



Committee Meeting Minutes

Date: Monday 26 August 2019 at 7pm

Location: Winton Top Pub (Garden Bar)

Present: Sonja Swale, Theresa Kingipotiki, Marlene Parkinson, Tania Fairbairn, Noelene Keen, Sharon Muirhead and Dianne Elliotte.

Apologies: Jenny Affleck, Bev Cason, Norma Parks, Julie Manson, Fiona Sharp, Corinne Ward, Rebecca McKee, Tyler McKee, Allie Harper

MOTION: That the apologies be accepted and received

Moved/Received: Theresa Kingipotiki Seconded: Tania Fairbairn Carried? Yes

Minutes of previous meetings:

Committee Schedule meeting was held on the 19 August 2019 at the Top Pub, Winton.

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

Moved/Received: Marlene Parkinson Seconded: Theresa Kingipotiki Carried? Yes

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

Moved/Received: Theresa Kingipotiki Seconded: Marlene Parkinson Carried? Yes

Matters arising from Schedule's meeting:

Who	Task	Notes	Completed?
Sonja	<p><u>Non-Grading Encouragement Series:</u> Sonja to liaise with Brendon and Sandra in regard to possible changes to Non-Grading Series in light of amendments to the schedule</p> <p>Sonja talked to Brendon and Sandra They have sent the draft through but will make it just Intro and willing to make adjustments as needed. Same eligibility</p>	Phone call made; work being done on amending entry criteria	Ongoing
???	Publicity for 'selling/promoting/educating' changes in Non-Grading competitions		Post ratification of minutes
???	<u>Publicity of changes to entries, etc:</u>	Marlene suggested an information session	Post ratification of minutes
Sonja & Corinne	<u>Youth series:</u> to seek clarification	Celine Filbee responded: Please run Youth Classes at Regional and South Islands. Likes the idea of a Youth Series.	To be incorporated into schedule; further investigation into Youth series (guidelines to be set)
Sonja	<u>Schedules:</u> notice from Drop Box about amendments to draft schedules for local and regional competitions	Celine Filbee: DNZ will not accept any other form of schedule for the Regional or South Islands event other than those in the Drop Box	

Who	Task	Notes	Completed?
Sonja	<p><u>Clarification query:</u> Is the name of the Southland series now going to be the Dressage Southland Registered series?</p> <p>Lots of discussion again – all those who enter are eligible; to be reviewed at end of season</p> <p><u>Answer is YES</u></p> <p>Does anyone have a copy of the rules and conditions from last season so they can be amended?</p>		If previous conditions can not be found, this is to be generated
Sonja	<p><u>Clarification query:</u> At the Regional tournament, are we going to offer Beginner tests?</p> <p><u>Answer is NO</u></p>		

MOTION: That Dressage Southland incorporates youth classes in the South Island Championships and at the Regional Event as per the guidance from DNZ.

Moved/Received: Noelene Keen Seconded: Tania Fairbairn Carried? Yes

MOTION: That Dressage Southland utilises the Dropbox schedule templates for all competitions

Moved/Received: Sharon Muirhead Seconded: Tania Fairbairn Carried? Yes

MOTION: That no beginner or led rein classes will be held at the regional tournament.

Moved/Received: Sharon Muirhead Seconded: Marlene Parkinson Carried? Yes

Action Points from Matters arising:

Who	Task	Date to be completed
Sonja	Liaise with Dressage Otago to get blurb for Saddlery Warehouse CN-C2 series	Before publication of November schedule

MOTION: That the matters arising are a true and correct record.

Moved/Received: Marlene Parkinson Seconded: Tania Fairbairn Carried? Yes

MOTION: That the action points be noted.

Moved/Received: Marlene Parkinson Seconded: Tania Fairbairn Carried? Yes

Committee meeting was held on the 29 July 2019 at the Top Pub, Winton.

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

Moved/Received: Tania Fairbairn

Seconded: Marlene Parkinson

Carried? Yes

MOTION: That the minutes be adopted as a true and correct record of the Committee meeting held on 29 July 2019

Moved/Received: Tania Fairbairn

Seconded: Marlene Parkinson

Carried? Yes

Matters arising from previous meeting (29 July 2019):

Who	Task	Notes	Completed?
Rebecca	<u>Rugs for shows:</u> Rebecca will liaise with the DS Sponsorship Officer to finalise the details and report back		Ongoing
Rebecca	<u>Sponsorship for South Islands:</u> Find out if Dunstan would want like naming rights of the South Islands and report back.	Sonja to go back to Rebecca to check	
Sharon	<u>South Islands:</u> to organise FB page and provide information for next meeting		FB done Information - ongoing
Sonja/ Dianne	<u>Southland Pony Club Champs Hire of four long arenas:</u> As per correspondence, Sonja contacted Nan Sinclair via email. Awaiting on number of arenas, address and contact information for invoicing. Dianne to initiate invoice once info received.		Yes
Sonja	<u>Crisis Management Plan:</u> Sonja to contact Brendon and thank him and update Brendon.		Yes
Sonja	<u>CMP:</u> To contact Otago Rescue Helicopter to get further information	Heli Otago emailed with dates. Need to send reminder email one week prior to competitions	Yes

Who	Task	Notes	Completed?
Sonja/Julie	<u>Health & Safety:</u> Sonja to liaise with Julie Manson re. what records she has around H&S and CMP	New info provided from DNZ; paperwork being updated	Yes
Sonja	<u>AGM minutes:</u> advisement to follow from Andra Moberly (Technical Rules Expert will provide advice about how to go forward about corrections that may need to be made)	To be discussed in General Business	Yes
Sharon/ Meredith	<u>South Islands – judges’ cars for event:</u> Invite Nathan (Regional Ford Contact) to present prizes and having flags at South Islands (as per last event)	Before SI champs	
Dianne/Sonja/Bev	<u>Southland Welsh Club Champs Hire of four long arenas:</u> Bev to initiate invoice once info received.		Yes
Sharon	Forward written report to Secretary to attach the minutes		Yes
Sonja	To home host Tracey Johnston for December tournament (home hosting payment not required)	N/A	
Sharon	To further investigate judges for next tournaments, but particularly January	Ongoing	
Sharon	To provide a break down list of usual costs for appointing judges, stewards, etc.	Next committee meeting	
Tania	Send Corinne and Dianne names for schedules and website. Send Bev a message to invoice accordingly for which tournaments	Next committee meeting	
Subcommittee	To contact Fiona Sharp re sponsorship of January tournament	Next committee meeting	
Sonja	To send out ‘Thank you’ cards upon confirmation of agreement of sponsorship	As required	
Sharon	To bring discussions/ideas for SI’s to the Dressage Southland Committee for approval prior to implementation	As required	
Sharon	Forward written report to Secretary to attach to the minutes	ASAP	Yes
Committee	Additional meeting to get through the Nuts and Bolts of the schedules, budgets etc. on the 19 th August 2019		Yes

Who	Task	Notes	Completed?
Allie Harper/Marlene	Request caravan for September	Marlene to follow up	
Committee	Workshop summary information – read and provide comments for next meeting	Next Committee meeting	Yes
Sonja	Confirm with Viv Young (Otago Sponsorship) about which area will have the prizegiving, and dates for the CN-C2 encouragement series.	Next Committee meeting	Yes
Sonja	Send Bev a thank you card for her lovely generosity	Next Committee meeting	Yes
Sonja	Order flowers for Awards Ceremony (from Windsor Florist)	Before dinner	Yes
Corinne	Order test pads for new tests	ASAP	Yes
Tania	Send Corinne and Dianne names for schedules and website. Send Bev a message to invoice accordingly for which tournaments	Next Committee meeting	Yes
Allie, Tania Theresa, Rebecca and Sonja	Form a sub-committee	ASAP	Yes

Action Points from Matters arising:

Who	Task	Date to be completed
Dianne	Remove DRAFT watermark from previous meeting's minutes on website once adopted.	Ongoing
Rebecca	<u>Judges/Trainers Clinic</u> : Idea carried forward for pre-planning next season	June 2020
Rebecca	<u>Rugs for shows</u> : Rebecca will liaise with the DS Sponsorship Officer to finalise the details and report back and naming rights	Next Committee meeting
Sonja	Dropbox for DS group – to set up and sort a process	Ongoing – need to work out logistics
Allie Harper/Marlene	Request caravan for September. Marlene will follow up	This week

MOTION: That the matters arising are a true and correct record.

Moved/Received: Marlene Parkinson Seconded: Sharon Muirhead Carried? Yes

MOTION: That the action points be noted.

Moved/Received: Theresa Kingipotiki Seconded: Tania Fairbairn Carried? Yes

Treasurer's Report:

- June, July, August financials
- Dressage Southland Bank Account report

FINANCIAL ATTACHMENTS

Profit and Loss

Dressage Southland

For the year ended 30 April 2020

Account	2020	2019	Aug-19
	for period ending 24 Aug 2019	full year	non grading day
Trading Income			
2019 Dressage Test Books	900.00	0.00	
Donation - Nelson DG	0.00	331.70	
Donation SI	100.00	0.00	
Donation Xero Fees	207.00	0.00	
Dressage NZ - Area Levy	0.00	200.00	
Entry Fees, boxes, yards	9,097.62	53,027.64	3283.43
Fund Raising	0.00	153.00	
Fundraising - Silent Auction	0.00	2,117.50	
Have a Go Training Day	0.00	1,175.00	
Interest Income	3.96	1,724.05	
Other Revenue	200.00	350.00	
Pole Clinic and Training Day	0.00	3,495.00	
Sales of Clothing	0.00	525.00	
Sponsorship	1,300.00	2,550.97	
Young Rider Camp	0.00	2,420.00	
Total Trading Income	11,808.58	68,069.86	
Mid Winter Dinner Venue	146.00	0.00	
	146.00	0.00	
Gross Profit	11,662.58	68,069.86	3283.43

Operating Expenses

Accounting - Xero	207.00	799.47	
Area Contribution SI Champs	0.00	450.00	
Arena/Yards (SEPT)	460.00	4,950.00	345.00
Boxes/Pavillion (A & P)	300.00	5,000.00	420.00
Catering	91.35	2,358.23	
Competition Secretary Reimbursement	0.00	300.00	
December BBQ/Dinner	0.00	85.00	
Delegate Expenses	0.00	615.00	
Donation Nelson DG	0.00	331.70	
Dressage NZ & ESNZ Start Levies	0.00	4,427.00	
Equestrian Entries	733.75	3,601.50	319.25
Gifts, Wine & Cheese	109.98	155.50	
Grass Arenas (JMC)	0.00	1,060.00	
Insurance	115.00	115.00	
Judges	3,317.00	14,609.50	
Judges, Stewards, Eq Entries Training	0.00	1,930.00	
Office Expenses	0.00	850.00	
Printing & Stationery	463.00	1,008.13	
Prize Money	57.00	11,543.00	
Repairs and Maintenance	0.00	24.00	
Rosettes & Ribbons	2,016.19	2,660.26	
Scorer Expenses	0.00	1,416.00	
Sponsored Prizes	0.00	59.91	
Steward Expenses	0.00	1,240.00	
Telephone & Internet	0.00	393.06	
Travel - Subsidy	0.00	50.00	
Wine & Cheese Catering	0.00	1,079.37	
Writers Expense	0.00	2,175.00	
Young Rider Social	0.00	105.30	
Total Operating Expenses	7,870.27	63,391.93	1159.25
Net Profit	to 24 August 2019	3,792.31	4,677.93
			2124.18

- Bank balances

Account Summary

Account Name	Account Number	Account Balance
DRESSAGE SOUTHLAND	031355 0518743 00	\$9,604.94
Dressage Southland - SI Champs	031355 0518743 02	\$3,823.85
2 Client Investments		\$15,767.20

Client Investments

Total on Call: \$0.00

Total on Term: \$15,767.20

Account Name	Account Number	Interest Rate	Account Balance
DRESSAGE SOUTHLAND	2-4-024608	3.35% p.a.	\$7,094.81
DRESSAGE SOUTHLAND	5-9-024608	3.20% p.a.	\$8,672.39

MOTION: To receive the Treasurer's report

Moved/Received: Marlene Parkinson

Seconded: Noelene Keen

Carried? Yes

Business arising from the Treasurer's report

June/July/August Report –

- Any Judges costs to be tabled? Two more airfares to book
- Invoice for the Dressage test books hasn't been received yet. Needs amended as judges receive theirs at discounted cost
- Bev is doing a really good job of rationalising the expenses
- Process for approving invoices is working well
- Bev has asked that we approve the account for August Un-graded tournament – Gore A&P bill for boxes and SEPT (2 payments totalling \$750)

MOTION: That the bill be approved

Moved/Received: Tania Fairbairn

Seconded: Marlene Parkinson

Carried? Yes

Actions Points from the Treasurer's report/s:

Who	Task	Date to be completed
	Nil	

Correspondence

Tabled and discussed as appropriate

Inwards

Griffin Equestrian Centre Committee Meeting Minutes – Nicola Bulling	30 th July 2019
Sponsorship Offer – Various emails – Kristin Cottam, Wendy Hamerton	31 st July 2019
National Sponsors Invite information – Wendy Hamerton & Celine Filbee	1 st August 2019
Griffin Equestrian Centre Working Bee information – Nan Sinclair	2 nd Aug 2019
DS cancellation of an event advice sought – Wendy Hamerton	5 th August 2019
Judges Exchange – Kristin Cottam	6 th August 2019
Mid-Winter Dinner and Awards information – various	7 th August 2019
Mid-Winter dinner invoice – Croydon Hotel	11 th August 2019
New Dressage Test Books queries – various emails	12 th August 2019
Food Affair – correspondence regarding the South Is Champs dinner	19 th August 2019
Lyn Fox – Showing of DVD's of new tests	23 rd August 2019
Bev Cason – Approval for invoices (South Is Points Prize, Gore A&P)	25 th August 2019

Outwards

DS reply to Southland Pony Club for equipment request/invoice – Nan Sinclair	27 th July 2019
Hire of arena equipment - Welsh Pony & Cob Club acceptance – Denise Wilson	30 th July 2019
Otago Rescue Helicopter / Musicals - Brendon Cleaver	30 th July 2019
Otago Rescue Helicopter / Musicals – Gore A & P showgrounds advise of dates	30 th July 2019
Dressage Judges approval of payment – Myra Friend	31 st July 2019
Saddlery Warehouse Accumulator info – Vivienne Young	1 st August 2019
National Sponsors Invite – Wendy Hamerton	1 st August 2019
Sponsorship Offer – Various emails – Kristin Cottam, Wendy Hamerton	3 rd August 2019

DS cancellation of an event information – Wendy Hamerton/others	6 th August 2019
Refund due for scratching at DS tournament for C. Williamson, C. Bramley	6 th August 2019
Refund due for over payment at DS tournament for Kirsty McGregor	6 th August 2019
Approval sought for Merco Equestrian Entries Invoice	6 th August 2019
Mid-Winter Dinner and Awards information – various	7 th August 2019
Health and Safety information – M Parkinson, R McKee, J Manson, C Ward	9 th August 2019
Dressage Judges approval of payment – Julia Fraser	11 th August 2019
South Island Championship Menus – Food Affair	13 th August 2019
New Dressage Test Books – various emails	14 th August 2019
Dressage Judges approval of payment – Ricky MacMillan (SI Champs)	14-15 th August 2019
TL MacLean South Is Points Prize approval – Bev Cason	17 th August 2019
Youth Classes query – Dressage New Zealand – Wendy Hamerton	19-20 th August 2019
South Island Championship Information – Subgroup head Sharon Muirhead	20 th August 2019
Mataura Licensing Trust – Accommodation sponsorship request via Fiona Sharp	20 th August 2019

Additional in-house communications:

Messenger message – Dressage Test Book orders etc. various	August 2019
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MOTION: To accept the inward and outward correspondence

Moved/Received: Dianne Elliotte

Seconded: Tania Fairbairn

Carried? Yes

Business arising from Correspondence

Who	Task	When	Completed?
	Nil		

Actions Points arising from Correspondence:

Who	Task	When	Completed?
	<u>Nil</u>		

Judge's Officer Report:**Judges Report August 2019****November**

- Kate Dodd has accepted Steward invite
- Kristin has followed up with Suzie Cunningham for Aussie judge for November with sharing costs with Otago waiting to hear
- Have booked only one room at this stage at Heartlands and on wait list for two others, there is a wedding booking and once they confirm there should be rooms released then

December

- Judges flights all booked, at this stage looks enough judges, can invite lower listed judges from Otago if needed closer to the time
- Accommodation is booked at the Heartlands

January

- Two Otago judges confirmed
- Two Southland judges confirmed
- Suzanne Inglis & Bill Phiskie have accepted
- Jill Husband has been invited
- Meredith McEwan will Steward

January	Travel Costs (\$)	Food Allowance (\$)	Official Fee (\$)	Accommodation (\$)	Home Host (\$)	Grand Total (\$)
Judges						
Suzanne Inglis	400	60	100	160		
Lyn Fox			100			
Helen Christie			50			
Alannah White			50			
Otago Judge	100	60	100	160		
Otago Judge	100	60	100	160		
Canty Judge	360	60	100	160		
Bill Phiskie	180	60	100	160		
Stewards						
Meredith McEwan			100			
Scorers						
Mandy Sinclair			200	220		
Total	1140	300	1000	1020		3460

MOTION: To accept the Judge's Officer report

Moved/Received: Sharon Muirhead

Seconded: Tania Fairbairn

Carried? Yes

MOTION: That the proposed judges for the January tournament be accepted and run as a registered tournament

Moved/Received: Sharon Muirhead

Seconded: Tania Fairbairn

Carried? Yes

Actions Points from the Judge's Officer report:

Who	Task	Date to be completed
	Nil	

Rider Delegate Report:

No report tabled

SEPT Representative/s Report:

Discussion as below (no report tabled)

Discussed at the last SEPT meeting: MOU to be finalised before it goes out to user groups

Watering arena – must be done

- Ian viewed a powerful jet system – for all weather and for the oval (expensive and requires large water tanks, pump etc.), costings are around \$100,000. This would most likely become a Joint Management project
- Nigel keen on a truck (H&S aspects involved)
- Pods (labour intensive and move the sand in the arena)

AGM coming up in September

Nigel has stepped down as the Show jumping representative

MOTION: To accept the SEPT representative/s report

Moved/Received: Marlene Parkinson

Seconded: Tania Fairbairn

Carried? Yes

Actions Points from the SEPT representative/s report:

Who	Task	Date to be completed
	Nil	

Ground's person liaison representative report:

No report tabled

Sponsorship Officer Report:

Discussion as below (no report tabled)

- Subcommittee needs approval on ideas around being negotiable when approaching sponsors (main premier league sponsors are fixed)
- Need to approach the sponsors in person (not via email or phone)
- Ideas: Judges/Officials sponsorship
 - Ewen Allan Honda – motorbike for rake
- Fiona sent a letter to MLT to request sponsorship for accommodation
- Contact the Charlton (Potentially could contribute to the scorer's accommodation?)
- Accommodation Voucher/s gifted for the silent auction?
- Special Classes: Sponsorship is the cost to cover the expenses

MOTION: That sponsors of special classes are to cover the cost of their choice of rosettes/ ribbons/rugs as their sponsor contribution.

Moved/Received: Marlene Parkinson Seconded: Theresa Kingipotiki Carried? Yes

MOTION: That the amended local sponsorship proposal be accepted – amending the level sponsorship contribution from \$500 to \$300.

Moved/Received: Tania Fairbairn Seconded: Theresa Kingipotiki Carried? Yes

Actions Points from the Sponsorship officers' report/s:

Who	Task	Date to be completed
Tania	Talk to Kerrie Morrison (who has expressed interest in coming back on board to help with SI sponsorship), and outline the process being implemented	ASAP
Sharon	Discuss sponsorship decision around special classes with Kristin Cottam (Huntlie trophy) so that arrangements can be made to order prizes, and advise Corinne so she can order them	ASAP

MOTION: That the action points be noted.

Moved/Received: Tania Fairbairn Theresa Kingipotiki Carried? Yes

South Island Dressage Championship Event Group Report:

Report South Island Planning Meeting 10 August 2019

The following (along with the DS Committee) would like to assist with the planning of the Championships: Meredith McEwan, Kristin Cottam, Rachel McCallum, Kerrie Morrison, Rochelle Smith, Lucy McKelvie, Casey Ross

Discussions held:

Entertainment/Meals offered:

Thursday Night – A Welcome BBQ – Sharon to ask Churchie if available and cost

Friday Night – Riders Meeting (have confirmed with Jude Nickolls and she is in favour of this being held after competition on Friday) Suggested with President's Wine & Cheese

Saturday Night – After discussion the suggestions were:

Dinner at Town & Country – Room Hire is \$200 for up to 150 people, Charge for table linen approx. \$7 per table, tables fit 8-10 people, can set up for \$100. BYO and meal costs look approx. \$25-\$30

Grazing platters in Pavilion - Meredith to provide costs from a caterer

Dinner in Pavilion – Robin has offered to cater or maybe she could do platters?

Discussion on Sponsors – bit of a brain storming session and Kerrie has offered to assist Tania with making some contacts with Otago and Central Otago contacts

Contact Ryal Bush as they supplied Saw dust in way of sponsorship last time

Rosettes/Sashes/Rugs – Discussed triple rosettes down to 6th in every class – Have had quote for triple rosettes \$6.75 with individual sponsor, double rosettes \$4.75 plus GST

Sashes/Garlands for Champions?

First Aid/Announcer we do not need actual medics like last time, suggestion has been to ask Alex Parish to announce and be point of call for first aid tent (he is a paramedic) and if available cost? I will follow up to confirm we don't need actual medics or what is compulsory

Judges Jenny is liaising with our Australian judges, Ricky is coming over with a friend so will book her own airfare then group will reimburse – looking into accommodation options in Queenstown for the Sunday night along with Peter Shaw who will fly into Dunedin for Otago then Lyn Fox may host during week. Jan Mitchell airfare has now been booked, coming on Selector's budget

To be discussed at the next planning meeting

- Schedule – classes, fees etc
- Judges Gifts – appoint person/people to get some options and prices etc
- Trade stands/Food options for riders – options someone appoint to co-ordinate?
- Judges profiles on FB

Also discussed at the Committee meeting...

- Silent auction can be set up in the Pavilion
- Dinner to be set at \$35 (numbers to be capped to 140)
- Officials/Judges get a meal allowance (so they can have an option to attend)
- Carrots – buckets to sell at tournaments. Maybe spot prizes?
- Horse Ambulance?

MOTION: That the Thursday has a BBQ, Friday will have the DS Presidents Wine and Cheese, Saturday the Dinner at \$35 per head with Sonja to oversee.

Moved/Received: Sharon Muirhead Seconded: Marlene Parkinson Carried? Yes

MOTION: That the South Island Championships will have double rosettes.

Moved/Received: Sharon Muirhead Seconded: Tania Fairbairn Carried? Yes

MOTION: To accept the South Island Dressage Championship Event Group report

Moved/Received: Sharon Muirhead Seconded: Theresa Kingipotiki Carried? Yes

Actions Points from the South Island Dressage Championship Event Group report:

Who	Task	Date to be completed
Sharon	Ask Helen about ideas /contacts for Garlands/sashes	Report for next meeting
Sonja	Ask if Nigel and Lucy would like to provide a BBQ as in the past	Report for next meeting
Sharon	Invite Sue Hobson to judge at the South Island Championships	Report for next meeting
Sonja	Request a child's price for dinner	Report for next meeting
Sonja	Contact Rebecca regarding naming rights for Dunstan	Report for next meeting
Tania	Horse Ambulance availability?	Report for next meeting
Sharon	Next planning meeting scheduled for before the General Meeting in September	
Sharon	Clarify the need to a medic	Report for next meeting
Tania	To investigate if Koha Kai are available for food stall during the tournament	Report for next meeting
Sonja	Liaise with Gore T&C and caterer for dinner	Report for next meeting
Sharon	To check with Robyn Butt to see if she will cater for lunches for officials	Report for next meeting
Sharon	Contact Ryal Bush in regards to sawdust and carrots	Report for next meeting

MOTION: That the action points be noted.

Moved/Received: Tania Fairbairn Seconded: Marlene Parkinson Carried? Yes

General Business:

1. Job Descriptions (carried over to next Committee meeting)
2. Handover of historical material (carried over to next Committee meeting)
3. Breaking down of financial records (carried over to next Committee meeting)
4. Catering (Sonja and Sharon)
 - Robyn Butt is not available for local tournaments
 - Can we for local (maybe regional) organise in-house catering?
 - Somebody could be asked to provide help with coordinating (delegate from a set menu by the coordinator).
 - Ask attendees at the next General Meeting in September?
 - Koha kai – food for the riders on the grounds (they have real food) for South Is Champs
5. Fundraising Ideas (carried over to next Committee meeting)
6. Musical Workshop – Training Day – Pole Clinic (carried over to next Committee meeting)
7. New Judging System (Noelene)
 - The clinic in Mosgiel was attended by some Southlanders
 - Non-grading classes are no longer “fundraisers” – they are part of our tournament
 - Require judges that are ESNZ members (can pay the non-riding fee) for H&S reasons and liability reasons. G judges = a short test – open book - simple process
 - All judges (A-G) are expected to judge from Introductory to the top level. If they turn down specific levels, Sue Hobson wants to know
 - The judge’s upgrading system is being revised at each level

Lyn Fox’s Clinic proposed 7th September (night before ungraded winter series)

- DVD’s on the new tests (Preliminary, Novice, Elementary, Advanced Medium).
- Great for riders and judges.
- Gives marks as the horse is going
- 2-2.5 hrs of viewing.
- \$150 for room + Lyn’s fuel \$100. Noelene tentatively booked the room at the Croydon

Discussion: Can we warrant this cost? RSVP?

MOTION: That we try to run a “Viewing” evening of the new tests and information regarding the national series on the 7 September 6:30pm at the Croydon Lodge (\$10 per head) for how the new tests are to be ridden, and riders to pay the costs under the proviso that a minimum of 15 attendees register by Friday the 30 August at 8pm and Dressage Southland will pay for hire of the Croydon facilities and petrol costs for Lyn Fox.

Moved/Received: Tania Fairbairn

Seconded: Dianne Elliotte

Carried? Yes

8. Name badges, photo ID for Committee Members (carried over to next Committee meeting)

9. Constitutional issue – information from DNZ

- Queries regarding the constitution issues – AGM and Minutes. This has been taken to DNZ. The matters were discussed at a DNZ Board meeting
- AGM minuting issues/ Inaccuracies in the meeting recordings, formatting, non-constitutional for the election of position holders and Committee members all present – no mover or seconder, lack of clarity around committee makeup
- ESNZ have found that they need to give much clearer instruction to area groups about constitutional processes and meeting procedures and DNZ are also working on this
- To work around this...
 - There is not particularly clear guidance (Article 22 ESNZ constitution)
- Feedback received from DNZ is as follows
 - There is provision for a special general meeting to be run
 - If the membership is not happy, a special general meeting can be requested
 - There is a process...To be able to vote...
 - voters must be within the geographical boundary
 - and be an ESNZ financial member

Guidance: There is no clear guidance of how a special general meeting would happen at the Area level as the ESNZ constitution processes are reflective of the ESNZ Board structure. Based on those processes, DNZ recommends that if 10% of ESNZ membership resident within the area wish to action a special general meeting then a Special General Meeting can be requested. Then follow the proceedings for the Special General Meeting. If 10% does not want, then status quo remains.

10. Official's fund – clarification of purpose and use (Sonja)

- South Island account – parameters?
 - Andrea Raves clinics according to the minutes?
 - Fund was for assistance for training of judges/officials and the expectation was to give back to the local group?
- Review and re-create and document criteria

MOTION: That for the South Island Championships, Dressage Southland has a separate account to be established

Moved/Received: Tania Fairbairn

Seconded: Noelene Keen

Carried? Yes

MOTION: That David Parry Jones from Bates is able to run a saddle fitting clinic at the 8th September Winter Dressage Series.

Moved/Received: Tania Fairbairn

Seconded: Marlene Parkinson

Carried? Yes

Trailer – Allie said that it should be good to go for 8 September

Actions Points arising from General Business:

Who	Task	Date to be completed
Sonja	<u>Viewing evening</u> : FB post and then liaise with Lyn Fox	Immediately
Sonja	<u>Official's fund</u> : to try and find historical documentation regarding this; if none, to draft guidelines	Next committee meeting
Sonja	<u>Saddle fitting clinic</u> : To liaise with organiser (Anya Durling)	Immediately
Sonja	<u>General meeting</u> : Email and FB post regarding meeting and agenda items timeframes	Immediately

MOTION: That the action points be noted.

Moved/Received: Tania Fairbairn

Seconded: Marlene Parkinson

Carried? Yes

Close of meeting: 9:45pm

Next Committee meeting: Will be set at General meeting in September

Next General meeting:

16 September 2019, 7pm at the Function Room, Top Pub, Winton