



## Committee Meeting Minutes

**Date: Thursday 25<sup>th</sup> June 2020 at 7pm**

**Location: White House Hotel, Lorneville**

**Present:** Theresa Kingipotiki, Marlene Parkinson, Sonja Swale, Corinne Ward, Sharon Muirhead, Di Elliotte, Allie Harper, Tania Fairbairn, Fiona Sharp

**Apologies:** Jenny Affleck, Rebecca and Tyler McKee, Bev Cason, Julie Manson, Norma Parks

**MOTION:** Apologies be accepted/received

**Moved/Received:** Marlene Parkinson      **Seconded:** Allie Harper      **Carried? Yes**

### Minutes of previous meeting:

Previous meeting was on the 2<sup>nd</sup> March 2020

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

**Moved:** Theresa Kingipotiki      **Seconded:** Marlene Parkinson      **Carried? Yes**

**MOTION:** That the minutes be adopted as a true and correct record of the Committee meeting held on 2<sup>nd</sup> March 2020

**Moved:** Theresa Kingipotiki      **Seconded:** Marlene Parkinson      **Carried? Yes**

### Matters Arising:

#### *Business from Matters arising:*

Mura Love – Judge. His flight has been put into credit with Air New Zealand.

Thank you letters for Sponsorship – Croydon Hotel

Revisit approaching companies and organisations for sponsorship – sponsorship subcommittee  
VetSouth sponsorship

*Action Points from Matters arising:*

<u>Who</u>	<u>Task</u>	<u>Date to be completed</u>
Sonja	Send letter to Croydon Hotel – thanking them for their sponsorship	Next Committee Meeting
Sponsorship subcommittee	Revisit approaching companies and organisations for sponsorship	Next Committee Meeting
Sonja	VetSouth - need to go back to Warrick and put forward the idea of sponsoring the first tournament (or return money)?	Next Committee Meeting

Treasurer's Report:

Report/s to be tabled – none received.

Bev will attend the AGM if the roads are good.

Balance sheet received. Financial Information has gone to the reviewer.

Things to Consider when looking at the financials for 2019-2020:

- Dressage Southland has not been paid \$200 for meeting criteria for the Premier League show
- A couple of invoices for the accumulator competitions are yet to be received/paid
- The income from the Dunstan feed auction of around \$400 has not been included
- Under the Pole Clinic and Training day, the detail for the Winter Series is not itemised

South Island champs account (was renamed from ex-training fund)

- On the 10<sup>th</sup> of January – funds were transferred for the South Island Champs from the term deposit (5-9) which is now closed (\$8,812.85 went into South Island Champs Account)
  - As it will not make any money in the South Is Champs account... do we put in back into a Term deposit?

**MOTION:** For the \$8,812.85 to be reinvested into the term deposit at the best rate for up to 1 year

**Moved:** Allie Harper

**Seconded:** Tania Fairbairn

**Carried? Yes**

*Discussion: Round to a clean \$8,000*

*Amend motion to:*

**MOTION:** For \$8,000 to be reinvested into the term deposit at the best rate for up to 1 year

**MOTION:** To rename the South Islands account to the “Official’s Development Fund”

**Moved:** Sharon Muirhead

**Seconded:** Allie Harper

**Carried? Yes**

Savings initiatives for 2019-2020 (bearing in mind two tournaments fewer):

- Sharon running the catering saved \$1300.
- Change in the social function saved \$1000
- Ridgeland are keen to sponsor next season
- Reduced Scorer costs due to reduction to one night accommodation plus honorarium

Other points to note:

- Trailer insurance is for 3<sup>rd</sup> party? It really needs replacement insurance. Propose to investigate to get a range of quotes. Cancel current insurance.
- We have double rosettes from the South Island Champs that we can use for our Premier League show
- South Island Championship Rugs:
  - We still need to contact Creative Screen printing again to get the writing removed or add writing to raffle off.
- **MOTION:** To cost out the addition of screen printing of either “cancelled” or something similar to “yeah nah” on the rugs

Moved: Tania Fairbairn

Seconded: Marlene Parkinson

Carried: Yes

- It would be nice to have a professional gift organised from Dressage Southland to recognise members, contributors and volunteers etc. Theresa will investigate some options for gifts.
- Moved into committee 7:48pm
- Moved out of committee at 7:49pm

Thank you so much Allie and Steve for the fantastic refurbished trailer. Especially the discount (approx. \$975) provided to Dressage Southland – and a whopping \$4,000 of labour donated! 😊

*Invoices approved in May:*

<i>Trailer Insurance</i>	<i>\$115</i>
<i>Stationery consumables</i>	<i>\$58.74</i>
<i>Quality Presentations</i>	<i>\$247.37</i>
<i>Trailer repairs</i>	<i>\$1,998.14</i>

*Invoices approved in June:*

*Nil*

*Business arising from the Treasurer's report*

Nil

*Actions Points from the Treasurer's report/s and other notes:*

<u>Who</u>	<u>Task</u>	<u>Date to be completed</u>
Sonja	Cancel current 3 <sup>rd</sup> party insurance for trailer	ASAP
Sonja and Di	Obtain insurance quotes from FMG – Sonja and Rothbury - Di for replacement value of \$30k.	Next Committee Meeting
Sonja/Treasurer	To investigate rates for the term deposit and reinvest	Next Committee Meeting
Sonja	Contact Creative Screen Printing for a quote for extra lettering (instead of pulling off the current writing)	Next Committee Meeting
Signatories	Rename the South Island Champs bank account to Officials Development Fund	Next Committee Meeting
Theresa	To investigate some nice gifts	Next Committee Meeting
Sonja	Follow up with Celine Filbee from DNZ re \$200	Next Committee Meeting

Sponsorship Officer's Report:

Report/s to be tabled – no report

- Draft package needs to be ratified (tabled and discussed). Based on Tania and Kerrie's package from the previous season with a few additions

The group is aware of the financial climate and sponsorship approach needs to be sensitive and flexible once the subcommittee has been established.

**MOTION:** For the 2020/2021 sponsorship proposal to be accepted

Moved: Allie Harper

Seconded: Marlene Parkinson

Carried? Yes

## Correspondence – May and June

Tabled and discussed as appropriate

### *Inwards*

DS Treasurer Letter of Resignation – Bev Cason	3 <sup>rd</sup> May 2020
DNZ 2020-21 Competition Calendar – Google Forms	4 <sup>th</sup> May 2020
Accumulator Series 2019-2020 posted on website confirmation – Di Elliotte	5 <sup>th</sup> May 2020
DS Judges Exchange Coordination Role – Kristin Cottam	6 <sup>th</sup> May 2020
DNZ – Covid-19 area update from Wendy Hamerton (via Rebecca McKee)	6 <sup>th</sup> May 2020
DNZ – Sport NZ funding initiative for area sports groups – Sonja Swale /Rebecca McKee	7 <sup>th</sup> May 2020
DS Competition Secretary Role – Corinne Ward	7 <sup>th</sup> May 2020
DNZ 2020-21 Competition Calendar – Google Forms	9 <sup>th</sup> May 2020
DS Scoring Officer – update on availability – Corinne Ward	10 <sup>th</sup> May 2020
DNZ – Webinar information – Contact Tracing/hygiene/sanitation – Rebecca McKee	15 <sup>th</sup> May 2020
Noelene Keen – AJO report	17 May 2020
DS Treasurer – reply to queries from Sonja Swale – Bev Cason	17 <sup>th</sup> 18 <sup>th</sup> and 19 <sup>th</sup> May 2020
Guidelines for SEPT Arena Gore A&P Showgrounds at Alert Level 2 – Marlene Parkinson	20 <sup>th</sup> May 2020
DS Treasurer – query about DS financials and AGM – Bev Cason	22 <sup>nd</sup> May 2020
Reply to Accumulator Series email – Josie Watters	24 <sup>th</sup> May 2020
Query for Dunstan Feed auction funds – Bev Cason	24 <sup>th</sup> May 2020
Jos Gresham – DNZ for dates of events for insurance purposes	3 <sup>rd</sup> June 2020
DNZ – notice of meeting Dressage NZ AGM – Wendy Hamerton (via Rebecca McKee)	4 <sup>th</sup> June 2020
DNZ – Minutes of planning forum. Copy of budget 2020/2021. Offer of subsidy for groups running events in Covid 19 Alert Level 2 – Wendy Hamerton (via Rebecca McKee)	4 <sup>th</sup> June 2020
The Southern Trust. Notification of reopening, situation, and process - Karen Shea	4 <sup>th</sup> June 2020
Notification of financial records in the post and attendance at AGM – Bev Cason	5 <sup>th</sup> June 2020
SI Youth Development Camp application forms – Wendy Hamerton (via Rebecca McKee)	12 <sup>th</sup> June 2020
DNZ AGM access link for zoom meeting – Wendy Hamerton (via Rebecca McKee)	18 <sup>th</sup> June 2020
OSPC (Nan Sinclair) – request for arena hire 25-28 September	22 June 2020
Theresa Kingipotiki - formal resignation from VP role	24 June 2020

### *Outwards*

Accumulator Series 2019-2020 information for website – Sonja Swale	5 <sup>th</sup> May 2020
CM Equestrian – thank you for the unfulfilled proportion of monies – Sonja Swale	7 <sup>th</sup> May 2020
DS Judges Exchange Coordination Role to be tabled at next meeting reply – Sonja Swale	7 <sup>th</sup> May 2020
DNZ 2020-21 Competition Calendar – Google Forms/Jos Gresham	10 <sup>th</sup> May 2020
DNZ – Sport NZ webinar notification – Contact Tracing/hygiene/sanitation – Sonja Swale	15 <sup>th</sup> May 2020
DNZ – Sport NZ webinar notification – Workplans– Sonja Swale	18 <sup>th</sup> May 2020
Treasurer report queries to Bev Cason – Sonja Swale	17 <sup>th</sup> 18 <sup>th</sup> and 19 <sup>th</sup> May 2020
Guidelines for SEPT Arena Gore A&P Showgrounds at Alert Level 2 – Sonja Swale	20 <sup>th</sup> May 2020
DS Treasurer – Accumulator Series Sponsor Invoices – Sonja Swale	21 <sup>st</sup> May 2020
Accumulator Series Sponsors – heads up about invoice and update on presentations	21 <sup>st</sup> May 2020
DS Treasurer for online Dunstan Feed Auction funds – Sonja Swale	24 <sup>th</sup> May 2020

**MOTION:** To accept the inward and outward correspondence

Moved: Di Elliotte

Seconded: Allie Harper

Carried? Yes

*Business arising from Correspondence*

Verbal conversation with Norma Parks 22<sup>nd</sup> June:

- Norma wishes to step down as a signatory and as Assistant Treasurer.
- Norma still wishes to be involved with the group and come and write for the judges

General:

1. AGM – firming up interest of current committee members, confirming agenda and forms to be emailed out
  - Norma is resigning (assistant treasurer/signatory) still wants to be involved in the group
  - Bev as treasurer would like to step down
  - Appoint a scrutineer. Ask Lyn Fox? (Sonja)
2. Ratify sponsorship package (see above)
3. Judge's exchange (from correspondence) **(carried over to next meeting)**

*Hi Team,*

*As you will know after I resigned from Judges committee (JC) for Dressage Southland (DS)... Marlene and I had a conversation which resulted in me agreeing to continue with looking after the Judges exchange with Aussie. We were to exchange one judge in July and two in August from our Southern shores with three from Aus returning this next season 2020-2021 however implications surrounding Covid19 now sees this on the back burner.*

*Over this past year it has become apparent to me that the responsibility for heading up the Judges Exchange probably best sits with the DS JC or the AJO. I would suggest that it be best to have the DS JC be responsible for contact with NSW judge's co-ordination to reach agreement on the competitions we require judges for and in turn make hotel/airport arrangements. The AJO for DS could then liaise with the DS JC to identify and promote the right judge(s) from Southland to officiate on the Australian competitions.*

*Whilst the Judges Exchange co-ordination role was not elected last season I think it pertinent to make it known that this role best fits in with a shared vision between the JC and AJO.*

*Any queries don't hesitate to let me know.*

*Cheers*

*Kristin*

4. Draft Job Descriptions
  - Are we happy for these to go out as a DRAFT to everyone? **YES**
  - There was good discussion around roles
5. Pre-season competitions: training day, winter series. No pole clinic but... recycled ribbon and training day
  - 9<sup>th</sup> August
  - no money would go to Equestrian Entries
    - Nominate a time slot for arena time
    - musical
    - unity class (workout and general knowledge)
    - prix caprilli (great idea)
  - We can put programme on website and email.

6. Jos Gresham – financial reimbursement of costs **(carried over to next meeting)**

**MOTION:** Dressage Southland will provide Jos Gresham a donation of \$100 towards the costs of the loss of her costs of flights for the South Island Dressage Champs in March.

**Moved:** Theresa Kingipotiki

**Seconded:** Marlene Parkinson

**Carried?** No

7. Closing the loop – email regarding prize money paid but incorrect bank account and money disappeared and did not come back to the Dressage Southland account.

**MOTION:** All care is taken that prize money reaches the right person, but it is the competitor's responsibility to ensure their details are correct therefore the competitor will not be reimbursed.

**Moved:** Corinne Ward

**Seconded:** Fiona Sharp

**Carried? Yes**

8. Accumulator series awards – confirmation of action/s
  - Sponsors are happy for the riders to be awarded in October at our first tournament
  - The National awards will be presented at the AGM
9. Clash of dates with Eventing Southland Ryal Bush event in February.
  - Otago changed their date to 21<sup>st</sup> - 22<sup>nd</sup> February
  - Wanaka Show is the week before
  - South Island champs are close
  - SCNO tournament
  - Possible concerns by Eventing Southland was there will be issues with getting officials
10. Patron – discussion
  - Currently Neil Fox. Need to approach Neil if he is still keen.
  - Suggested Norma as a Patroness. All at meeting in favour. Sonja to speak with Norma.
11. Insurance – trailer. Currently pay \$115 per annum for 3<sup>rd</sup> party insurance. How are the contents and actual trailer insured? (as above)
12. Fees and prize money for 2020-2021 season: preliminary discussion (next committee meeting)
13. Money from term deposit – what is the plan here? (as above)
14. General meeting agenda
  - Draft job descriptions discussion
  - Promote Judge's clinic
  - Award Super 5 and Zilco prizes
  - Brainstorming a draft Constitution
  - Advising of dates for coming season

*Business arising from General*

**MOTION:** To approve the \$200 contribution to Southland Show Jumping for the Defibrillator located at the Gore Show grounds on the furnishing of the invoice.

**Moved:** Di Elliotte

**Seconded:** Marlene Parkinson

**Carried? Yes**

*Actions arising from General business:*

<u>Who</u>	<u>Task</u>	<u>Date to be completed</u>
Sonja	Appoint a scrutineer. Ask Lyn	Next Committee Meeting
Marlene	Need to approach Neil if he is still keen to be our Patron.	Next Committee Meeting
Sonja	Ask Norma if she would like to be our Patroness	Next Committee Meeting
Treasurer	Upon receiving, pay defibrillator fee to Southland Show Jumping	Next Committee Meeting

Close of meeting: 9:47pm

Next meeting: General Meeting after the AGM (5<sup>th</sup> July at the Croydon Hotel, Gore)