



Committee Meeting Minutes

Date: Monday 10 June 2019 at 7pm

Location: White House Hotel, Lorneville

Present:

Sonja Swale, Theresa Kingipotiki, Rebecca McKee, Tyler McKee, Corinne Ward, Sharon Muirhead, Allie Harper, Tania Fairbairn and Dianne Elliotte.

Apologies:

Bev Cason, Norma Parks, Marlene Parkinson, Fiona Sharp

MOTION: Apologies be accepted/received

Moved/Received: Allie Harper

Seconded: Tania Fairbairn

Carried? Yes

Minutes of previous meeting:

Previous meeting was on the 19th of May 2019 at Croydon Lodge, Gore.

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

Moved: Tania Fairbairn

Seconded: Allie Harper

Carried? Yes

MOTION: That the minutes be adopted as a true and correct record of the Committee meeting held on the 19th May 2019

Moved: Rebecca McKee

Seconded: Allie Harper

Carried? Yes

Matters arising from previous meeting:

Arena Equipment Trailer – discussion was held about the options

- Replace or repair?
- Meredith was getting quotes

Refunds

- Kerrie was to reply to Joyce Yee-Murdoch, but not sure if this has been done; not sure what has been done re. Ellen Menzies

Acknowledging Helen's contribution to Dressage Southland by way of a lunch

- Not doing now, but a presentation will be done at a tournament in the near future

Kristel Mack Saunders Photography

- Sonja spoke to Kristel and she is more than happy to continue as the official Dressage Southland tournament photographer. Sonja also mentioned that Kristel is looking into getting some help for South Islands.

Long Service members

- Require more information

Regional Ford:

- As a thank you for the loan of the judge's vehicles for the tournaments a morning tea is usually provided to Regional Ford in Gore. Has this been done?

Action Points from Matters arising:

Who	Task	Date to be completed
Allie and Tyler	<u>Trailer</u> : Find out what Meredith has obtained in the way of quotes. Report to be prepared.	Next Committee meeting
Dianne	<u>Refunds</u> : Request the correspondence (so it can be filed and actioned) from Kerrie in regard to the refunds for Joyce Yee-Murdoch and Ella Menzies.	Next Committee meeting
Sonja and Corinne	<u>Refunds</u> : Once the correspondence has been received then the refund/s can be processed	Next Committee meeting
Sonja	<u>Helen's and Val's Lunch</u> : Follow up with Lyn Fox	Next Committee meeting
Sonja	<u>Photographer</u> : Follow up with Kristel Mack Saunders to reconfirm about her availability for the South Island's and Regional Tournament especially in regard to Prizegiving (Sunday?)	Next Committee meeting
Dianne	<u>Long Service member information</u> : Request from Kerrie	Next Committee meeting
Sonja	<u>Regional Ford Morning Tea</u> : Follow up with Lucy or Marlene	Next Committee meeting

MOTION: That the action points be noted.

Moved: Allie Harper

Seconded: Tania Fairbairn

Carried? Yes

Treasurer's Report:

Report/s to be tabled

- Winter Dressage Series - May Competition financials
- Dressage Southland Bank Account reports

Moved into Committee at 7:45pm

Move out of Committee at 7:50pm

MOTION: To accept the Treasurer's report

Moved: Corinne Ward

Seconded: Rebecca McKee

Carried? Yes

Business arising from the Treasurer's report

May Report – Winter Series Tournament

- It was raised that there was a small error in the report for the May Winter competition expenses. The Rosettes (\$115.81) is an expense for the costs of the recycled rosette inserts.

Actions Points from the Treasurer's report/s:

Who	Task	Date to be completed
Dianne	<u>May Report:</u> Request a change in the Treasurer's report for \$115.81 to be entered as an expense	Next Committee meeting

MOTION: That the action points be noted.

Moved: Corinne Ward

Seconded: Rebecca McKee

Carried? Yes

Correspondence

Tabled and discussed as appropriate

Inwards

DS Sponsorship Role Resignation – Kerrie Morrison (and reply)	20 th May 2019
DS Judges Coordinator Resignation – Kristin Cottam (and reply)	20 th May 2019
Steward Grant from DS – Rachel McCullum	22 nd May 2019
Hire of 4 arenas for Otago Southland Pony Club Camp request - Nan Sinclair	24 th May 2019
Griffin Equestrian Centre AGM - 18 th June 2019 at 8pm	27 th May 2019

Outwards

DS Office Bearers and Position Holders - Wendy Hamerton	22 nd May 2019
---	---------------------------

Messages of introduction to the following:

South Island Riders Representative – Jude Nickolls	Sent 19 th May 2019
Otago Dressage President – Wendy Butler	Sent 20 th May 2019
Central Otago Dressage President – Suzanna Martin	Sent 20 th May 2019

Additional in-house communications:

Facebook Post - office bearers/position holders on DS Page	20 th May 2019
Creation of Messenger group for office bearers/positions holders	20 th May 2019
Office bearers/position holders contact details	20 th – 22 nd May 2019
Creation of interim Messenger group for Executive Committee	21 st May 2019

MOTION: To accept the inward and outward correspondence

Moved: Theresa Kingipotiki

Seconded: Allie Harper

Carried? Yes

Business arising from Correspondence

Hire of four long arenas for the Pony Club Camp

It was discussed and a charge of \$25 per arena per day was agreed with these conditions:

- any damage must be reported in a timely manner with the expectation any damage would be paid for
- the equipment would be returned in the condition it was found

MOTION: To hire Dressage Southland's arena equipment for the Otago Southland Pony Club's (OSPC) Development Camp to be held on the 26th- 29th September 2019 at a rate of \$25 per arena per day on the conditions that all equipment will be returned as found and any damage will be reported in a timely manner with the expectation that any damage that requires replacement or repair will be paid for by OSPC.

Moved: Rebecca McKee

Seconded: Corinne Ward

Carried? Yes

Griffin Equestrian Centre AGM

It was discussed and decided that two representatives attend. The Equestrian Centre Committee are looking to make the facility more usable and are looking for ideas.

MOTION: For the President and Secretary to attend and represent Dressage Southland at the AGM – Tuesday 18th June 2019 at 8pm

Moved: Tania Fairbairn

Seconded: Tyler McKee

Carried? Yes

Actions Points arising from Correspondence:

Who	Task	Date to be completed
Sonja	<u>Arena Hire</u> : Contact Nan Sinclair	Next Committee meeting
Dianne	<u>Arena Hire</u> : Request invoice from Treasurer	Next Committee meeting
Sonja	<u>Griffin Equestrian Centre</u> : Contact the Secretary to advise attendance at the AGM	Next Committee meeting

MOTION: That the action points be noted.

Moved: Tania Fairbairn

Seconded: Tyler McKee

Carried? Yes

General Business:

1. President's welcome

Sonja circulated the information that she put forward to accompany her nomination. An outline for the first meeting covered such things as the preferred methods of communication, some procedures to be followed (robust meeting protocol) to ensure people are involved and a transparent record and clear actions are documented as per agenda.

2. Composition of Committee and Quorum

- Committee is detailed in the spreadsheet attached (Table 1)
- ESNZ rules were circulated
- Executive Committee will consist of:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Area Delegate
 - Judges Coordinator
 - Competition Secretary
- Committee members out of our geographical area:

Technically they can't sit on the committee. However, Sonja has spoken to Wendy Hamerton in regard to the ESNZ rules and sought advice from Scott McKenna who suggested a solution to co-opt the out of area committee members upon the understanding that they would have no voting rights. This would affect:

Bev Cason (Treasurer)

Norma Parks (Assistant Treasurer)

Julie Mason (First Aid Officer)

MOTION: The committee be those members from the tabled list at the 10th of June 2019 meeting (Table 1) with the out of area position holders (3) be co-opted but without voting rights as per the ESNZ constitution article 17.10.

Moved: Tania Fairbairn

Seconded: Tyler McKee

Carried? Yes

- The Quorum was proposed to be set at 50% (6 members of the 12 who can vote)

MOTION: That the Quorum be set at 50% (6 members with voting rights)

Moved: Sharon Muirhead

Seconded: Rebecca McKee

Carried? Yes

3. Letter to Dressage Southland Members

Sonja informed the meeting members that some interactions had highlighted there was a need to remind others about appropriate behaviour. A letter will be sent to all last season's riders, along with a copy of the ESNZ General Code of Conduct and ESNZ Social Media Policy Guidelines.

4. Jenny Affleck to assist with the Judge's coordinator role.

MOTION: To co-opt Jenny onto the committee assist with the Judge's coordinator role.

Moved: Sharon Muirhead

Seconded: Theresa Kingipotiki

Carried? Yes

5. Job Descriptions (carried over to next Committee meeting)

6. Dressage Southland Gmail and drop box (including modes/methods of communication)

- No general email (personal accounts)
- Positives –
 - Keeps an ongoing record of information coming in and going out
 - Doesn't clog personal emails
- Create a Competition Secretary Gmail
- Create an Executive committee Gmail
- Each year change the password
- Agreed that Messenger was a good way to communicate about meetings etc.

MOTION: To create two Gmail accounts

Moved: Tania Fairbairn

Seconded: Rebecca McKee

Carried? Yes

7. Facebook roles/policy/procedures

Discussion around the members, permissions and roles of the two committees.

MOTION: That the executive committee have administration rights on the Dressage Southland Facebook page and the Sponsorship officer has editing rights

Moved: Allie Harper

Seconded: Corinne Ward

Carried? Yes

8. Fee Structure (to be carried over to Planning Workshop)

9. Planning Workshop

- Bigger picture thinking...
- Open to everyone. Run in structured way to get ideas out. Information will be collated and come back to committee to progress from there.
- Planning workshop Sunday 14th July 12:30 – Allie to confirm venue (Bridge Club or Winton Pub)

10. Handover of historical material (carried over to next Committee meeting)

11. What's on top? (carried over to Planning Workshop)

12. Breaking down of financial records (carried over to next Committee meeting)

13. Rider/Competitor database

- Corinne to see if she can extract addresses from Equestrian entries
- Once extracted creating a spreadsheet and Address book using the Gmail will be helpful going forward

14. Dressage Southland AGM to be held earlier to allow for the Riders Delegate to send information and organise to attend the Dressage New Zealand AGM meeting in June.

- Responding to requests, flights to organise (have in the past voted in the delegate earlier)

MOTION: The area delegate be voted in at the March Tournament to enable the delegate to attend the April planning meeting.

Moved: Rebecca McKee

Seconded: Theresa Kingipotiki

Carried? Yes

15. Formation of a Southland Dressage Squad

Some of the ideas for the squad rules and formation etc...

- Each year DS could contribute but would be paid back (group would fundraise)
- Outside people to talk about exercise, nutrition etc.
- Group gives back to the wider riding community i.e. assisting with training days
- Riders apply (small profile / description provided)
- Selectors chose combinations
- Consists of a combination of people i.e. riders who are very successful, riders on good young horses, up and coming combinations
- The squad could strive to compete at the South Island Champs and Nationals
- Squad Riders would have to follow the rules and commit to certain criteria i.e. promote the group, report back to the committee, regular lessons etc.

16. Judges/Riders and Coaches Clinics

- Close the gap between the judge, riders and coaches. Christine Weal is interested in running (if supported) a clinic/session bringing a judge down with her
- Require costings
- Dunstan and Betavet to support
- Run through new tests
- Dates?
- Venue?
- Demo Riders?

17. Rugs for Shows

- At regionals these would be nice
- Rebecca has obtained some quotes: Oro Equestrian \$105. Ubersnug \$65. Zilco?
- Sponsorship packages – names on rugs?
- How would this look?

18. South Island Championships

- Facebook Page for South Islands
- Sponsorship package - \$1000 per level
- Rebecca to sound out Dunstan again for naming rights
- Apply to Trusts (Southern Trust is Otago based – their philosophy is in line with Dressage Southland's) <https://www.tst.org.nz/funding/>
- MLT - \$1,000 (but need to go and see them)
- Norma has offered to host some judges

19. Mid-Winter Dinner

- Invite Sponsors
- Gore – Croydon Saturday 10th August 7pm

20. SEPT - Marlene has said a Checklist will be sent to the Secretary and then circulated

Matters arising from General Business*Actions arising from General business:*

Who	Task	Date to be completed
Sonja	<u>DS Email</u> : Setup Gmail accounts for DS x2	Next Committee meeting
Dianne	<u>Facebook Page</u> : Ensure Executive Committee Members have Admin rights and add Sponsorship Officer (Tania) to Facebook Page as an Editor	Next Committee meeting
Allie/Sonja	<u>Planning Workshop</u> : Allie to find out more information for venues and report back to Sonja to confirm.	Next Committee meeting
Sonja	<u>Historical information and Handover</u> : Talk to Sandra and Brendon about Historical info. etc.	Next Committee meeting
Everyone	<u>Ideas for Planning workshop</u> : send to Sonja	Next Committee meeting
Corinne	<u>Rider Database</u> : To extract (if possible) a list of all the riders from last season	Next Committee meeting
Sonja	<u>Rider Database</u> : Add email addresses into the Gmail address book	Next Committee meeting
Dianne	<u>Rider Database</u> : Add email addresses to spreadsheet	Next Committee meeting
Sonja	<u>Planning Workshop</u> : Add Dressage Southland Squad to Planning Workshop topic list	Next Committee meeting

Who	Task	Date to be completed
Rebecca	<u>Judges/Riders/Trainers Clinic:</u> More information is needed to hold a clinic in the South. Rebecca to talk to Christine about clinic and costings and what to charge? Report back	Next Committee meeting
Sonja	Post on Facebook about Midwinter and workshop	Next Committee meeting
Rebecca	<u>Rugs for shows:</u> Rebecca will liaise with the DS Sponsorship Officer to finalise the details and report back	Next Committee meeting
Tania	<u>Sponsorship:</u> Look into Southern Trust for support and report back	Next Committee meeting
Rebecca	<u>Sponsorship for South Islands:</u> Find out if Dunstan would want like naming rights of the South Islands and report back.	Next Committee meeting
Sonja/Tania	<u>Mid-Winter dinner:</u> Invite sponsors? And book venue	ASAP
Sonja	<u>Writer's Convenor:</u> Re-post on Facebook Page	Next Committee meeting
Sharon	<u>South Islands:</u> to organise FB page and provide information for next meeting	Next Committee meeting

MOTION: That the action points be noted.

Moved: Rebecca McKee

Seconded: Theresa Kingipotiki

Carried? Yes

Close of meeting: 9:56pm

Next Committee meeting: Monday 29 July, 7pm, The Whitehouse, Lorneville

FINANCIAL ATTACHMENTS:

- Bank balances

6/8/2019

Internet Banking :: Classic view

Welcome DRESSAGE SOUTHLAND (bcason) your last login was 8/06/2019 9:55:04 a.m.


Authorisations
Account Summary
Client Investments
Make a Payment
Manage Batches
Transfer
Manage Payees
Secure Mail
Transaction Search
Future Payments
Other Services
Session History
Change Password
Forms & Resources

Account Summary

Account Name	Account Number	Account Balance
DRESSAGE SOUTHLAND	031355 0518743 00	\$8,942.68
Dressage Southland - SI Champs	031355 0518743 02	\$3,823.85
2 Client Investments		\$15,641.28



A copy of our current Term Investment Terms & Conditions and Disclosure Statement are available on request and free of charge from any branch of SBS Bank or www.sbsbank.co.nz

<https://ibank.sbsbank.co.nz/ClassicInetBank/MainClassic.aspx>

1