

Annual General Meeting Minutes

Saturday 29 May 2021 at 10am

Esplin Room, Gore Town and Country Club, Gore



1. Apologies: Karen Titter, Liz Ferns

Present: Jeanette Peters, Marlene Parkinson, Helen Boyd, Jenny Affleck, Allie Harper, Tania Fairburn, Theresa Kingipotiki, Noelene Keen, Julieanne Baynes, Sandra Cleaver, Brendon Cleaver, Fiona Sharp, Mary Davis, Corinne Ward, Di Elliotte, Sonja Swale, Lucy McKelvie, Tyler McKee, Rebecca McKee, Shirley Black, Karen Robbins, Agnes Irwin, Sharon Muirhead, Kristin Cottam, Rachel McCallum, Peggy Angus-Cook

MOTION: To accept the apologies

Moved: Karen Robins

Seconded: Corinne Ward:

Carried: Yes

Moments silence to acknowledge the passing of past and present members

MOTION: To adopt the minutes of the previous Annual General Meeting (5th July 2020) and to accept these as a true and correct record

Moved: Peggy Angus-Cook

Seconded: Marlene Parkinson

Carried: Yes

2. President's Report:

2020-2021 has been a busy season, consisting of a Winter Series (cut short to one competition due to the re-emergence of COVID Alert Level 2 shortly prior to the first of the competition days and a lack of time for the committee to adequately prepare), two new winter training opportunities, and five two day tournaments spread from the end of October to the end of March, as well as the group reaching its 50th year milestone.

Firstly, however, I wish to wholeheartedly thank the Organising Committee for the 2020-2021 season. We were a mix of seasoned committee members and a number of new committee members. Without this hard working group of diverse individuals, the group would have been unable to provide those who compete at Dressage Southland events the opportunities that occurred.

In particular, I give sincere thanks, and appreciation, to our outgoing Area Judge's Officer, Noelene Keen. Noelene has been part of the backbone of the group for a significant number of years and has ensured that our riders have appropriately qualified judges sitting in vehicles as we dance with our ponies, and that we have up and coming judges being trained and encouraged. As a group, we wish Noelene all the best and we know that she will continue to be a supporter of Dressage Southland. I'm sure we will see her officiating at our tournaments, and in other areas, next season and beyond.

We have some Organising Committee members who are also stepping aside from their positions this year: myself as President, Sponsorship Officer and Facebook/Social Media coordinator, and Peggy Angus-Cook as Writer's Coordinator. Peggy, thank you for your tireless efforts this season, it has been greatly appreciated.

The 2020-2021 has really had an element of Forest Gump's 'box of chocolates', we never knew entirely what we were going to get! In summary, here are some of the 'chocolates' (and please forgive me if I miss anything out):

New learning: developing our COVID response action plans so that we could ensure the safe, and effective, hosting of competitions should we be placed at COVID Alert Level Two. Many of you here will be involved in other sporting and non-sporting organisations and will be aware of the ever changing (certainly at the start) requirements from the government. On top of that, our governing body, ESNZ, and Sport New Zealand also had their requirements, which then had to be further 'tweaked' by Dressage NZ. Thankfully, there were plenty of webinars and training opportunities available and I was

fortunate enough to be asked to help proof and give feedback on the DNZ initial material and guidelines whilst they were in the development phase. Although, as individuals, the Organising Committee members have personal opinions about the global pandemic and how the government was addressing the issue, in our collective role as stewards of the group, we were able to pull together and develop effective processes to ensure that we could safely operate under Alert Level 2 conditions. Mind you, we did always think that we would know in advance of a tournament if we would have to transition to AL2. I don't think any of us thought that, at around 9pm on the Saturday evening of our February tournament, that we would have to run under AL2 conditions by 6am the very next morning. I would like to give particular thanks to Corinne Ward and Peggy Angus-Cook for their sterling efforts as we worked into the very small hours of Sunday morning to ensure that we could still hold the second day of our February tournament. I'd also like to recognise the judges at that tournament for stepping up to the challenge of judging and writing, simultaneously, on the Sunday and for all of our competitors who followed the AL 2 requirements without a grumble. For me, it was a highlight of the season as it truly demonstrated what our sport is about: working together to achieve a common goal.

Celebrations:

- Dressage Southland's 50th year, celebrated at a function at the prize giving at the Harper Horse Coaches and Floats Dressage Southland Championship Premier League tournament in December, and also later today with a celebratory luncheon
- Full sponsorship of all levels for the season, and for two tournaments
- Julia Latham and Tracie Donnelly starting their judging journey and Fiona Sharp strongly continuing hers
- Strong successes of Southland riders in the South Island and National League series
- Highly positive feedback from sponsors and riders
- Our highest number of non-graded riders at our March tournament competing in the O level tests (higher than the usual numbers from the final season where Level 1 & 2 tests were offered to non-graded riders)
- The generosity of our wider community when individuals were in need

Hardships - the accidents, ill health and passing of new and past members of the area group

Challenges:

- Encouraging new faces to join the OC and/or put their hands up for smaller supporting roles
- Fiscal management in a year in which no fundraising for the group took place
- Succession planning
- Strategic and budgeting planning (which are both impacted significantly by the three points above)

In conclusion, as I step down from my roles, I wish to thank all members of our area group for your support and encouragement. I have been particularly humbled by the many lovely comments I have received over the season. I wish the area group all the best for the future and I know that the 2021-2022 Organising Committee will do a fabulous job.

Sonja Swale
2020-2021 President, Dressage Southland

MOTION: To receive and accept the President's Report:

Moved: Sonja Swale

Seconded: Lucy McKelvie

Carried? Yes

3. Financial Reports

Dressage Southland Treasurer's Report. April 2020-2021

Overall, when you compare our income to the last couple of years, 2021 was down by approximately \$10,000 (almost \$58,000 - for the period 1st of April 2020 to the 31st of March 2021). Dressage Southland's 2019-2020 income was approximately \$67,000 and \$68,000 for the 2018-2019 period (based on the Treasurers Report, 2020).

Dressage Southlands income (and competition expenses) came mainly from entry fees, with some very valued sponsorship/fundraising, an SBS Banking prize and arena hire monies providing a small profit for the group of around \$3,500. This is a significant decrease in profit/surplus compared to the 2020 period where the profit was around \$11,000 (a profit of \$4,600 was recorded in 2019).

Expenses were similar to last year at around \$54,000 (2019 expenses were \$63,400). Our main expense in 2020-2021 was prize money (over \$11,000), then not surprisingly entry refunds due to COVID (almost \$7,000)

Factors that need we need to keep in mind when comparing the bottom line are:

- COVID-19 restrictions resulted in many competition judges sourced from the lower South Island areas, therefore no airfare costs.
- One of the Winter Series competitions was cancelled due to COVID-19.
- Catering was carried out in-house.
- Sponsorship and one small fundraiser for 2020-2021 totalled \$5,000.
- Dressage Southland won the SBS Banking prize of \$1,000.
- The cost of the accounting software subscription has been kindly donated for the 2020-2021 period.
- Some rosettes were able to be modified so they could be used this year providing some savings.
- Our area delegate did not travel to the conference due to COVID-19 restrictions (therefore no flights or accommodation costs were incurred)
- The trailer was given a wonderful make over courtesy of Harper Horse Floats
- Dressage Southland contributed to a new defibrillator for the Show grounds.
- If there were no sponsorship monies or banking prize the profit would be virtually zero.

It must also be mentioned that an enthusiastic group managed to raise around \$14,000 to support Marlene Parkinson during her family's difficult time. Well done!

Dressage Southland Bank Balances 2020-2021

Account name	Account Number	Balance (1st April 2020)	Balance (1st April 2021)	Current Bank Balance (27th May 2021)
Savings Account	2-4-024608	\$7,391.74	\$7,418.78	\$7,418.78
South Island Champs	03-1355-0518743-02	\$12,636.70	\$12,636.70	\$12,636.70
Everyday Working account	03-1355-0518743-00	\$20,193.63	\$23,577.60	\$16,309.03
Grand Total		\$40,222.07	\$43,633.08	\$36,364.51
Bank balance difference - compared to previous year		• \$10,872.76	\$3,411.01	• \$7,268.57

It would be sensible to presume that due to our bank balance decline since 2020, Dressage Southland will need to fundraise and/or obtain some generous sponsorship for future seasons. Dressage Southland is truly fortunate to have such a supportive and kind local business community. Please remember to thank them whenever you can.

The Dressage Southland organising committee looks forward to a much more "normal" 2021-2022 season. All the best for your winter training!

Dianne Elliotte
Treasurer - Dressage Southland

MOTION: To receive the Treasurer's Report and balance sheet / account and accept the Auditor's Report when completed

Moved: Dianne Elliotte

Seconded: Allie Harper

Carried: Yes

4. Area Judges Officer (AJO) Report

The season has been a very successful one for our local judges, although COVID presented its ugliness, affecting two of our tournaments. Some of us learnt to judge without writers.

*A judge's clinic was held in August 2020 at Mosgiel and was attended by most of our judges, and many riders from Southland, which was very pleasing. These clinics are organised by Dressage New Zealand and presented by National Judges Officer, Sue Hobson, assisted by Helen Hughes-Keen. Both are International Four * Judges. The presentation of the clinics is very refreshing and informative keeping up with new innovation, especially the practical ridden section, reminding judges and riders of some of the movements that proposed discussion over the season.*

The 2021 Clinic is being held on 23rd May at Mosgiel.

Our local judges continue to judge up and down the country when invited out of the area. It is always good to go to other areas, as you get to judge combinations you haven't seen before and also experience the way in which other areas run their tournaments, as well as meeting up with other judges.

This season has seen our new judges working hard on upgrading.

Fiona Sharp has one more step to do towards E level, having completed all her tasks and exam with great results. Fiona works judging and upgrading around her riding at tournaments.

Tracie Donnelly came onto the list at G level, and is now working her way towards F level. Sadly, we are losing her as she shifts to the North Island. We wish her well in her new venture.

We welcome Julia Latham onto the list at G level. Julia also works her judging and upgrading around her riding.

I have enjoyed working with these new up and coming judges with their enthusiasm and striving to achieve, I wish them well in the future. We are always striving to find new people to take an interest in judging.

This season judges were introduced to a new way of reporting their activity and tests they have judged, by entering on to a new Reporting System. Results for each judge will show their activity at the end of each season. This does away with the job of the Area Judges Office and National Area Judges Officer, having to manually enter, which was a huge job. This new system is in its infancy stage; I hope that it works to what they expect.

Sue Hobson is standing down at the Dressage New Zealand Annual Meeting as she has been elected President of Equestrian Sport New Zealand. We wish her well in this new position. A new National Judges Officer will be duly elected.

This is my last Annual Report as Area Judge's Officer, as I step down from this position at Dressage Southland Annual Meeting 2021.

I have enjoyed being involved and watching judges progress in the past years.

I wish Dressage Southland all the best for the future.

Noelene Keen.

MOTION: To receive and accept the AJO's report

Moved: Noelene Keen

Seconded: Corinne Ward

Carried? Yes

5. MOTION: To accept Norma Parks as a Patroness

Moved: Sonja Swale

Seconded: Noelene Keen

Carried? Yes

6. Election of Organizing Committee

(Scrutineers for Election of Organizing Committee: Agnes Irwin and Karen Robins)

President

Received: Tania Fairburn

Nominated: Allie Harper

Second: Corinne Ward

Tania Fairburn is duly appointed

Vice President

Received: Liz Ferns

Nominated: Marlene Parkinson

Second: Mary Davis

Received: Theresa Kingipotiki

Nominated: Tania Fairburn

Second: Dianne Elliotte

Theresa Kingipotiki is duly appointed

Secretary

Received: Lucy McKelvie

Nominated: Corinne Ward

Second: Fiona Sharp

Lucy McKelvie is duly appointed

Competition Secretary

Received: Corinne Ward

Nominated: Lucy McKelvie

Second: Marlene

Parkinson

Corinne Ward is duly appointed

Treasurer

Received: Dianne Elliotte

Nominated: Tania Fairburn

Second: Agnes Irwin

Dianne Elliotte is duly appointed

Area Delegate

Received: Rebecca McKee

Nominated: Mary Davis

Second: Allie Harper

Rebecca McKee is duly appointed

Rider's Representative

Received: Rebecca McKee

Nominated: Allie Harper

Second: Dianne Elliotte

Rebecca McKee is duly appointed

Area Judge's Officer (AJO)

Received: Kristin Cottam

Nominated: Noelene Keen

Second: Corinne Ward

Kristin Cottam is duly appointed

Judge's Coordinator

Received: Sharon Muirhead

Nominated: Noelene Keen

Second: Corinne Ward

Sharon Muirhead is duly appointed

Stabling and Parking Manager

Received: Tyler McKee

Nominated: Allie Harper

Second: Tania Fairburn

Tyler McKee is duly appointed

Sponsorship Coordinator

Received: Theresa Kingipotiki

Nominated: Allie Harper

Seconded: Dianne Elliotte

Theresa Kingipotiki is duly appointed**SEPT Representative(s)****Marlene Parkinson and Allie Harper****Health and Safety Coordinator**

Received: Mary Davis

Nominated: Sonja Swale

Seconded: Tyler McKee

Mary Davis is duly appointed**Writer's Coordinator**

Received: Peggy Angus-Cook

Nominated: Jenny Affleck

Seconded: Fiona Sharp

Peggy Angus-Cook is duly appointed**Showgrounds Liaison**

Received: Fiona Sharp

Nominated: Agnes Irwin

Seconded: Lucy McKelvie

Fiona Sharp is duly appointed**Executive Committee**

Previous roles were:

President

Vice President

Area Delegate

Competition Secretary

Treasurer

AJO

MOTION: That the Executive Committee consists of the above roles

Moved: Sonja Swale

Seconded: Lucy McKelvie

Carried? Yes

7. Election of non-committee supporting roles

Role	Received	Nominated	Seconded	Appointed
First Aid Officer (s)	Karen Robins Tania Fairburn Brendon Cleaver	Marlene Parkinson Allie Harper Sonja Swale	Allie Harper Tyler McKee Peggy Angus-Cook	Tania, Karen and Brendon
Official Photographer	To be arranged			
Arena Coordinator	No nominations			
Musical Freestyle Coordinator	Brendon Cleaver	Sonja Swale	Mary Davis	Brendon Cleaver
Catering Manager	Sharon Muirhead	Fiona Sharp	Jenny Affleck	Sharon Muirhead
Administration Manager	Corinne Ward	Sonja Swale	Lucy McKelvie	Corinne Ward
Young Rider Coordinator	Lucy McKelvie	Sonja Swale	Dianne Elliotte	Lucy McKelvie

Announcer	Meredith McEwan	Jenny Affleck	Lucy McKelvie	Meredith McEwan
Website Officer	Dianne Elliotte	Dianne Elliotte	Sonja Swale	Dianne Elliotte
Griffin Equestrian Centre delegate	Rachel Burns	Rachel Burns	Dianne Elliotte	Rachel Burns

Election of Subcommittees

Committee	Received	Nominated	Seconded	Appointed
Sponsorship	Karen Titter Jeanette Peters Lucy McKelvie	Rebecca McKee Sonja Swale Lucy McKelvie	Dianne Elliotte Allie Harper Corinne Ward	Karen, Jeanette and Lucy
Secretary	To be Arranged			
Writer's	Theresa Kingipotiki	Dianne Elliotte	Sonja Swale	Theresa Kingipotiki
Competition Secretary	Jenny Affleck Lucy McKelvie	Corinne Ward Corinne Ward	Dianne Elliotte Allie Harper	Jenny and Lucy

Signatories

Discussion: Are we still happy with the President, Treasurer and Competition Secretary being signatories?

MOTION: For the signatories to continue being the President, Treasurer and Competition Secretary

Moved: Sonja Swale

Seconded: Dianne Elliotte

Carried? Yes

8. To appoint an Honorary Independent Financial Reviewer

Teresa Morgan (CPA) is prepared to be our Honorary Independent Financial Reviewer

MOTION: To continue with Tessa Morgan as the Honorary Independent Financial Reviewer

Moved: Sonja Swale

Seconded: Dianne Elliotte

Carried? Yes

9. To appoint an Honorary Veterinarian

MOTION: To appoint an Honorary Veterinarian being VetSouth

Moved: Allie Harper

Seconded: Jenny Affleck

Carried? Yes

10. To appoint at Honorary Farrier

Difficult to assign due to availability

MOTION: To provide a list of local farriers prior to competition rather than appoint an honorary farrier

Moved: Sonja Swale

Seconded: Dianne Elliotte

Carried? Yes

11. General Business:

a) South Island Proposal.

Some background info was discussed: A group of members from each area are to work together to run the South Islands at Maclean's Island. This would be a two-three day competition. At this stage it's thought that \$500 per group will need to be required. Profit from the competition would be given back to each group on a pro-rata basis. Each group will likely have to supply sponsorship and take responsibility for jobs at the show itself. For meetings, Dressage Otago have suggested that their rep attend and that there's an independent facilitator who chairs meetings. DNZ have said that they will not underwrite the competition.

In principal the group agree with the new format – there are concerns around expenditure which will be required.

MOTION: To appoint Tania Fairburn (President) and Rebecca McKee (Area Delegate) as Dressage Southland representatives on the South Island Championships committee. This to be amended as required.

Moved: Sonja Swale

Seconded: Dianne Elliotte

Carried? Yes

b) Discussion on national Judges Officer (7.1)

The group endorse Judith Cunningham

Discussion on Committee Rep to appointment panel (7.3)

The group endorse Debra Cowen

c) Tentative date for AGM: Sunday 29th May 2022. To be confirmed in March 2022.

Meeting closed at: 11.35am.

