

## General Meeting Minutes

Date: 16<sup>th</sup> November 2021

Location: Winton Top Pub, Winton



Present: Rebecca and Tyler McKee, Kristin Cottam, Mary Davies, Lucy McKelvie, Sandra and Brendon Cleaver, Di Elliotte, Theresa Kingipotiki, Marlene Parkinson, Fiona Sharp,

Peggy Angus-Cook, Rachel McCallum

Apologies: Sharon Muirhead, Allie Harper, Jenny Affleck

**MOTION:** Apologies be accepted/received

Moved/Received: Tania

Seconded: Peggy

Carried? Yes

Minutes of previous meetings:

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

Moved: Lucy

Seconded: Mary

Carried? Yes

Matters Arising:

*Business from Matters arising:*

### Treasurer's Report:

Di tabled the accounts and gave a verbal report, summarised as follows:

- Some Level Sponsorship monies had been received (Trevor Sutherland and Rebecca Scott) the remaining invoices will be sent shortly
- Account balances are similar to last year
- A more detailed breakdown will be available at the next meeting

*Actions Points from the Treasurer's report:*

Who	Task	Date to be completed
Di	To continue to send Level sponsorship accounts out	Before next meeting

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

Moved: Di

Seconded: Tania

Carried? Yes

### Competition Secretary's report:

Corinne tabled a verbal report, summarised as follows:

- We have 99 riders and a whopping 391 tests being ridden in December
- Numbers are a little up – surprising due to C-19
- Email re supporters has been sent
- Numbers are looking like 125 riders and supporters, including about 20 officials. Given the usual number of scratchings, we expect to sit within the 100 maximum.
- Conversation re writers and judges (on-going throughout a lot of the meeting) and it was suggested that we allocate one writer per visiting judge is possible.
- In order for this to be as smooth and stress-free as possible, Peggy must have the draw ASAP.

- A suggestion was that perhaps we don't allocate a judge to the lower levels (ie non-grading / unregistered and Preliminary classes) IF the judge was comfortable with that ...however, as this is a PL show the majority thought we should endeavour to cover these classes too.

*Actions Points from the Competition Secretary report:*

Who	Task	Date to be completed

**MOTION: To accept the Competition Secretary's report**

**Moved: Corinne**

**Seconded: Lucy**

**Carried? Yes**

**Sponsorship Officer's Report:**

Theresa gave a verbal report, summarised as follows:

- Thank yous to Level-Accumulator Sponsors have been sent
- The Silent Auction is up and running
- No AB Lime caravan (due to it being used as a 'bubble') BUT Theresa has looked for alternatives – currently a Porta-Cabin company in Gore might supply one. Failing that Theresa has access to a caravan.

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

Who	Task	Date to be completed
Theresa	Making sure Harper's are officially invited	ASAP
Theresa	Confirming the caravan / port-cabin	ASAP

**MOTION: To accept the Sponsorship report**

**Moved: Theresa**

**Seconded: Tania**

**Carried? Yes**

**Rider Delegate Report:**

Rebecca updated the group verbally, as follows:

- It's all been pretty quiet – mostly C-19 emails and discussion.

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

Who	Task	Date to be completed

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

**Moved: Rebecca**

**Seconded: Lucy**

**Carried? Yes**

**Area Judges Officer and Judges Officer report:**

Sharon tabled a written report, read by Lucy and included below.

**Additions in red are either comments from Kristin or confirmed plans from the group re travel etc:**

**October tournament** – Some nice feedback from our visiting judges:

**Gill Morley** - Great trip home and arrived in Napier at 730pm, Love coming to the south and some lovely horses coming thru the levels

Leonie Coker - Yes I got home safely today and I have to say that Sonia and Chris were the best hosts had a lovely night with them. I really enjoyed coming to the Deep South you have a fantastic group running your show and your new young judge shows huge promise and talent as a judge candidate. Hopefully I will be able to help you again in the future

### **December Tournament**

Arena plan is with AJO and TD and as soon as sign off will go to Competition Secretary and Writers Coordinator

There will be 4 Arenas starting at 8am both days, finishing around 5.30pm for all arenas on Saturday and Sunday – at least two judges on classes.

Arena 1 will have all the musicals through it. Others are rotated as much as possible. The intro horse pm test will run through lunch break as there was no other room for it.

### **Visiting Judges Info**

#### **Arrangements for Friday**

Suzanne Inglis flies in at 11.35am (I can pick her up and take to Gore)

Linda Warren-Davey and Myra Friend flies in at 6.20pm (Will need picked up from airport and taken to Esplanade Motel – **Theresa will ask Stacey is she's happy to do this**)

Tracy Johnson flies in at 8.25pm and will need picked up from airport and taken to Esplanade Motel – **Will need to be posted on Facebook**

Can someone please let me know who will be picking up who so I can let the judges know

#### **Arrangements for Sunday/Monday**

Tracey needs home hosted on Sunday night and taken to airport on Monday morning for 6.15am flight – **Will be asked would she like a motel / be home hosted?**

Suzanne flies home on Monday morning (Rachel will host her on Sunday night and get her to the airport on Monday)

**Rachel will take both Tracey and Suzanne back to Invercargill**

Myra flies out at 4.15pm on Sunday so will need a ride back to airport leaving grounds by 2.30pm

Linda flies out at 6.50pm on Sunday (she was on an earlier flight but ANZ changed time of the flight so she may need somewhere to hang out until then as other wise would be at the airport a few hours before flight)

**Will confirm Myra and Linda transportation once we know the new draw.**

**Southland Judges:** Helen Christie, Kristin Cottam, Noelene Keen, Karen Robins, Julia Latham, Fiona Sharp, Marlene Parkinson (**upgrading to C**)

**Shadowing/Sit in for upgrading:** Heilke de Graff, Deborah Rutherford, Aleina Beer, Allie Harper, Tracie Beasley (Tracie has indicated she's happy to write for a half day if needed) (Allie and Aleina will hopefully finish upgrading in Dec)

**Judges Cars** – Will need 5 cars as Noelene also needs one

**Stewards** – Rachel McCallum & Kate Dodd

**TD** – Noelene Keen

## Ground Jury – TBA

**Officials Catering** – I am happy to do the food again as per last tournament – worked well in the garage. Would just need access to an oven under the grandstand

## Judges Briefing at 7.45am Saturday

Additional from Kristin:

- Can we ask to have Rebecca and Jenny fast-tracked? Possibly yes for Rebecca, starting in December
- Rachel McCallum is going to start judging in January – for eventing!
- Sue has offered to run a judges clinic with a potential date of Feb 2022. Discussion around when would be the best date / where to hold etc

*Actions Points from the AJO & Judges Officer reports:*

Who	Task	Date to be completed
Kristin / Sharon	Rework the Arena Plans as to accommodate a grass arena – ensuring that all levels (barring those mentioned above) ride up a grass centre line	ASAP and passed to Peggy

**MOTION: To accept the AJO and Judges Officer report(s)**

**Moved: Kristin**

**Seconded: Lucy**

**Carried? Yes**

## SEPT Representative/s Report:

Marlene tabled a verbal report as follows:

- 28 bags of Tredlite are arriving this week. It's pretty exciting! 12 bags cover a 60x20 arena space
- Marlene asked the group: What's the best way to space the four arenas?
- Lots of discussion followed! Ultimately it was agreed that:
- We need to leave space around the arena used for the musicals – it was suggested 3 x on surface and 1 x on grass (in the Oval)  
There was lots of robust conversation on this and the group voted for their ultimate preference re using the Oval for the fourth arena.  
It was decided that the Super 5 and musicals must stay on the surface – there were expectations from visiting riders that they'd be riding there and so we should fulfil these expectations if possible

Probably the thoughts of the group were best summarised by Fiona who said 'we really need to do what's right for the majority, not what we personally want'

*Actions Points from the SEPT Representative report:*

Who	Task	Date to be completed
Marlene and Allie	Organise setting up arenas – Marlene has indicated that she doesn't wish to be in charge of Oval arena – poo picking etc	Prior to show
Lucy	Will advise of arena on Oval on Facebook	ASAP

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

**Moved: Marlene**

**Seconded: Corinne**

**Carried? Yes**

### Groundsperson Liaison Report:

Fiona tabled a verbal report, summarised as follows:

- Bevan has indicated that we will have unlimited access to grass, including the 'Sacred Ground'
- Fiona will ask Bevan:
- To prep the Oval so that it's in the best condition possible for our December show. We will have two horses warming up next to arena and the Sacred Ground will be another warm-up area
  - There will also be a Steward operating at that arena
  - For additional toilet paper as Tania had to (twice) by extra at the October show

*Actions Points from the Groundsperson Liaison report:*

Who	Task	Date to be completed
Fiona	Communicate with Bevan re the decisions made	ASAP

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

Moved: Fiona

Seconded:

Carried? Yes

### SHOW ORGANISATION:

Item	Discussion	Who-To-Do?
<b>Arenas</b>	4 3 X Surface (on Tredlite) and 1 x Oval	
<b>Caravans</b>	Office: Theresa has this under control – see above Scoring office: Mandy is happy in the one she used for October Musicals – using SJ caravan	
<b>Confirmation of Judges</b>	Sharon confirmed judges in her report. Visiting judges are all South Island judges – gives us a sense of security	
<b>Travel arrangements for judges</b>	See above in report	Lucy can advertise if need-be after feelers have been put out. Tania / Sharon will let her know. See notes above in red.
<b>Accommodation for judges</b>	The Esplanade	See note above – someone needs to confirm with Tracey does she want a motel / home-host. Sharon or Tania??
<b>Judge's vehicles</b>	Regional Ford – we need 5	Marlene to sort
<b>TD – Ground Jury - Steward</b>	Stewards – Rachel Burns and Kate Dodd TD – Noelene Keen (Friday) and Helen Christie Sat/Sun Ground Jury - TBC	
<b>Start / End times</b>	Sat: 8am – 5.30pm Sun: 8am – 5.30pm	
<b>Invitations to Sponsors</b>	Tournament sponsor is Harper Horse Coaches	Theresa to sort re conversation with Allie
<b>Office staff</b>	Corinne, Theresa, Linda G, Di	Di to set Office up on Friday
<b>Catering – officials</b>	Sharon has this under control	She needs access to the oven
<b>Catering – riders</b>	Bogan Bakehouse – Sat/Sun Mad Cow Coffee – Saturday Zippy Coffee - Sunday	
<b>Writers</b>	Peggy needs the draw ASAP - see notes above	
<b>Parking</b>	Should be straightforward	
<b>Stables / Yards</b>	Under control	
<b>Health and Safety Briefing</b>	7.45am Saturday	

<b>Trophies</b>	Corinne has this sorted	
<b>Arenas Up?</b>	Probably Thursday.	Marlene and Allie to organise
<b>Photographer</b>	Kristel Mack Saunders Photography	
<b>Speakers</b>	Bevan will sort for us	

**Other organisational matters:**

- Jenny Affleck and Kerrie Morrison have been organised to sort the blocks
- Rachel suggested a ‘Scratching Form’ which riders must use if they wish to ‘scratch’. This will be a little more official than the current, sometimes ‘word of mouth’ scratchings that sometimes operate. This system will be posted on Facebook. There’s an official form used by Otago which we could also use.
- Brendon needs any musical scratchings in a timely manner
- The PL sponsorship music will play throughout the day – when musicals aren’t going. Brendon has this under control
- To confirm spaces:  
Garage – for judges. Blocks will be there so they can collect on way to arenas  
Office – will be in the caravan Theresa sources  
Musicals – in the SJ caravan  
Scorer – in her cute wee ‘new home’ which is Mandy’s new happy place
- Speaking of ‘happy places’, Fiona will bring her vacuum and sort the Garage in Sunday

**ITEMS FOR DISCUSSION:**

- Tania – Stationary, bin liners
- Tania – hosting judges.  
Question: Should we offer judges motel accommodation rather than hosting (due to C-19)? It was agreed that judges would be presented with the choice and we would follow their wishes accordingly
- Kristin – C-19 Framework.  
Question: Should we start to plan for a Traffic Light system? What will it look like for our group and us as an OC? Rebecca indicated that it’s most likely that DNZ will issue us guidelines and that we’ll have to follow. Side-note; HOY is a double-vacc for everyone (incl. riders / tradestands / public)
- Sharon – Lead rein classes.  
Question: Should we remove lead rein classes from Registered shows? The group thought yes.  
**MOTION: To remove lead rein from graded / registered shows;**  
**Moved: Sharon                      Seconded: Rebecca                      Carried? Yes**

**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>

**General:**

None

**Close of meeting:** 9.30pm

**Next meeting:** 11<sup>th</sup> Jan 2022 (TBC)

