

Minutes of the TQ2020 Sub –Committee

Held on Saturday 2 February 2019 at Collie Racecourse

Meeting opened 10:00

1. Members Present:

Verna Blackburne; Nicky Gusterson; Tracey Lynn; Rosanne Pimm; Deb Ryan; Lyn Summerfield; Richard Summerfield; Richard Jeggo; Tony Brandis; Elsje Brandis; Jo van Uden; Chris Haddon; Bec Radny; Jane Radny; Bruce Ferguson (arrived 11:05)

2. Apologies:

Glenn Dix; Amanda Rayner; Fiona Hodges; Lienca Nell; Joan Deetman; Kylie van Uden; Cara Allan; Ieva Peters; Anne Barnes; Anne Airey; Kirsten Melis; Abigail Bartell; Ross McCamish

3. Visitors

No visitors

4. Chairperson Welcome

5. Amendments to Previous Minutes

- Deb suggested we call the former Pony Club grounds “universal grounds” as the PC are not there anymore.
- Page 3 Point 16 (Course)- Deb has been communicating with DBCA (not DEC). And name is Brian Wilson (not Willison)
- Page 5 (Infrastructure) – Clarification that the power is already supplied to “Universal grounds” and the light poles are at the Brandis’s.

Business Arising from the Minutes

- Page 4 Entertainment- for the Two up pit suggestion – it could cost \$350 for a license and hard to find someone reliable to do it. So probably will not proceed.
- Page 2 – for the Quilty Event agreement to be signed we need the required information eg Head Vet, CS etc.
- Page 2 – The camping does not need to be from Mon to Monday could do Wed to Mon – less work and expense.
- Page 2 – Twilight vetting- suggested that would add to the expense of bringing CS and Vets in for an extra day early. They also must have their CS and Vet meetings prior to the pre ride vetting.
- Computer people need to be away from noise and distraction – Rosanne suggested the jockey rooms.
- Page 3 – Bar- CRC has a liquor licence. If we want to run the bar ourselves then we need to get a licence with RSA servers and a licenced manager etc. There is a security company in Collie. It is a legal requirement to hire security for the dinner dance as it is over 100 people
- P3 Suggestion of bus to wineries. We tried similar in Wagin and had to cancel as there was no interest. Everyone is too busy.
- P6 We need to appoint someone to look after the VIPs. Suggestion of Anna jermolajew
- P7 The vet costs to be privately negotiated are for the Vet(s) at the Biosecurity site.
- P7 We don’t need a separate hospital for non vac horses . Need to consider separating vac and non vac horses for camping. Wagin had a 21 day quarantine
- P8 Payment for any horse treatment in hospital must be paid by the Person responsible.

- WAERA need to ensure that there are sufficient VGIH rides in the 24 months prior to Quilty so that our vets meet the qualification requirements.
- P9 Swab box cannot be in the vicinity of any treatment areas. Must be completely separate and away from the Hospital
- P9 Account has been opened at Hendersons for retic supplies

Confirmation of Previous Minutes:

Motion: That the TQ20 minutes from Sat 1 December 2018 are accepted

Moved: Rosanne Seconded : Bec. All in favour

6. Action Sheet

- **EcoPortaloos-** Mandy has found a contact (Instant toilets and showers in Landsdale) 6223 0470 or 1300 556 241. Jo to follow up. Richard's contact says they are not currently available in WA. The people who clean the Porta toilets may be able to clean our toilet blocks too.
- **Quilty Event Agreement** needs to be signed and sent to AERA for the March meeting.
- **Celebrity Rider-** Mandy suggested Michelle Payne, Dan James. Bec suggested Sonja Johnson (Eventing Olympian medallist from Albany) or Sharon Jarvis (para dressage WEG medallist). Discussion about whether it will be too much hassle and what do we actually achieve by having a celebrity rider- perhaps more media publicity? Maybe more publicity to the wider equestrian community. Dan James could do an Entertainment display as well? Deb R mentioned at Toodyay Quilty we had USA rider David St James who invented EFTPOS and we received a lot of media attention. In 2007 we had Ernie Dingo (who fell off). Also suggestion of Sam Jones. We would need a committee person who can commit to following up on these ideas...
- **Master of Ceremonies** – Rosanne suggested Paul Roberts - he is very funny and does lots of charity work and is an auctioneer. We don't require an MC for the Thurs nite AERA awards.
- **Arabian Racing** – Deb R to contact Jay Randle and see if she can help address Rosannes' queries. The horses will not be competing in TQ if they are racing. We have licenced trainers in WAERA.
- **Fibreglass horses** –Further to Abigail's idea - Jane presented 2 quotes for 'ready to paint' horses- \$1800 plus freight from Adelaide to Perth. Or \$2300 for one horse or \$1600 for 4 from QLD plus at least \$900 freight. Agreed that the costs are prohibitive. Suggestion Jane contact Geoff Overhue- he may be able to make them.
- **Budget** – Tracey presented a Draft budget that we need to work on asap before we can start applying for sponsorship. Tracey is attending a grants workshop in Manjimup this week and focus on who to ask, when, how to apply for grants. Went thru the draft budget in detail- this will be ongoing as we need the costs associated with infrastructure first eg vet ring; retic, marquee, lighting towers, toilets. Etc. At this stage it is a good workable budget. Everyone to keep Tracey informed with costs for budget for their portfolios. Richard has a meeting on 11/3/19 for the Sport and Rec grant for the Horse Hospital. Nicky suggested Sun Smart for free hats and sunscreen etc and water bottles, also Healthways, Smarter than Smoking. Rosanne to contact the marquee people they had for their race day to get quote.
- **Bendigo Bank** Rosanne and Ross met with Sharon D'Angelis on 11/12/18 and we need to decide how we want the money to be spent.
- **Bore Water Analysis** Results showed that the total iron levels are well above recommended levels for potable water. The pH is 5.8 (slightly acidic). Ask our Vets what is the recommended or acceptable levels of iron for horse's drinking water. High iron

levels are common in Collie and local horses drink this water. The bore has not been in for long but is well below the level of the water table. All other elements were within acceptable levels. Suggest we use the bore water for strapping only. Therefore we need potable water to be organised for the centre of the racecourse. The campsite we normally use has scheme water. Tony to send the analysis print out to Jane

Vet Ring Reticulation – Discussion on above ground versus blow ground system and how labour intensive each may be. Tony recommended an automatic system that could be put on twice per day and the controller be set up within licence limits. We can run an above ground system, as below ground pop up sprinklers could present a hazard to horses in trot outs. Two quotes were received. The one from Southern included all the solenoids and required fittings and electrical- approx \$4300. Ross received another quote but difficult to compare as his is not complete with all the required fittings. If we run on automatic we need to get the required electricity voltage to the inside track. Tony has spoken with CRC to initially investigate an underground conduit to run water and electricity. Quote from Gasit in Bunbury for approx. \$5000 for 30-40 metres. Or we could cut a trench for 4" or 6" poly pipe for much less. A Ditch Witch could be hired from Coates Hire for approx. \$350. We could do this ourselves. Suggested to extend the area to 50m x 50m which would include the strapping and/or camping area. Everyone was in favour of digging the trench ourselves. All were in favour of using solenoids.

Before we start this digging we need to have specifications from the trotting people for where to position the trench and how deep so that it is re-established to their requirements. CRC are happy for us to proceed. The electric cable must be at 600mm deep and obviously in a different conduit to the water. We want to do this once and do it properly. Elsje said not to have a pole but to have a box as less obtrusive for the trotters etc and shall we incorporate campsite water at the same time? But the supply outlets might be too much for the bore pump. This pump is not designed for on/off/on/off operation. Tony has asked Macro Irrigation in Bunbury about this model of Franklin submersible pump and they have suggested a Maximum of 20 turns on and off in 1 hour. If we used this for the campsite water, then our turn on/off would be far greater than this. This would lead to a risk of pump burning out.

Four possible solutions:

1. Position big tubs in front of every tap
2. Temporarily install a large capacity poly tank and gravity feed or with a pump that can work on/off regularly.
3. Use Water trucks instead- not a great option
4. Hire a large water pod. The company that had them in town has closed down. But could source from elsewhere.

Deb suggested why don't we just use the scheme water from the campsite? We can't do that at the moment because the pipe is only 1 inch and would not cope with the water demand and it would be expensive to change this.

Jo mentioned she has 2 x 1000L pods at her farm that we could use.

Chris suggested we make facilities to run scheme water through the trench. Let's try to make the best water solution for the long run.

We need to ensure we have the ability to have the volume of water considering it has to bypass the shower blocks. We need to equal the water in with water out.

Richard S will contact the Water Authority to see if pipe can be changed. Richard J said we will still need to have storage for the scheme water for horses' drinking water. Need to investigate how to get potable water to racetrack centre for long term. Tony will investigate how long water can be store for health risks.

Sprinklers- Tony suggested an above ground system of banks of sprinklers that come in a pod and can be disconnected and towed with a motorbike. They would only need to be removed for mowing and for when vet ring is in use. Each bank has its own solenoid. These would be best value for money (approx. \$3000) and are very easy to use. They have a cam lock system to join the sprinklers. If we proceed with these, WAERA should include these on their insurance policy. Verna enquired as to the life span of the above ground system eg for UV damage etc. Tony had a diagram of the layout – send Jane a copy

Any cheaper alternatives would be too labour intensive. Tony still waiting on a quote from Macro – they won't do itemised quotes. We could do a lot of the work ourselves in one or 2 days. We should organise a busy bee and make a decision on sprinklers once the plumbing is organised. Or perhaps make a decision by email. Prices are comparative to Ash- buy locally and trust the Executive to make final decision. Chris said Ash will meet any price quotes (and since he is part of the CRC is a very useful contact).

Rosanne asked if any times of the year would make a difference to cutting the track eg harder in summer/boggy in winter? Tony thinks it should be Ok now. Rosanne suggested we contact the trotting trainers to advise when would be suitable time to do the trench digging. Coates can deliver a digger and we only need 3 or 4 people. Nicky asked if we should get a professional to do it. Elsje says the Ditch witch is easy to drive and they have had experience with them.

Discussion of when to do this- let's get the equipment first and look at after 2 weeks.

Sand etc – Ross got a very good quote (approx. \$1243) from Dirt Shape to supply and spread sand this was authorised by the Executive late last year. Other quotes received were much more expensive and they would not spread or they were too busy to do the work. The top soil should be done before the sprinklers. Perhaps this could be done the same weekend as the trench digging – busy bee. We need to spread the top soil conditioner ourselves.

Notes from Email received from Elsje:

"As per the conversation/decision at the meeting on 1/12/18 the quote from MKJ needs to be tightened up to reflect a more project based quote rather than item based so the TQ committee have a clearer cost of the levelling and ongoing maintenance over the next 20 months.

Kylie van Uden who works in the landscape industry, confirmed for us that the prices per item for ongoing costs were extremely reasonable. I have just estimated approximate amounts of use for each task that may be necessary to maintain the area so that a clearer estimate of costs can expected. This can be varied later if necessary.

As per MJK Lawn Mowing – Yard and Home Maintenance Service – (suggested minimum requirements over the next 20 months)

	Totals
10 x Lawn Mowing @ \$150+gst= \$165/cut	\$1650
3 x Aerate Lawn @ \$180+gst= \$198/aerate	\$594
5 x Supply and spread fertiliser @340+gst= \$374/application	\$1870

3 x Supply and spread wettsol @ \$540+gst= \$594/application	\$1782
8 Hours Bobcat Hire @ \$110/hour	\$880
Total of Above	\$6776

From enquiries made locally in Collie there is only one contractor that is available for Bobcat and Driver hire. They charge \$110 per hour. This is the same price as MKJ quoted. Ross can only estimate but he suggests it will take a day to do all the sand/soil conditioner spreading work.

Supply of Sand and Soil Conditioner

Ross, Richard J and Mark estimate that 16 cubic metres of sand is required for levelling the area, or 2 x 6 wheel truck. Each truck can deliver approximately 8 cubic metres or one semi which holds approximately 16 cubic metres of sand. I have converted the costs from MKL to reflect a cost for 16 cubic metres delivered including gst. Versaci and Palatti costs are based on delivery using a semi. Should there be any possibility more sand is needed than 16 cubic metres Versaci can load on a pig which carries 6 cubic metres giving a combined load of 22 cubic metres for the cost of \$900. This must be decided when placing the order. Palatti did not give me a six wheeler cost but said this was an option should extra sand be required. It is worth mentioning the cost for a six wheeler is not usually just half the semi but more likely to be something in-between half price to the cost of a semi and often is not that much cheaper than a semi.

Ross advised that the sand from MKJ would be good quality with some clay for water retention. Versaci advised the same and suggested Tony to inspect which he will do if deemed necessary. Palatti advised that their sand is brickies screened sand; the lady wasn't sure of clay content however advised that many people use it for top-dressing lawns. Without a proper analysis it is a bit subjective.

MJK have not listed the source of Soil Conditioner. I have listed a quote from Mumbalup Organics who recommended a soil conditioner suitable, and recommended to cover to a depth of 30 cm which equated to 6 cubic metres. Again I have converted MKJ itemised quote for 6 cubic metres of product including gst and delivery. (2 x delivery charges as there is more than the max of 4 cubic metres per delivery)

	Sand – 16 cubic metres	Soil Condition – 6 cubic metres
MJK	\$2662	\$1047
Mumbalup Organics		\$620
Versaci (Harvey)	\$640	
Palatti (Collie)	\$715	

	Totals	Project Totals
MJK		
Maintenance Costs etc	\$6776	
Sand	\$2662	
Soil Conditioner	\$1048	\$10,486
MJK and Mumbalup Organics		
Maintenance Costs etc	\$6776	
Sand	\$2662	
Soil Conditioner	\$620	\$10,058
MJK, Mumbalup Organics and Versaci		

Maintenance Costs etc	\$6776	
Sand	\$640	
Soil Conditioner	\$620	\$8,036
MKJ, Mumbalup Organics and Palatti		
Maintenance Costs etc	\$6776	
Sand	\$715	
Soil Conditioner	\$620	\$8,111

It is worth noting that using Palatti would be in keeping with trying to use local business which may help when applying for further local grants and in keeping with our commitments for grants already received.

Please consider the above and let Ross know as soon as possible of who to use so that he can begin to get people organised so that site works can start next week.

It may also be in order to formally acknowledge MKJ their quote and the parts and quantities we propose to accept, reserving the right to alter the agreement should it be necessary.

Mumbalup Organic, Versaci and Palatti quotes were received by telephone. I can ask for them in writing should you choose to accept either.”

It was decided to spread with wheelbarrow not bob cat and we can spread thinly to 30mm. Richard S concerned that we spend the \$620 on the soil conditioner and then when lawn is mowed the clippings will get left on top effectively wasting the top soil.

Bruce Ferguson arrived (11:05)

Deb likes the soil from Mumbalup – very good organic.

Elsje recommended that MKJ do the fertilising with wetta soil asap. Fertilise 5 times per year it is \$1800 or 3 times per year with wetta soil it is \$1782 plus GST. However, Mumbalup is better value as it is like wetta soil and fertiliser combined and wold only need to be applied once per year.

It was agreed to proceed with Mumbalup and spread it at the busy bee. Tony and Elsje to organsie with Mumbalup.

- **Secretary** – Jane received advice from the WAERA Secretary about the motion raised at the WAERA SMC meeting of 19/1/19 (page 20 of the minutes) - concerning the splitting of costs for vet ring:

“Motion: *In principal the 50/50 sharing of Collie Trot Area upgrading costs agreed. WEARA SMC agree in principal to share the upgrading of the Collie Vet Trot-Out area 50/50 with the TQ2020 committee, pending final spending details and budget.*

Moved: Anne Barnes **Second:** Jo van Uden **Decision:** Unanimous -Motion Passed”

At that same SMC meeting, a further motion was passed (page 21 of the Minutes)”

“Motion: *WAERA SMC agree to an initial transfer \$20,000 for the WAERA TQ2020 working account.*

Moved: Jo van Uden **Second:** Deb Jewell **Decision:** Unanimous Motion Passed”

- **Logos** – received 18 logos. Fabulous response. Well -advertised through FB. A blast to go out on FB and email for voting.

- **Publicity** -Education package for primary school children. Tracey to investigate sponsorship for this. Needs to fit in with curriculum guidelines and be relevant. Willah Sewell is a teacher and will research the curriculum. Tracey to speak with her children's principal. Deb suggested every rider to supply a passport type photo and kids be allocated a rider to follow. There is a motor sport package done by Alison Fergie and this could be adapted for us and Collie River marketing could assist.
- **Shire Liaison – Skip Road** The Shire has no jurisdiction . It is Waters and Rivers. Therefore Deb will need to make alternative plans.
- **Shire Liaison – Aboriginal Elder** Could be approx. \$500 . Add to budget. Maybe a bit early to ask. Do closer to time. Could get sponsorship
- **Shire Liaison – Rider reusable bags** Rosanne to check if Shire has approx. 150 – 200 bags that we can use for rider bags – to be given out at entry for year book, pamphlets, pens etc. Bendigo Bank has bags.
- **Vet** Investigate the ramifications of twilight vetting on Thurs with respect to horses leaving base, being ridden out, eg how many hours before start time should the pre ride vetting be

Lunch break Deb left

7. Correspondence Inwards

8. Correspondence Outwards

No replies from the WAERA CS to the EOI.

Motion: That the Inwards Correspondence be accepted and the Outwards be endorsed

Moved: Lyn Seconded: Jo. All in favour

• Portfolio Reports

9. Chairperson – no report

10. Treasurer.

Waiting for some Invoices to come in from Ross. The new 2019 WAERA Treasurer will be included as signatory. Still need Ieva to sign

11. Secretary

* WAERA require recommendations to the AERA for the following positions for the March AERA meeting : Head Vet -Dr Anne Barnes, On course -Vet Dr Arun Ramachandran and Treatment Vet - Dr Emma McConnell , and Chief Steward- Gerard Bou from Queensland

We received no EOI from WAERA CS therefore will need to approach an ES CS. Ieva has mentioned in passing to Gerard Bou who is very experienced and may be interested. Jane to write to Gerard and ask him.

* Notes from All previous and future TQ minutes to be added to the WAERA home page and TQ website when it is up. Full minutes will be available upon request from members.

* Report to the AERA regarding the TQ2020 is required by 22/2/19 to be included in the AERA Agenda. A WAERA delegate to AERA to do. This is to be accompanied by a Draft Budget

* Jane to write to the AERA and establish what the costs of the buckles will be

12. Event Director – no report

13. Campsite

Jane to ask Glenn to redraft the camping site map to scale with the alterations/suggestions that were made at the last meeting. Eg remove the camping sites at the end of the vetting lanes. And move the finish line

14. Catering

Verna is attending the TQ19 and will do a recce of their catering services.

15. Course – no report

16. Entertainment

Suggest a large size outdoor chess set

Juke Box in the Bar.

Verna to source?

17. Fundraising/Sponsorship

Bibs- SMC are looking at designs with Chris liasing with Janice Skinner and will be ready to present at the AGM ready for decisions/feedback. They will be used for the first time at the TQ20. Mandy suggested we ask the current sponsors, Fire Suppression Services (Julia Howard) to see if they would like to sponsor again (last time was \$5000).. This will be handled by the Sponsorship portfolio once all the packages are in order and ideas of how much we expect to ask for Bib sponsorship. Jane to give Tracey this contact. Possibility of Unity Bank in Collie or Mac Donalds.

Bruce enquired about the availability and number of **Volunteer bibs** – WAERA has ‘lots’ which I think means sufficient numbers.

Discussion on **commemorative bibs-** we will collect a bib refundable deposit of \$50 for replacement of souvenired bibs. This will be added to the entry form.

Sponsorship portfolio to contact Alison Fergie at the Collie Shire- there is a dedicated event officer who has developed a package for Motor Sport regarding what is available within the shire- they may adapt this for us.

* It is envisaged that the packages and ideas will be finalised by midway through 2019 and the second half of the year devoted to securing sponsorship with the goal of having all required sponsorship by Jan 2020.

18. Infrastructure see under Action Sheet

19. Local Business

Verna brought the local Collie Business Directory to give to Tracey and Sponsorship team. Verna will bring another one to give to Jane and Bec for Publicity etc.

20. Merchandise

Logo – we received 18 logos. An online survey to be established for voting. Members only can vote (both 2018 and any new members for 2019). Vote for their favourites ranking from 1 to 5 (preferential voting). An email link for members to vote. At this stage just voting for design- the colours and professionalism can be improved or altered. Voting will be for one week only 4-10 Feb. There will be no voting at the AGM only the winner announcement.

Bec to set up a FB survey after the AGM for merchandise to see what things people might buy. Lyn is thinking to have caps and shirts for the 2019 AGM and to have

everything available for the marathon next year. Sizing kit to be supplied when merchandise is ordered. Need to have order for caps and shirts by August. Jo suggested the long sleeve shirt for fishing- lightweight, easy dry and no iron. Lyn likes the chambray shirt. Best to keep the merchandise simple

21. Nominations/Admin

Jane read out comments from the previous minutes etc supplied by Ieva and addressed mostly in Business arising from the minutes.

22. Photographers

The EOI form was tabled. The photographer situation in the past has been quite tricky to handle with photographers vying for the best spots and fearing favouritism. The idea of having multiple photographers is that some are better at action shots whilst others are better at the 'around the camp' atmosphere shots. Will need multiple photographers on different legs to capture as many different backgrounds as possible. EOI to be received by July 2019.

23. Prizes/trophies

Bec has contacted a supplier in QLD of the glass engraved trophies with photo etching.

24. Publicity

* Mandy has been in contact with the Stirlings Crossing committee and they have their own magazine with advertising costs of \$150 for half page. We think it is better to concentrate on sending flyers to the TQ19 for inclusion in every rider pack and canvas each State's SMC once the TQ 19 is over. Suggestion to place ad in the Endurance Australia magazine after July 2019.

* Bec would like to make a **timeline** of when riders/horses need to be qualified for the TQ20. Riders who are new to the sport and who have ambitions to ride at the TQ will need to be getting organised asap.

* Bec to organise **flyers for the TQ19 rider packs**. Suggest 500. The ones left over we can use here or send to different states for their state champs. We need a description of the ride base from the Event Director and a description of the Course by Deb. Flyers are to be ready by end May. Publicity team to get some quotes. Photos for the flyer to be of Collie and WAERA riders at Collie.

* Bec got quotes for a **promotional video** similar to the Matar Cup/Bullio Arabians video. A bit prohibitive approx \$3340 +GST. Rosanne suggested local company, Skyvis. Wayne van Uden has a drone that perhaps he could bring to the Marathon and take footage as a starting point. Would we need rider/ OC permission? Need to comply with nearby Airstrip regulations.

* Use Collie's graphic artist to design banners etc.

25. Risk Management

Still chasing up the PIC

WAERA have signed a new lease with the CRC so now WAERA is its own entity with the lease agreement.

26. Shire Liaison

27. Veterinary and Biosecurity

Rosanne will contact the PC Grounds as a potential Biosecurity stop to see if they have availability for our dates. And also to check on costs. Both sites (Wallsend Showgrounds and PC) will be visited by TQ Committee to assess suitability.

Swab steward – Rosanne said the CRC use Dr Jules Vanderberg. Jane to ask Anne if he is OK to be doing swabbing for WAERA as we currently have no swab stewards. We need to book swab stewards well in advance. Maybe use the EA stewards.

Hendra –leva advises that mandatory Hendra vaccination for horses coming from Hendra zones to WA will not be supported by the AERA. 21 days outside Hendra zone and 21 day temp log...what will be acceptable? Ongoing.

We need to appoint a referral treatment hospital that will take ALL horses (regardless of vax status). Rosanne added that the Collie Vet Hospital might be considered. We will take direction from our Vets.

If we are wanting our Vets to be qualified then they need to have vetted at “ a minimum of 5 Endurance events including at least 2 VGIH events in the preceding 24 months prior to the Quilty event.” WAERA ride calendar will need to take this into consideration.

28. Volunteer Coordinator

Bruce suggests a 4 hour rather than 6 hour shifts. People will be fresher and may then do 2 x 4hour shifts. Gives volunteers a good break in between.

WAERA uses a very successful volunteer system on trybooking. The various stewards will oversee the stations where most of the volunteers will be working. Discussion on whether to assign jobs to volunteers or let them choose their preferred jobs. Maybe they can have preferences.

29. Website

- * Bec is still working on the website. There is no urgency yet. Still waiting on information regarding crossing the Nullarbor.

- * WAERA website should have a link to the TQ website when it is up and running. WAERA website should at least now have a banner up with the date, venue and contacts of the TQ20.

- * Photo of Committee members when we can and have the Secretary as main contact and she can direct enquiries as necessary.

30. General Business

- * Rosanne mentioned about going thirds for the Horse Hospital. Mick Murray was very positive that they will get the grant.

- * Mandy said that **sponsored buckles** that were not given out at TQ14 (due to low completion) were not recognised. All the buckle sponsors received an individual letter of thanks at the time of sponsorship and also each sponsor was listed and thanked in the Year Book. We should ensure that all sponsored buckles are given out before the unsponsored ones. Prioritise them. When buckles are presented read out the sponsor's name. The unused buckles are returned to AERA.

- * Jo wondered if we should have a no glass policy around the grounds. We should give this consideration as well as smoking and dogs. The bar has glass stubbies. And the marquee will have glasses.

- * Rosanne said that CRC have a float available for the removal of horses.

- * Ross to contact CRC and advise /request the next meeting date.

- 31. Close of Meeting 3:05**
- 32. Next meeting**
Saturday 9 March – time to be advised