.</li> <li>• DL motion that current secretary needs to be contact point for all correspondence including group bookings. Bronwynne to liaise with Melinda to organise and refer to Jen if necessary.</li> </ul>	<p>Committee</p>
<p><b>Kate’s Casual User Membership</b></p> <ul style="list-style-type: none"> <li>• Kate raised that she had only joined as a Casual User to be able to get on committee and had joined the day of the AGM. Rodney made the motion that Kate’s \$65 subscription should be refunded. Kate to contact Mark to action.</li> </ul>	
<p><b>Procedures</b></p> <ul style="list-style-type: none"> <li>• Bill suggested we need a procedure/set of guidelines and look at our goal.</li> <li>• Kirstie to approach council for guidance to set procedures.</li> </ul>	<p>Bill</p>

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<ul style="list-style-type: none"><li>Rodney suggested we Rod Ward who chaired AGM to help with that. Invite him to next general meeting.</li></ul>	Kirstie Rodney

