



**Annual General Meeting Minutes  
Sunday 5<sup>th</sup> July 2020 at 12:30pm  
Croydon Lodge function room, Gore**

**1. Apologies:**

Theresa Kingipotiki, Bev Cason, Lyn Fox, Susan Miller, Fiona Sharp, Helen Christie, Lucy Collings, Nigel McCoard, Judy Stalker, Melissa Rodgers

**Present:**

Meredith McEwan, Sharon Muirhead, Jenny Affleck, Agnes Irwin, Lucy McKelvie, Brendon Cleaver, Sandra Cleaver, Noelene Keen, Mary Davis, Allie Harper, Marlene Parkinson, Peggy Angus-Cook, Vicky Hammond, Tyler McKee, Rebecca McKee, Sonja Swale, Di Elliotte, Karen Robins, Liz Ferns. (Kerrie Morrison and Corinne Ward at 12:41)

**MOTION:** To accept the apologies

Moved: Allie Harper

Seconded: Sandra Cleaver

Carried: Yes

Moments silence to acknowledge the passing of past and present members.

**AMDENDMENT TO THE MOTION:** to add Norma Parks to the apologies

Moved: Sonja Swale

Seconded: Mary Davis

Carried: Yes

**MOTION:** To adopt the minutes of the previous Annual General Meeting (19<sup>th</sup> May 2019) and to accept these minutes as a true and correct record

Moved: Mary Davis

Seconded: Marlene Parkinson

Carried: Yes

It is to be noted: Subsequent to the last AGM a number of constitutional issues became apparent. Along with the minutes, non-financial members voted, nominated, seconded and out of area members also voted.

We cannot change this but just reflect on the minutes as per what occurred.

**2. Presidents Report:**

As supplied

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

Moved: Sonja Swale

Seconded: Brendon Cleaver

Carried: Yes

**3. Financial Reports:**

Sonja to present the report/s on behalf of Bev Cason.

As supplied

Discussion: Financials were discussed at the last committee meeting:

- On the 10<sup>th</sup> January \$8,812.35 from term deposit, was deposited into the South Island account to help fund the South Island Championships. At the committee meeting it was approved to put \$8,000 into a term deposit and to rename the South Island Champs account.
- Pole training day – monies raised from the 2019 winter series (around \$6,000) has been included in the general income (not specified in a special category)
- Harper Horse coaches – donated labour and parts to refurbish the equipment trailer with a significantly reduced invoice.

**MOTION:** To receive the Balance Sheet and Statement of Accounts

Moved: Allie Harper

Seconded: Sandra Cleaver

Carried: Yes

**4. Area Judges Officer (AJO) Report:**

Noelene Keen

As supplied

**MOTION:** To receive and accept the AJO's report

Moved: Noelene Keen

Seconded: Karen Robbins

Carried: Yes

**5. MOTION:** To elect Norma Parks as a Patroness

Moved: Sonja Swale

Seconded: Marlene Parkinson

Carried: Yes

## 6. Election of Organising Committee

### Scrutineers for Election of Organising Committee:

Agnes Irwin and Karen Robbins

#### President

Received: Sonja Swale      Nominated: Theresa Kingipotiki      Secunder: Marlene Parkinson

**Sonja Swale is duly appointed**

#### Vice President

Received: Fiona Sharp      Nominated: Jenny Affleck      Secunder: Meredith McEwan  
Received: Liz Ferns      Nominated: Sonja Swale      Secunder: Marlene Parkinson

Voted:

**Liz Ferns is duly elected**

#### Secretary

Received: Lucy McKelvie      Nominated: Marlene Parkinson      Secunder: Allie Harper

**Lucy McKelvie is duly appointed**

#### Competition Secretary

Received: Corinne Ward      Nominated: Kerrie Morrison      Secunder: Sonja Swale

**Corinne Ward is duly appointed**

#### Treasurer

Received: Dianne Elliotte      Nominated: Sonja Swale      Secunder: Dianne Elliotte

**Dianne Elliotte duly appointed**

#### Area Delegate

Received: Rebecca McKee      Nominated: Vicky Hammond      Secunder: Marlene Parkinson

**Rebecca McKee duly appointed**

#### Rider's Representative

Received: Rebecca McKee      Nominated: Rebecca McKee      Secunder: Dianne Elliotte

**Rebecca McKee duly appointed**

#### Area Judge's Officer (AJO)

Received: Noelene Keen      Nominated: Sonja Swale      Secunder: Noelene Keen

**Noelene Keen duly appointed**

Judge's Coordinator

Received: Sharon Muirhead      Nominated: Jenny Affleck      Seconder: Agnes Irwin  
**Sharon Muirhead duly appointed**

Stabling and Parking Manager

Received: Tyler McKee      Nominated: Allie Harper      Seconded: Marlene Parkinson  
**Tyler McKee duly appointed**

Sponsorship Coordinator

Received: Sonja Swale      Nominated: Dianne Elliotte      Seconded: Vicky Hammond  
**Sonja Swale duly appointed**

SEPT representatives (selected for Dressage Southland)

**Marlene Parkinson      Allie Harper**

Health & Safety Coordinator

Received: Mary Davis      Nominated: Sonja Swale      Seconded: Noelene Keen  
**Mary Davis duly appointed**

Writer's coordinator on the organising committee:

Due to the financial outlay etc. Jenny felt the Writers Co-ordinator is a crucial role.

**MOTION:** for the writer's coordinator, to be part of the organising committee

**Moved:** Jenny Affleck

**Seconded:** Allie Harper

**Carried:** Yes

Writer's Coordinator (new motion above for inclusion on the organising committee role carried)

Received:      Nominated:      Seconded:

**Vicky Hammond is happy to learn the role under the guidance of the past coordinator/s.**

**Therefore, Vicky Hammond duly appointed.**

Showgrounds Liaison

Received: Fiona Sharp      Nominated: Marlene Parkinson      Seconded: Fiona Sharp  
**Fiona Sharp duly appointed**

Executive Committee

Last year roles were:

President  
 Vice President  
 Area Delegate  
 Competition Secretary  
 Treasurer

**MOTION:** that the Executive Committee consists of: President, Vice President, Area Delegate, Competition Secretary and the Treasurer

Moved: Sonja Swale

Seconded: Brendon Cleaver

Carried: Yes

Discussion:

Area Judge's Officer? Important role and a major expense for competitions  
 Amend to include the AJO role

**AMENDMENT TO THE MOTION:** that the Executive Committee consists of: President, Vice President, Area Delegate, Competition Secretary, Treasurer and the Area Judge's Officer.

Moved: Sonja Swale

Seconded: Brendon Cleaver

Carried: Yes

## 7. Election of non-committee supporting roles

First Aid Officer/s

Received: Tania Fairbairn      Nominated: Sonja Swale

Received: Karen Robins      Nominated: Noelene Keen

**Tania Fairbairn and Karen Robins are duly appointed**

Scorer

Received: Mandy Sinclair      Nominated: Mandy Sinclair

Received: Diana Rickerby      Nominated: Diana Rickerby

Seconded: Corrine Ward

Seconded: Rebecca McKee

**Mandy Sinclair and Diana Rickerby are duly elected**

Official Photographer

Received: Kristel Mack Saunders      Nominated: Kristel Mack Saunders      Seconded: Sonja Swale

**Kristel Mack Saunders duly appointed**

Arena Coordinator

Received: Marlene Parkinson      Nominated: Marlene Parkinson      Seconded: Allie Harper

**Marlene Parkinson duly appointed**

Musical Freestyle Coordinator

Received: Brendon Cleaver      Nominated: Brendon Cleaver      Seconded: Mary Davis

Noted: Assistance from Mr Fox at any time

**Brendon Cleaver duly appointed**

Catering Manager

Received: None      Nominated:      Seconded:

Administration Manager

Received: Corinne Ward      Nominated: Corinne Ward      Seconded: Rebecca McKee

**Corinne Ward duly appointed**

Young Rider Coordinator

Received: Sandra Cleaver      Nominated: Liz Ferns      Seconded: Allie Harper

**Sandra Cleaver duly appointed**

Announcer

Received: Meredith McEwan      Nominated: Meredith McEwan      Seconded: Jenny Affleck

**Meredith McEwan duly appointed**

Publicity

**MOTION:** that the Publicity Officer role be a separate non-committee support role

**Moved:** Meredith McEwan      **Seconded:** Liz Ferns      **Carried:** Yes

Publicity Officer

Organises photos for media etc. (not face book/ website) when required

Received: Meredith McEwan      Nominated: Vicky Hammond      Seconded: Marlene Parkinson

**Meredith McEwan duly appointed**

Website Officer

Received: Dianne Elliotte      Nominated: Sonja Swale      Seconded: Peggy Angus-Cook

**Dianne Elliotte duly appointed**

Facebook:

The Competition Secretary and Sponsorship Committee (and at the discretion of the Organising Committee) are administrators for the Dressage Southland Facebook page.

Griffin Equestrian Centre delegates (2 members)

Received: TBA

Nominated:

Seconded:

Judge's Coordination subcommittee

Received: Jenny Affleck

Nominated: Jenny Affleck

Seconded: Sharon Muirhead

**Jenny Affleck duly appointed**Sponsorship subcommittee

Received: Rebecca McKee

Nominated: Rebecca McKee

Seconded: Dianne Elliotte

Received: Allie Harper

Nominated: Allie Harper

Seconded: Dianne Elliotte

Received: Liz Ferns

Nominated: Liz Ferns

Seconded: Dianne Elliotte

**Rebecca McKee, Allie Harper and Liz Ferns duly elected**Secretary Subcommittee

Received: Dianne Elliotte

Nominated: Marlene Parkinson

Seconded: Dianne Elliotte

Received: Liz Ferns

Nominated: Allie Harper

Seconded: Sonja Swale

**Diane Elliotte and Liz Ferns duly elected**Writer's Coordinator Subcommittee**MOTION:** to create a Writer's Convenor subcommittee**Moved:** Allie Harper**Seconded:** Marlene Parkinson**Carried:** YesWriter's Coordinator Subcommittee members

Received: Corinne Ward

Nominated: Corinne Ward

Seconded: Vicky Hammond

Received: Sonja Swale

Nominated: Sonja Swale

Seconded: Vicky Hammond

**Corinne Ward and Sonja Swale duly elected**Competition Secretary subcommittee:**MOTION:** to develop a Competition Secretary subcommittee**Moved:** Corinne Ward**Seconded:** Dianne Elliotte**Carried:** Yes

Expressed interest: Diana Rickerby, Cheryl Nicol

Signatories:**Currently:** Listed by name, instead of position**Discussion:** need a minimum of 2; perhaps President, Treasurer, Competition Secretary?**MOTION:** for the signatories to consist of those holding the following positions: President, Treasurer and Competition Secretary**Moved:** Mary Davis**Seconded:** Liz Ferns**Carried:** Yes

8. To appoint an Honorary Independent Financial Reviewer

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

**MOTION:** to appoint an Honorary Independent Financial Reviewer, being Theresa Morgan

Moved: Sonja Swale

Seconded: Karen Robbins

Carried: Yes

9. To appoint an Honorary Veterinarian

**MOTION:** to appoint an Honorary Veterinarian being VetSouth

Moved: Sonja Swale

Seconded: Allie Harper

Carried: Yes

10. To appoint an Honorary Farrier

- a. Difficulty to assign due to availability

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

Moved: Dianne Elliotte

Seconded: Meredith McEwan

Carried: Yes

11. General Business

In regard to Organising Committee Roles:

We will need to consider how we allow interested parties to be appointed to roles throughout the year and holding a special general meeting for appointing a person to a committee role/s may be required.

**MOTION:** appointments to non-committee roles maybe made during the year without the requirement of a special general meeting. Vacant organising committee roles must be filled at an AGM or special general meeting.

Moved: Sonja Swale

Seconded: Vicky Hammond

Carried: Yes

No further business

**Meeting closed at 2pm**