

## General Meeting Minutes

**Date:** Tuesday 12<sup>th</sup> October, 7.30pm

**Location:** The Waikiwi Tavern, Invercargill



Present: Fiona Sharp, Sandra Cleaver, Brendon Cleaver, Dianne Elliotte, Peggy Angus, Rebecca McKee, Tyler McKee, Tania Fairburn, Mary Davis, Kristin Cottam, Allie Harper, Theresa Kingipotiki, Sharon Muirhead, Marlene Parkinson, Lucy McKelvie

Apologies: Corinne Ward, Karen Titter

**MOTION:** Apologies be accepted/received

Moved/Received: Allie

Seconded: Mary

Carried? Yes

Minutes of previous meetings:

**MOTION:** That the minutes of the previous meetings be taken as read

Moved: Lucy

Seconded: Marlene

Carried? Yes

Matters Arising:

*Business from Matters arising:* Kristin and Fiona updated the group re the DNZ monies which had been requested for 'special projects'. We expect to hear back on this at the end of October.

**Treasurer's Report:**

Di presented clear and comprehensive current financials and spoke to the accounts.

Discussion around:

- Surprising lack of profit made from the two Dunstan Training Days.
- The group wondered have the stables been miscalculated?
- Suggestions were made on how to improve this next year – perhaps moving away from EvoEvents – this will need to be discussed at a later date.

**MOTION:** To accept the Treasurer's report

Moved: Di

Seconded: Allie

Carried? Yes

**Competition Secretary Report:**

Submitted by Corinne and added to the Agenda. Tania read the report aloud.

Discussion around:

- Are the numbers the same or are they smaller than in previous years?

- How will we work through the ‘on-the-day’ Comp Secretary jobs in Corinne’s absence? It was suggested that Kristin take this on. She was happy to do this.
- Dianne has said she’s happy to organise the AB Lime caravan in Corinne’s absence
- Fiona will take responsibility for tidying / vacuuming the ‘garage’ / office on Sunday

*Actions Points from the Competition Secretary report:*

Who	Task	Date to be completed
NA	NA	NA

**MOTION:** That we accept the Competition Secretary report and that Kristin will cover Corinne’s jobs on the 30/31 October.

Moved: Tania

Seconded: Rebecca

Carried? Yes

### **Sponsorship Officer’s Report:**

Theresa and Lucy spoke to the Sponsorship update.

Discussion around:

- Contacting Advanced Agriculture, Regional Ford
- Silent Auction – items need to be collected. So far we have at least these items:
  - Sgt Dan product
  - Southland Farm Machinery item(s)
  - Farmlands donation
  - Lumsden canvas item
  - Zeberdee product
  - Ubersnug product
  - Riverton Supervalu hamper
  - Big Reds product
  - 10x bale organic hay
  - Crystalix products
- How we would promote these items and the auction was discussed and the group decided that a separate Facebook group should be set up (like the one used in 2020)

**MOTION:** Sponsorship Sub Committee should organise a separate ‘group’ in order to promote the Silent Auction

Moved: Tania

Seconded: Allie

Carried? Yes

*Actions Points from the Sponsorship Officer’s report:*

Who	Task	Date to be completed
Lucy	Organise a new Facebook group for the Silent Auction items	End of October
Theresa / Lucy	Contact Advanced Agriculture re sponsorship	ASAP
Theresa / Jeanette	Contact Regional Ford to confirm their Tournament Sponsorship and donation of vehicles for our shows	ASAP

**MOTION: To accept the Sponsorship report**

Moved: Theresa

Seconded: Tania

Carried? Yes

### Health and Safety Officer Report:

Mary updated us re the latest DNZ Guidelines, as follows;

- Showers – will be dealt with by Fiona
- No restrictions on numbers attending BUT face coverings, contact tracing, 2m distancing etc still required
- No Prize Giving this time – will review for the PL in December
- The garage / office is for the judges / officials only
- Show Jumping trailer will be used for boards
- Scorer will be in AB Lime caravan

*Actions Points from the Health and Safety Officer report:*

Who	Task	Date to be completed
NA	NA	NA

**MOTION: To accept the H&S Officer's report**

Moved: Mary

Seconded: Theresa

Carried? Yes

### Rider Delegate Report:

Rebecca updated the group re South Islands

Lucy added (as Unregistered Rep) that she had emailed the OA & OB riders from the Dunstan Training Days as a point of contact. She had several replies.

*Actions Points from the Rider's Delegate report:*

Who	Task	Date to be completed
NA	NA	NA

**MOTION: To accept the Rider Delegate report**

Moved: Rebecca

Seconded: Lucy

Carried? Yes

### Area Judges Officer report:

Kristin updated the group as follows:

- Allie went to Mosgiel for judging

- Marlene also went and it looks like she's back and ready to 'rock and roll'
- Coming on: Alaina Beer
- Jenny Affleck and Rachel McCallum would like to start judging which is awesome
- Sadly, Fiona's Palmerston North judging trip has been cancelled due to C-19.

*Actions Points from the AJO's report:*

Who	Task	Date to be completed
NA	NA	NA

**MOTION: To accept the AJO report**

**Moved: Kristin**

**Seconded:**

**Carried? Yes**

**Judge's Coordinator Report:**

Sharon tabled a verbal report – most of her detail to be covered in October show arrangements.

However, we need to book Mura Love in and Sharon confirmed that flights are booked for Oct / Dec.

*Actions Points from the AJO's report:*

Who	Task	Date to be completed
Sharon	Confirm Mura Love	ASAP

**MOTION: To accept the Judge's coordinator report**

**Moved: Sharon**

**Seconded: Lucy**

**Carried? Yes**

**SEPT Representative/s Report:**

Marlene tabled a verbal report as follows:

- SEPT have held their AGM and Marlene is continuing as President
- Tredlite is on (partially) but is enough to cover three arenas
- Funding – has been complicated and slowed due to C-19, however the Community Trust of Southland have confirmed their input.
- Bevin has officially indicated that he is retiring in March.

*Actions Points from the SEPT Representative report:*

Who	Task	Date to be completed
NA	NA	NA

**MOTION: To accept the SEPT Representative/s report**

**Moved: Marlene**

**Seconded:**

**Carried? Yes**

### Groundsperson Liaison Report:

Fiona tabled a verbal report, as follows:

- She needs to confirm our requirements for October show
- She will ask about shower usage in L2
- We should be aware that there's a car boot sale on at the grounds over our weekend – this shouldn't interfere with us at all as they'll be on the rugby grounds

*Actions Points from the Groundsperson Liaison report:*

Who	Task	Date to be completed
Fiona	Can we use the showers in L2?	asap

**MOTION: To accept the Groundsperson Liaison report**

Moved: Fiona

Seconded:

Carried? Yes

### ITEMS FOR DISCUSSION:

#### October Tournament Organisation:

Item	Discussion	Who-To-Do?
<b>Arenas</b>	3. Might need to present 'inside' depending on Tredlite and spacing. Arena set-up crew will investigate and let us know ASAP. Might need to groom the arenas at lunchtime as well as end of day.	Allie will advise re arena spacing  Will need to ask for help with this from riders
<b>Caravan</b>	Yes, it's confirmed. Liz has indicated she will bring it over	Dianne will set it up
<b>Confirmation of Judges</b>	We have loads! Gill Chambers, Leonie Coker and Margs Carline are out of area	
<b>Travel arrangements for judges</b>	Gill and Leonie arriving at 3.55pm and Margs at 5.45 pm. They will need to be transported to Gore. Leonie doesn't fly out of Invercargill until Monday morning – so will need to be hosted on Sunday night	Lucy to advertise this job on Facebook
<b>Accommodation for judges</b>	The Esplanade	
<b>Judge's vehicles</b>	Regional Ford – we need 3.	
<b>TD – Ground Jury - Steward</b>	TD – Kristen                      Steward – Rachel McCallum Ground Jury – Leonie, Noelene and Margs	
<b>Start / End times</b>	Sat: 8.20am and 5.30pm Sun: 8.20am and 3.55pm	
<b>Invitations to Sponsors</b>	Not yet sorted ....perhaps one invitation with all the dates on it?	Theresa / Lucy need to organise this ASAP
<b>Office staff</b>	Dianne Elliotte, Judy Stalker, Lynda Gilkinson	
<b>Catering – officials</b>	This will be in the garage / office. Only for Judges and officials. Sharon is sorting this out.	
<b>Catering – riders</b>	Nothing as yet.	Marlene and Lucy will try to sort
<b>Writers</b>	All judges want writers	
<b>Parking</b>	Common sense needed re conditions	
<b>Stables / Yards</b>	No.54 will be reserved for papers (if wet). Tyler won't be at the show.	In Tyler's absence Jenny will sort stables / yards - field questions etc
<b>Health and Safety Briefing</b>	Mary needs to know who won't be around. At this stage: Corinne, Tyler and Rebecca	

	Held at 7.45am	
<b>Trophies</b>	Sorted by Corinne	
<b>Arenas Up?</b>	Probably the Thursday afternoon? Discussion around spacing and Tredlite	Allie to check with her group. If needed she will ask Lucy to advertise on Facebook.
<b>Photographer</b>	As yet unconfirmed	Tania will message Kristel Mack / Tania Clarke and confirm
<b>Speakers</b>	Lots of discussion on this. Would be good to have especially if we have to ask riders to help with arena grooming etc	Tyler will ask the SJers to leave it out Brendon will organise the technical aspects of it

**Correspondence:**

Tabled and discussed as appropriate

*Inwards*

NA

*Outwards*

NA

*Actions arising from Correspondence:*

<u>Who</u>	<u>Task</u>	<u>Date to be completed</u>
NA	NA	<u>NA</u>

**General:**

- Musicals – Brendon updated the group. There was a slight issue at the Central Otago comp with one rider having no music on her USB. Plan is to ask riders to email their music as well as place it on a USB / CD. The email is then a back-up should anything ‘weird’ happen. Lucy and Brendon will discuss the wording of this message and advertise on Facebook. This decision is in-line with Dressage Otago, so shouldn’t be ‘news’ to our riders.
- Allie – has sourced a TrailerAid (thank you Allie). We will probably use a padlock and will need to sort keys – who has and location of.
- Dianne is going to investigate insurance for the trailer.

**Close of meeting: 9.05pm**

**Next meeting: November 9<sup>th</sup> – venue TBC**