



## Committee Meeting Minutes

**Date: Monday 29<sup>th</sup> July 2019 at 7pm**

**Location: Winton Top Pub**

### **Present:**

Sonja Swale, Theresa Kingipotiki, Corinne Ward, Sharon Muirhead, Allie Harper, Marlene Parkinson, Tania Fairbairn and Dianne Elliotte.

### **Apologies:**

Fiona Sharp, Jenny Affleck, Rebecca McKee, Tyler McKee, Bev Cason, Norma Parks, Julie Manson, Noelene Keen

**MOTION:** That the apologies be accepted and received

Moved/Received: Theresa Kingipotiki      Seconded: Allie Harper      Carried? Yes

### **Minutes of previous meeting:**

Previous meeting was on the 10<sup>th</sup> of June 2019 at White House Hotel, Lorneville.

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

Moved: Corinne Ward      Seconded: Allie Harper      Carried? Yes

**MOTION:** That the minutes be adopted as a true and correct record of the Committee meeting held on the 10<sup>th</sup> of June 2019

Moved: Corinne Ward      Seconded: Allie Harper      Carried? Yes

**Matters arising from previous meeting:**

<b>Who</b>	<b>Task</b>	<b>Notes</b>	<b>Completed?</b>
Allie/ Tyler	<u>Arena Equipment Trailer:</u> Find out what Meredith has obtained in the way of quotes. Report to be prepared for meeting.		Carried over to General Business
Dianne	<u>Refunds:</u> Request the correspondence (so it can be filed and actioned) from Kerrie regarding the refunds for Joyce Yee-Murdoch and Ella Menzies. Once the correspondence has been received then the refund/s can be processed.		Yes
Sonja	<u>Acknowledging Helen's and Val's contribution to Dressage Southland:</u> Sonja to follow up with Lyn Fox	Val can't attend dinner, Helen will attend	Yes
Sonja	<u>Kristel Mack Saunders Photography:</u> Follow up with Kristel Mack Saunders to reconfirm about her availability for the South Island's and Regional Tournament especially regarding Prizegiving (Sunday?)	Will attend winter tournament (weather dependant)	Yes, for all
Dianne/ Brendon	<u>Long Service members:</u> Request from Kerrie more information – it was just an idea and nothing further was done	Brendon Cleaver obtained more information about a badge. \$250 for cast and \$15 per badge	Further discussion under General Business
Sonja	<u>Regional Ford thank you:</u> Follow up with Lucy or Marlene if this has been done		Yes. Well received. Thank you, Marlene and Lucy.
Sonja	<u>DS Email:</u> Setup Gmail accounts for DS x2		Yes
Dianne	<u>Facebook Page:</u> Ensure Executive Committee Members have Admin rights and add Sponsorship Officer (Tania) to Facebook Page as an Editor		Yes
Allie/Sonja	<u>Planning Workshop:</u> Allie to find out more information for venues and report back to Sonja to confirm.		Yes
Sonja	<u>Historical information and Handover:</u> Talk to Sandra and Brendon about Historical info. etc.		Yes
Everyone	<u>Ideas for Planning workshop:</u> send to Sonja		Yes
Corinne	<u>Rider Database:</u> To extract (if possible) a list of all the riders from last season		Yes

Sonja	<u>Rider Database</u> : Add email addresses into the Gmail address book (also sponsors, officials, judges and helpers) Up to 160 contacts now added		Yes
Dianne	<u>Rider Database</u> : Add email addresses to spreadsheet		Yes
Sonja	<u>Planning Workshop</u> : Add Dressage Southland Squad to Planning Workshop topic list	No to workshop but added to info sent out to all riders on list	Yes
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	Too expensive and timeframes don't suit	Idea carried forward for pre-planning next season
Sonja	Post on Facebook about Midwinter and workshop		Yes
Rebecca	<u>Rugs for shows</u> : Rebecca will liaise with the DS Sponsorship Officer to finalise the details and report back		Ongoing
Tania	<u>Sponsorship</u> : Look into Southern Trust for support and report back	Tania explained the requirements – which are quite involved. Suggested developing a portfolio for use in all applications.	Yes
Rebecca	<u>Sponsorship for South Islands</u> : Find out if Dunstan would want like naming rights of the South Islands and report back.	Still in progress	Not yet
Sonja/Tania	<u>Mid-Winter dinner</u> : Invite sponsors? And book venue		Yes
Sonja	<u>Writer's Convenor</u> : Re-post on Facebook Page	Theresa happy to continue with the role at the moment	No
Sharon	<u>South Islands</u> : to organise FB page and provide information for next meeting		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.	Following current meeting
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. Celine Filbee will welcome our feedback into this process to share with other areas.	Next committee meeting
Rebecca	<u>SI naming rights</u> : to follow up with Dunstan in regards to \$\$	Next committee meeting

**MOTION:** That Helen Boyd's winter meal is paid for and a maximum of \$50 towards flowers for Helen.

Moved: Marlene Parkinson

Seconded: Corinne Ward

Carried? Yes

**MOTION:** That the action points be noted.

Moved: Marlene Parkinson

Seconded: Tania Fairbairn

Carried? Yes

### **Treasurer's Report:**

Report/s to be tabled (see attached)

- June and July financials (not provided except for entry's for winter tournament).
- Entry fees for august training day so far are \$2927.59
- Dressage Southland Bank Account report

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

Moved: Corinne Ward

Seconded: Allie Harper

Carried? Yes

### ***Business arising from the Treasurer's report***

June/July Report –

- Payment Process – expenses need approved at committee. Process needs to be more formal. This is for the protection of everyone – there are many scams out there – let's not be a statistic.
- Propose that all invoices/accounts are passed through committee
- Propose Judge's costs be tabled at a meeting with a contract or have electronic meeting with Executive Committee to record minutes and approvals (need quorum % of executive committee for approval) then Judge's coordinator can be reimbursed

**Actions Points from the Treasurer's report/s:**

Who	Task	Date to be completed
All	Awareness that ALL accounts and payments/reimbursements MUST go through the approval process	Ongoing

**MOTION:** That the action points be noted.

Moved: Marlene Parkinson                      Seconded: Allie Harper                      Carried? Yes

**MOTION:** That all expenditure be passed and approved by the committee for payment with the exception of accounts which need immediate attention which will be approved and passed by the Executive Committee via electronic media (email) with supporting evidence.

Moved: Theresa Kingipotiki                      Seconded: Allie Harper                      Carried? Yes

**Correspondence**

Tabled and discussed as appropriate

***Inwards***

Hire of arena equipment for Welsh Pony & Cob Club request – Denise Wilson	18 <sup>th</sup> June 2019
DS Sponsorship Role (Local role) resignation – Tania Fairbairn	1 <sup>st</sup> July 2019
South Island Champs offer of baking, judges' payment – Lyn Fox	11 <sup>th</sup> July 2019
Otago Rescue Helicopter / Musicals - Brendon Cleaver	14 <sup>th</sup> July 2019
Planning workshop information requests – Helen Christie (on behalf of judges)	15 <sup>th</sup> July 2019
Planning workshop information requests – various	15 <sup>th</sup> July 2019
Discussion about cars for South Islands – Regional Ford – Meredith McEwan	15 <sup>th</sup> July 2019
Allinflex branded gear – Wendy Hamerton via Area Delegates	26 <sup>th</sup> July 2019
Dressage Test Pads Order Form – Wendy Hamerton via Area Delegate	27 <sup>th</sup> July 2019
Query re. AGM Minutes – Kristin Cottam	28 <sup>th</sup> July 2019

***Outwards***

Refund due to scratching at DS tournament – Ellen Menzies	17 <sup>th</sup> June 2019
Request for information for refunds/long service information - Kerrie Morrison	17 <sup>th</sup> June 2019
DS reply to Welsh Pony & Cob Club for equipment request – Denise Wilson	19 <sup>th</sup> June 2019
Notice to all DS area members and affiliated members – 2019-20 rider email list	21 <sup>st</sup> June 2019
Planning workshop information and feedback - Lyn Fox (and reply)	4 <sup>th</sup> July 2019
Planning workshop information - 2019-20 rider email list	15 <sup>th</sup> July 2019
DS reply to Southland Pony Club for equipment request – Nan Sinclair	15 <sup>th</sup> July 2019
Cards of congratulations to Fiona Sharp (F grading), Lyn Fox (A grading) and Noelene Keen (A grading) for the recent Judge's upgrading, sent on behalf of the DS committee.	24 <sup>th</sup> July 2019

Card of thanks has been sent on behalf of the DS committee to Julia Latham for holding the demystifying dressage afternoon 29<sup>th</sup> July 2019

*Additional in-house communications:*

Messenger message – Thanks to Planning workshop attendees 15<sup>th</sup> July 2019

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

Moved: Allie Harper

Seconded: Marlene Parkinson

Carried? Yes

***Business arising from Correspondence***

Who	Task	When	Completed?
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.	As soon as practical	Yes
Sonja	<u>Crisis Management Plan:</u> Sonja to contact Brendon and thank him and update Brendon.	ASAP	
Sonja	<u>CMP:</u> To contact Otago Rescue Helicopter to get further information	ASAP	
Sonja/Julie	<u>Health&amp;Safety:</u> Sonja to liaise with Julie Manson re. what records she has around H&S and CMP	ASAP	
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)		

Hire of four long arenas for the Southland Welsh Pony and Cob Club (SWPCC):

It will be discussed and a charge of \$25 per arena per day was agreed with these conditions as per conditions for the Southland Pony Club Camp:

- 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 Welsh Pony and Cob annual Welsh Championship show to be held on the 24<sup>th</sup> November 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 SWPCC.

Moved: Allie Harper

Seconded: Marlene Parkinson

Carried? Yes

**Griffin Equestrian Centre Delegate's Report:**

Sonja Swale and Dianne Elliotte attended the meeting.

The delegates are going to attempt to attend each meeting going forward and invites others to join them.

**MOTION:** To acknowledge the positions on the committee for the Griffin Equestrian Centre meetings

Moved: Dianne Elliotte

Seconded: Tania Fairbairn

Carried? Yes

***Actions Points arising from Correspondence:***

Who	Task	When	Completed?
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.	ASAP	

**MOTION:** That the action points be noted.

Moved: Corinne Ward

Seconded: Tania Fairbairn

Carried? Yes

**Judge's Coordinator Report:**

Sharon provided a verbal summary for the November, December and January tournaments. Written confirmation to be supplied ASAP.

Notes from meeting as follows:

**November tournament:**

Jan Bird (Wellington), airfare booked and paid \$566

Bill Phiskie (South Canterbury), driving down travel payment of \$180 offered. Will also act as TD.

Meredith McEwan (Steward)

Budgeted cost approx. \$3100

**December tournament:**

Julia Fraser (Auckland), List A judge

Tracy Johnson (Blenheim), List B judge

Myra Friend (Nelson), List A judge

Jane Robinson (Canterbury) – Steward

Kate Dodd (Otago) – Steward (TBC)

Meredith McEwan (? to Steward)

Clare Banks (Otago) – TBC, may also be TD for December

Budgeted cost approx. \$4500

### January

Lyn Fox (Alexandra)

Helen Christie – available for one day

Allanah White – available for one day

Ann Tacon (Dunedin) – allow approx. \$400

Belinda Horne (Dunedin) – allow approx. \$400

Suzanne Inglis – allow approx. \$450

Concern is that currently we do not have enough judges to run a graded competition, and certainly not at all levels.

### General information: allowances

Judges:

If driving: Christchurch = \$250; Timaru/SC = \$180; Otago + \$100

Flights and accommodation provided for out of area judges. If staying in a motel, also paid \$30 allowance per night. Breakfast is either billed back to the motel or judge's provide receipts for reimbursement.

Local judges - \$50 payment per day

Stewards: \$50 per day and accommodation etc. as per judges

Home hosting of judges: \$50 per day

Chief Scorer (Mandy): \$100 per day, plus accommodation evening before and during the tournament

Assistant Scorer/Competition Secretary (Rowena Smith): \$100 per day

**MOTION:** To accept the Judge's coordinator report

Moved: Theresa Kingipotiki

Seconded: Tania Fairbairn

Carried? Yes

### ***Actions Points from the Judge's Coordinator report:***

Who	Task	Date to be completed
Sharon	Forward written report to Secretary to attach the minutes	ASAP
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

**MOTION:** That the action points be noted.

Moved: Theresa Kingipotiki

Seconded: Tania Fairbairn

Carried? Yes



**Rider Delegate Report:**

None provided

**SEPT Representative/s Report:**

Restabilising the MOU is in progress. It will include:

- Caretakers role for succession plan
- Guidelines of what needs to be done (groomed 2/3 times a week during summer) ready for handover on Friday afternoon
- Template/contract information for areas to be hired and costs being drafted

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

Moved: Marlene Parkinson

Seconded: Theresa Kingipotiki

Carried? Yes

**Groundsperson Liaison Report:**

Good afternoon dressage committee

I met with Bevin this afternoon 22/7/19

I confirmed all our upcoming dates for the season. I confirmed we will have access to under the grandstand including kitchens and showers, plus access to the event secretary's office for these events. Additionally, full use of the Hokonui Pavilion for the February SIs. Access for set up can be anytime the week prior as the pavilion will be vacant from the weekend prior to our event.

An alternative helicopter landing site will be set up by Bevin should the need arise at shows where we are accessing the oval.

Bevin acknowledged that he had contributed to some setbacks for Dressage Southland, including the kitchen being painted etc. and he had every intention of this coming season being positive and not repeating these errors. He again apologised to me. I feel we can make our sport work well at this venue and will endeavour to work with Bevan towards this goal.

Kind regards

Fiona Sharp

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

Moved: Tania Fairbairn

Seconded: Theresa Kingipotiki

Carried? Yes

**Sponsorship Officer Report:****Local:**

Amanda Butson: Level 1 or 3

Charlton Mafia Dressage: Level 2

AB Lime: Tournament and accumulator rug (most likely March but to be confirmed)

McKees (rugs)

Genius Trophy: Marlene Parkinson and Fox Family

Sanoussie Trophy: Kiwi Arena Rake

Holyport Trophy: Rachel McCallum (TBC)

Huntlie Trophy: Cottam Family (TBC)

Rebecca Scott: TBC

**South Islands:**

Charlton Mafia: Level 2 (\$500)

Kiwi Arena Rake: Level 5 (\$500) and official rake

STL Line Haul: Level 6 (TBC) (\$500)

MLT (any level): \$1000

Rug sponsor – TBC re details

Rebecca to go back to Dunstan re. naming rights and \$ amount

President's Wine & Cheese: \$300

Report provided (attached)

**MOTION:** To accept the Sponsorship officers' report/s

Moved: Tania Fairbairn

Seconded: Allie Harper

Carried? Yes

***Actions Points from the Sponsorship officers' report/s:***

Who	Task	Date to be completed
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

**MOTION:** To form a local sponsorship sub-committee and have the flexibility to negotiate with the potential sponsor, and for the package to be reviewed by the Committee. Subcommittee to consist of: Sonja Swale, Allie Harper, Theresa Kingipotiki, Rebecca McKee, Tania Fairbairn

Moved: Tania Fairbairn

Seconded: Allie Harper

Carried? Yes

**MOTION:** For the South Islands sponsorship package to be reviewed and be resubmitted to the Committee.

Moved: Tania Fairbairn

Seconded: Allie Harper

Carried? Yes

**MOTION:** That the action points be noted.

Moved: Allie Harper

Seconded: Tania Fairbairn

Carried? Yes

### **South Island Dressage Championship Event Manager Report:**

- Facebook page up
- Monthly meetings to start (to form a sub-committee for jobs) The next on is Saturday 10<sup>th</sup> August in Gore. Details to go up on the Facebook page
- It is to be noted that any decisions need to be brought back at DS committee for approval.
- The Judge's Coordinator report contains information about the judges booked for the South Islands Championships
- Personnel to date:
  - Suzanne Inglis – TD
  - Jan Mitchell (via the Selector's budget)
  - Mura Love
  - Peter Shaw (Australia)
  - Ricky McMillan
  - Mary Craine
  - Stuart Bishell
  - Robyn Friend
  - Rachel McCallum – Head Steward
  - Can bring in local and Otago judges as required

**MOTION:** To accept the verbal South Island Dressage Championship Event report

Moved: Sharon Muirhead

Seconded: Tania Fairbairn

Carried? Yes

### ***Actions Points from the South Island Dressage Championships Event Manager report:***

Who	Task	Date to be completed
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 the minutes	ASAP

Subcommittee	To contact Fiona Sharp re sponsorship of January tournament	Next committee meeting
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### **General Business:**

1. **Job Descriptions (carried over from the last Committee meeting)** – noted that there is material in the Area Drobox that we can utilise to help with the generation of these. To carry over again.
2. Handover of historical material (carried over from the last Committee meeting) – noted that there needs to be further development of processes to store all material. This will help with succession planning and ‘shadowing’ of people who may be interested in positions. Drobox is an avenue to be explored. Refer to notes earlier in meeting minutes.
3. **Breaking down of financial records (carried over from the last Committee meeting)** – discussed that this is underway, and that Bev has been extremely helpful with this. To carry over again.  
**3 and 8 to be carried over to the next meeting (Monday 19<sup>th</sup> August)**
4. Budgets
  - Sharon has done a forecast for the judges’ expenses for the tournaments 2019-2020
  - Bev has provided a breakdown from the last seasons’ tournaments. Equestrian Entries would be the key to separate some of the expenses to gain further insight.
  - Having a budget and sticking to it. DS is fortunate with events such as the Pole Clinic, Unregistered /Training events and Young Riders Camp to collect revenue. December 2018 and February 2019 tournaments collectively lost around \$4,000. Due to location etc. we are stuck with judges’ expenses.
5. Payment of invoices – approval must go through committee first.
6. Sponsorship - Funding Initiatives (mentioned with sponsorship report and the formation of a sub-committee)
7. Planning Workshop
  - Sonja provided a summary (40+ pages) of the information from the workshop and what was provided by riders etc. through the two email accounts. Only amendments to the comments have been spelling and collated to similar comments. Looking forward – let’s see if we can implement some of the things. It was nice to get the perspective across the spectrum. Please read and let’s revisit at the next meeting.
8. **Schedules (Corinne). Carry over to next meeting as the judge’s clinic is to be held on the 17<sup>th</sup> August where the information about new tests will be discussed.**
9. Vacant Sponsorship Role
  - Tania to continue as Sponsorship Officer for the Regional event but a small group of committee members will assist to help for wider sponsorship initiatives and tasks (see notes earlier in the meeting minutes)
10. Vacant Writer’s Convenor Role
  - Theresa will continue – thank you so much!
11. Saddlery Warehouse CN-C2 encouragement series
  - Sonja has met with Stacy Green from Saddlery Warehouse.

- Information from Otago was for the presentation to be in Mosgiel (last season's presentation was in Mosgiel)
- Sonja to confirm with Viv Young (Otago Sponsorship) about which area will have the prizegiving, and dates for tournaments. Stacey is keen to support the encouragement series this season and contribute with other sponsorship too but probably not until next season (being her first year in business)

12. Judge's Exchange programme (Marlene)

- Kristin has made approaches and she would like to carry on with this initiative
- We have missed our timing for local judges to go to Australia this season but can still get judges from Australia. Not sure of costs yet. DS would pay the air fare.

13. AB Lime Caravan (Marlene)

- AB Lime has a large caravan which has 2 rooms with sofas, table, seating and kitchen
- AB lime would bring it along to each tournament as part of their sponsorship
- Competition secretary and Scorer could occupy, or it could be an office for the judges
- Keen to trial in an area on the grounds for the September winter tournament
- Allie to request the caravan for September.

14. Podcasts (Marlene)

- Marlene has been listening to some podcasts from people about their stories of their successes and learnings and life experiences. It made her think about the story behind our successful people. Inspirational and provides an insight.
- Marlene is seeking approval to develop this.

**MOTION:** To develop and implement the podcast idea

Moved: Marlene Parkinson

Seconded: Dianne Elliotte

Carried? Yes

15. Bev Cason has offered to pay for the costs of the accounting program Xero (this is not the first year that Bev has paid for this, cost is approximately \$800 per annum) Sonja to send an acknowledgment and thank you card, and to see if Bev would accept some type of formal and public acknowledgement, i.e., naming rights to a competition

16. Trailer (Allie)

- Cheapest quote is \$8k (Frew Engineering)
- Suggest removing equipment to assess and strengthen, re-clad any areas if needed. A new trailer is an expense the group does not need this year.

**MOTION:** The committee gives approval to transport the DS arena equipment trailer to Allie's to repair. (The cost of repairs - within reason, will be donated as sponsorship from Harper Horse coaches)

Moved: Allie Harper

Seconded: Corinne Ward

Carried? Yes

17. **Name badges, photo ID for Committee Members (to be carried over to the next meeting)**

18. Test sheets. Pads or downloads

- Committee discussed and gave approval for Corinne to order test pads as required

19. Thank you, cards: Sonja has donated cards and envelopes for the group to use for 'Thank you's' and other messages. Blank inside with Dressage Southland logo on the outside.

Theresa Kingipotiki chaired the meeting at 9:50pm.

20. Mid-winter Dinner and Awards Ceremony

- Reminder to get people to RSVP to the mid-winter dinner
- Hire of the private room for the dinner and awards

**MOTION:** That the Dressage Southland committee pay for the hire of the room for the Mid-Winter dinner and Awards Ceremony (\$100).

Moved: Sonja Swale

Seconded: Corinne Ward

Carried? Yes

Sonja Swale resumed the chair of the Meeting at 9:52pm.

21. Sonja has invited Rachel McCallum (DSNZ official of the year) to the Mid-Winter dinner and Awards Ceremony.

**MOTION:** That the committee contribute \$50 towards flowers for Rachel McCallum.

Moved: Dianne Elliotte

Seconded: Tania Fairbairn

Carried? Yes

***Matters arising from General Business***

***Actions Points arising from General Business:***

Who	Task	Date to be completed
Committee	Additional meeting to get through the Nuts and Bolts of the schedules, budgets etc. on the 19 <sup>th</sup> August 2019	N/A
Allie Harper	Request caravan for September	Next Committee Meeting
Committee	Workshop summary information – read and provide comments for next meeting	Next Committee Meeting
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
Sonja	Send Bev a thank you card for her lovely generosity	Next Committee Meeting
Sonja	Order flowers for Awards Ceremony (from Windsor Florist)	Before dinner
Corinne	Order test pads for new tests	ASAP

**MOTION:** That the action points be noted.

Moved: Dianne Elliott

Seconded: Tania Fairbairn

Carried? Yes

**Next meetings**

**Additional committee meeting to cover Schedules/related business (plus information gained from judges' clinic):**

19<sup>th</sup> August 2019 at 7pm (venue TBC)

**Next Committee meeting:**

26<sup>th</sup> August 2019 at 7pm (venue TBC)

**General meeting:**

16<sup>th</sup> September 2019 (time and venue TBC)



**Close of meeting:**

09:55pm

## FINANCIAL ATTACHMENTS:

- Bank balances

# Account Summary

<u>Account Name</u> 	<u>Account Balance</u> 
<u>DRESSAGE SOUTHLAND</u>	\$8,251.18
<u>Dressage Southland - SI Champs</u>	\$3,823.85
<u>2 Client Investments</u>	\$15,707.79

ENTRY FEES FOR AUGUST TRAINING DAY SO FAR ARE \$2927.59



## JUDGE'S COORDINATOR ATTACHMENTS:

### Judges Report – July 2019

**November:** Have secured visiting judges Jan Bird (Wellington) and Bill Phiskie (SCNO), Clare Banks (Otago) plus 6 local judges. We can invite others from Otago if needed depending on entries. A TD will be appointed/invited from the list of confirmed judges.

Two stewards are required, one local has been confirmed and a second from Otago has been invited and awaiting acceptance.

**December:** Have secured visiting judges Julia Fraser (Auckland) airfare in process of being booked, Myra Friend (Nelson) & Tracey Johnson (Blenheim) both airfares have been booked, Clare Banks (Otago) plus 6 local judges. We can invite others from Otago if needed depending on entries. A TD will be appointed/invited from the list of confirmed judges.

Two stewards are required, Jane Robertson (Canterbury) will potentially drive down and will confirm plus one local steward invited and just waiting acceptance

**January:** only one local judge available for both days with two local judges available for one day only, two Otago judges have indicated they would be available, further discussion needs around if we are to go ahead and seek more judges from north of Otago in order to run this competition.

**South Island Champs** Peter Shaw (Australia) liaising with Otago as going halves in costs, Ricky McMillan (Australia) has accepted and confirming dates and still need to book airfare, Mary Craine (Southern Hawkes Bay) Flight booked, Mura Love (Canterbury) Flight booked, Stuart Bishell (SCNO) Driving, Jan Mitchell (Canterbury) coming on selectors budget, confirming flights with Dressage NZ, Robin Friend (Wellington) Flight Booked, Helen Hughes Keen (Wellington) to follow up to book flight, Suzanne Ingles (Nelson) TD/Judge – to follow up to book flight, Lyn Fox, Noelene Keen, Helen Christie & Kristin Cottam local judges – can use other lower listed Southland judges if needed depending on entries. Rachel McCallum is Head Steward and two other stewards yet to be appointed

**March:** 5 local judges confirmed with no visiting judges at this stage, still work in progress

From discussions of July Committee meeting the consensus was to put the judges up in hotel/motels, I have booked the Heartlands for the judges and Charlton for steward – still awaiting cost and confirmation.

### Budgets

November	Travel Costs	Food Allowance	Official Fee	Accommodation	Home Host	
<b>Judges</b>						
Jan Bird	\$566	\$60	\$100	\$140		
Bill Phiskie	\$180	\$60	\$100	\$140		
Otago Judge	\$100	\$60	\$100	\$140		
Local Judges x6			\$600	\$140		
<b>Stewards</b>						
Local			\$100			
Visiting	\$150	\$60	\$100			
<b>Scorers</b>						
Mandy Sinclair			\$300	\$220		
	\$996	\$240	\$1,400	\$780		<b>\$3,416</b>

<b>December</b>	<b>Travel Costs</b>	<b>Food Allowance</b>	<b>Official Fee</b>	<b>Accommodation</b>	
<b>Judges</b>					
Julia Fraser	\$546	\$60	\$100	\$140	
Myra Friend	\$486	\$60	\$100	\$140	
Tracey Johnson	\$446	\$60	\$100	\$140	
Clare Banks	\$100	\$60	\$100	\$140	
Local x 6			\$600	\$140	
<b>Stewards</b>					
Jane Robertson	\$250	\$60	\$100	\$220	
Local			\$100		
<b>Scorers</b>					
Mandy Sinclair			\$300	\$220	
	\$1,828	\$300	\$1,500	\$1,140	<b>\$ 4,768</b>

<b>January</b>	<b>Travel Costs</b>	<b>Food Allowance</b>	<b>Official Fee</b>	<b>Accommodation</b>	
<b>Judges</b>					
Local x2			\$100		
Otago Judge	\$100	\$60	\$100	\$250	
Otago Judge	\$100	\$60	\$100	\$250	
Judge					
Judge					
Judge					
<b>Stewards</b>					
Local			\$100		
<b>Scorers</b>					
Mandy Sinclair			\$300	\$220	
	\$200	\$120	\$700	\$720	<b>\$ 1,740</b>

## South Island Dressage Championships – Sponsorship Report

LEVEL 1:

LEVEL 2: Charlton Mafia (Do not need advertised, but name on rosettes)

LEVEL 3:

LEVEL 4:

LEVEL 5: Kiwi Arena Rakes (also official rake of the Championships)

LEVEL 6: ?STL Linehaul - Cherie Pearson

LEVEL 7:

LEVEL 8:

(MLT available for any level)Pd.

Naming Sponsor:

Rebecca has gone back to Dunstan to discuss naming rights at a lower rate. On last conversation with her, she had not heard back.

Presidents Wine & Cheese.

Packages sent to:

FMG, Harpers, Nigel and Lucy, Flying Horse, Farmlands, Dunstan, Saddlery Warehouse