



WAINUI PONY CLUB

Minutes of the Committee Meeting

Held on 13 May 2014 at 7.30pm
Waitoki Hall, Waitoki

Present: Andrea Mynott, Chris Beach, Michelle Hatton , Karen Richardson, Jenny Savannah , Megan Plumbley, Judith Finch, Kim Harvey- Phillips, Marina Ander , Paula Croft , Steven Simpson, Caitlyn Metz , Maree Drury, Paul Croft, Rick Kuluz.

Apologies: no apologies

1. Minutes /Treasures Report

Previous AGM minutes read
Paul moved minutes be accepted
Caitlyn seconded

Treasurers report:

Refer attachment

Year Profit of \$245

Our ODE returned - \$2900

Since then a new \$400 bill to be paid and Lloyds ground fee \$500 due

Balance \$5,900

Accounts being reviewed tomorrow by Ann Stradwick

We will circulate the reviewed treasure's report with the minutes

Instructors approx. \$6500 per year, \$420 per rally our major expense but also our greatest asset.

2. Presidents' report

Refer Attachment

Paul very proud of the club, great kids, parents, great riders, great participation

We have a strong voice

Judith now DC and a great representative of Wainui pony club.

Advised Pony Club Champs starts at training level- we need to get a team together for it next year.

Paul announced he will move away from being the President but will be cross country designer for the Area.

3. Head Instructors Report

Refer attachment

4. Election of Offices

The proposed position titles and their responsibilities are as per attached

Refer attachment

Election results are as follows:

President: Nominated: Cailyn Metz

Elected president

Vice President: Paul Croft

Elected

Secretary : Maree Drury

Elected

Treasurer: Kim Phillips Harvey

Elected

Non Elected positions

Head instructor Chris Beach

Junior Ride co-ordinator: Jenny Savannah

Catering Manager: Michelle Hatton. She will do a roster for cooking the BBQ, lock up and taking rubbish.

Internet Communications: Karen Richardson: webpage, uploading of information, rally plans website face book page.

Event coordinator: Marina Ander

Grounds person: Steven Simpson

Committee Assistants: Judith Finch,

Information Officer: Megan Plumbley

5. General Business:

- Take Andrea's name off the website so not fielding queries as treasurer
- Club house control: housekeeping, clean club rooms, sort out the gear. Get plastic boxes from Rick. MD to clean and reorganise the clubhouse
- Job description for instructors to include filling in riders cards. Chris brings file box each week and instructors fill them out and she takes them home. Re affirmed that instructors must take ownership of the cards- it is part of their role. Instructors and responsibilities to be made clear at the first rally. Junior ride co-ordinator to assist Caitlyn and Paul
- Job description of instructors, schedule of work and timeframes need for rallies so can have division of facilities for the rallies and structured rallies.
- Fees: general discussion about whether we should raise or keep the same. Vote: Fee's stay the same . Voted to keep the "help or pay up" structure.

- New fridge is required , Paula will investigate options
- Karen Richardson offered to assist with event publicity and flyers
- Pony club badges needed for the ties. Jenny to assist
- NZCPA badges: free to branches and kids work their way through the badges. Maree to contact NZPCA and get badges (5 of each)
- Uniform officer and ordering uniforms and updating is another role: needs filling. Need new saddle blankets, competition bibs
- Funding officer role still vacant- to get us quotes for uniform, show jumps for senior riders, jump cups, storage for jumps etc
- Toilets need fixing- need new pump. Paul to organise
- General discussion about future proofing the club and possible new sites if needed in the future.

Meeting closed: 9.30pm

Next meeting: see email re first pony club rally

Wainui Pony Club Proposed Structure for 2014/15 Season

Management Officers

- 1.1 The Branch shall be managed by a Committee elected annually at the Annual General Meeting and include:
 - a. President – Caitlin Metz – see description below
 - b. One Vice-President – Paul Croft
Liaise with Lloyd Family, keep men folk enthusiastic and contributing, assist with working bees, attend meetings
 - c. Secretary – Maree Drury – see description below and with support from the Information Officer NZPCA relationship, badges, shirts
 - d. Treasurer - Kim Harvey Phillips – see description below HOWEVER if we can keep Andrea then Kim could fill another position?? Andrea?
 - e. Head Coach – Chris Beach
Junior Ride Co-ordinator – Jenny Savannah
(instructors meetings will also be required)
 - f. Committee Members – (no less than three (3) members)
Catering Manager – Michelle Hatton
Information Officer – ??(emails and records to support the secretary role)
Internet Communications – Karen Richardson
Committee member - Judith Finch

Events Co-ordinator – Need a volunteer??

Grounds Co-ordinator – one of the new Dads?? Steve or Clayton?

- 1.2 An **Executive Committee** of three (3) members will be elected from the above-named Officers. Caitlin, Paul, Kim or Judith?
- a. The Branch Committee may delegate any of its powers, duties and roles and responsibilities to the Executive Committee.
 - b. The Executive Committee may make any decisions necessary between meetings of the Branch Committee, which by reason of urgency, cannot be left until the next committee meeting.
- 1.3 In addition to the above elected Officers, the following appointments are required:
- a. Authorised Person – Kim or Caitlin
 - b. Delegates to Club Meetings (no more than two) – Kim and Marina – I think they were nominated at a previous meeting once Judith became DC
 - c. Cheque Signatories (minimum of two) – Kim and Caitlin
 - d. Auditor/Reviewer – who is our auditor?
- 1.4 The **President** of a Branch oversees all activities and responsibilities of the Branch
- a. The President will chair all Branch Meetings, and may only exercise a casting vote (in the event of equality of votes).
- 1.5 The **Secretary** shall keep all books/records and correspondence of the Branch, including archives, and administer the correspondence, attend meetings and record and distribute the minutes of all meetings to members who are eighteen (18) years of age and older and either a Riding Member, an Adult Member or a Life Member. The Secretary must work in close liaison with the Branch President, and other members of the Committee.
- a. Minutes of all meetings, whether Annual General, Special, or Committee Meeting, shall be kept by the Secretary and entered into a proper book. The minutes of the preceding meeting shall be read and confirmed at the next meeting. The Minute Book of the Branch shall be open to inspection by any Riding Member, Adult Member or Life Member who is eighteen (18) years of age and older, at all reasonable times.
 - b. The **Treasurer** of the Branch is to account for all monies received, including Membership and other fees, and expended on account of the Branch, and to present an audited/reviewed Balance Sheet and Financial Statement at the Branch's Annual General Meeting.
 - c. The **Information Officer** shall work closely with the secretary to keep the pony club database current and managed into group communications (e.g. group rides, total, committee etc), manage email correspondence, keep all records of rider success including certificates, District and Area representation. Support secretary in purchasing of club requirements e.g. badges, ribbons, uniforms, certificates etc.
- 1.6 The elected Secretary and Treasurer of a Branch may be the same Member, so long as both the Secretary and Treasurer duties are still carried out.

- 1.7 **Authorised Person:** A Branch shall appoint a member eighteen (18) years of age and older and either a Riding Member, an Adult Member or a Life Member, who will be responsible for managing and maintaining the Branch's membership database.
- 1.8 **Branch Delegates:** A Branch shall appoint two (2) Delegates to represent the Branch at Club Meetings
- 1.9 **Head Coach:** It shall be the duty of the Head Coach to organise rallies and other Coaches of the Branch, and to liaise with the Club's Chief Coach and District Commissioner as required.
- 1.10 **Junior Ride Co-ordinator:** work with the Head Coach to organise rallies for the Junior rides, be the point of contact for the junior rides parents, arrange junior level certificate assessments and exams up to C+.
- 1.11 **Catering Manager:** Manage all catering requirements for rallies and events. Purchase supplies and manage roster for the canteen, barbeque and rally close down including rubbish removal.
- 1.12 **Internet Communications:** Management of the website and facebook page including timely posting of information for rallies, events and every aspect of the running of the club.
- 1.13 **Events Co-ordinator:** management of the events that Wainui PC run including the Mini ODE's and main ODE – spreadsheet of tasks completed
- 1.14 **Grounds co-ordinator:** management of grounds, working bees, parking at events etc