



## Committee/General Meeting Minutes

**Date: Monday 16 September 2019 at 7pm**

**Location: Winton Top Pub (Function Room)**

**Present:** Sonja Swale, Theresa Kingipotiki, Dianne Elliotte, Marlene Parkinson, Tania Fairbairn, Sharon Muirhead, Rachel Burns, Brendon Cleaver, Sandra Cleaver, Liz Ferns, Mary Davis, Rebecca McKee, Tyler McKee, Corinne Ward, Allie Harper (arrived 7:25pm).

**Apologies:** Bev Cason, Norma Parks, Julie Manson, Noelene Keen, Jenny Affleck,

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

Moved: Tania Fairbairn

Seconded: Marlene Parkinson

Carried? Yes

### **Minutes of previous meetings:**

Committee meeting was held on the 26<sup>th</sup> August 2019 at the Top Pub, Winton.

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

Moved: Marlene Parkinson

Seconded: Tania Fairbairn

Carried? Yes

**MOTION:** That the minutes be adopted as a true and correct record of the Committee meeting held on the 26<sup>th</sup> August 2019

Moved: Tania Fairbairn

Seconded: Theresa Kingipotiki

Carried? Yes

**Matters still arising from Schedule's meeting:**

Who	Task	Notes	Completed?
???	Publicity for 'selling/promoting/educating' changes in Non-Grading competitions <ul style="list-style-type: none"> <li>• Ratification/publicity has been done</li> <li>• Members on DB were emailed series info and non-graded, Saddlery Warehouse etc</li> </ul>	Post ratification of minutes	Done
???	<u>Publicity of changes to entries, etc:</u> Some changes have been done – wording around admin fee, entry fee, rosettes, prize money, 1-day fee etc. (coming out in new schedule) New series – how we run with that to be decided	Marlene suggested an information session, post ratification of minutes	Done
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) - ongoing

**Matters still arising from previous meetings:**

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
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	
Sonja	To home host Tracey Johnston for December tournament (home hosting payment not required)	N/A	
Tania	Send Corinne and Dianne names for schedules and website. Send Bev a message to invoice accordingly for which tournaments	As required	Ongoing
Sonja	To send out 'Thank you' cards upon confirmation of agreement of sponsorship	As required	Ongoing
Dianne	Remove DRAFT watermark from previous meeting's minutes on website once adopted.	As required	Ongoing

Rebecca	<u>Judges/Trainers Clinic</u> : Idea carried forward for pre-planning next season	June 2020	
Sonja	Dropbox for DS group – to set up and sort a process	Ongoing – need to work out logistics	No
???	Publicity for ‘selling/promoting/educating’ changes in Non-Grading competitions	Post ratification of minutes	Done
???	<u>Publicity of changes to entries, etc:</u>	Marlene suggested an information session, post ratification of minutes	Done
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) - ongoing
Bev	<u>Test book order</u> : invoice still hasn’t been received. Needs to be amended on arrival due to judge’s cost for books being \$10 instead of \$20	Invoice received	Received – to be amended for judges

**Matters arising from meeting (26 August 2019):**

Who	Task	Notes	Completed?

**Action Points from Matters arising:**

Who	Task	Date to be completed

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

Moved: Theresa Kingipotiki

Seconded: Tania Fairbairn

Carried? Yes

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

Moved: Theresa Kingipotiki

Seconded: Tania Fairbairn

Carried? Yes

**Treasurer's Report:**

- Financials to date (as supplied in PDF attached)
- Dressage Southland Bank Account report (as supplied in PDF attached)

## FINANCIAL SUMMARY

YTD

\$14,878

Profit \$3,614.13

Net profit for winter series \$6,820.18 (still invoices to pay)

## BANK BALANCES

\$9,426.76

\$3,823.85

\$15,767.20

Bev needs sponsorship invoices – what has been paid and invoiced

**MOTION:** To receive the Treasurer's report

Moved: Tania Fairbairn

Seconded: Corinne Ward

Carried? Yes***Business arising from the Treasurer's report***

August / September

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

Who	Task	Date to be completed
Sonja	Include questions emailed to Bev and PDF report	Next Meeting

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

Moved: Corinne Ward

Seconded: Tania Fairbairn

Carried? Yes

**Correspondence**

Tabled and discussed as appropriate

***Inwards***

'Dressage Health & Safety Information for Areas' folder – Celine Filbee	28 <sup>th</sup> August 2019
TL MacLean Ltd South Is Points Prize – Helen Throp	29 <sup>th</sup> August 2019
Closing date of National Series query - Wendy Hamerton	3 <sup>rd</sup> September 2019
Classic Autotrim Upholstery logos – Amanda Butson	3 <sup>rd</sup> September 2019
On Top Equestrian business details, confirmation of sponsorship	3 <sup>rd</sup> September 2019
Merco Invoice approval sought – Corinne Ward	3 <sup>rd</sup> September 2019
Quality Presentations Invoice approval sought – Corinne Ward	3 <sup>rd</sup> September 2019
Sponsorship Tracking	5 <sup>th</sup> September 2019
Logo for Harper Horse Coaches – Allie Harper	6 <sup>th</sup> September 2019
Dressage NZ Roadshow – Celine Filbee via Rebecca McKee	8 <sup>th</sup> September 2019
Pony Club Clinic hire of arena equipment – Nan Sinclair (additional arenas)	9 <sup>th</sup> September 2019
VetSouth sponsorship offer – Fiona Sharp	9 <sup>th</sup> September 2019
Treasurer's new email address – Bev Cason	9 <sup>th</sup> September 2019
Survey Results – Website – Kerrie Morrison	9 <sup>th</sup> September 2019
Survey Results Website – Helen Boyd	9 <sup>th</sup> September 2019
RSVP responses – viewing evening (various)	September 2019
Anya Durling – request for David Parry - Jones saddle fitting clinic 8/9/2019	27 <sup>th</sup> August – 7 <sup>th</sup>
September 2019	
A-V Dressage folder (new) – Wendy Hamerton	9 <sup>th</sup> September 2019
C M Equestrian – Arena Hire request -Kristin Cottam	10 <sup>th</sup> September 2019
Fiona Sharp and Lyn Fox – thanking /commenting for Series Information	12 <sup>th</sup> September 2019
Equine Sweets – Hannah Nicol – Sponsorship offer	12 <sup>th</sup> September 2019
Corinne Ward – Requiring feedback on Schedule from Committee	13 <sup>th</sup> September 2019
Caren Hall – Windsor Florist – Details for brick	14 <sup>th</sup> September 2019
Bev Cason - DS Financial information for meeting	15 <sup>th</sup> September 2019
Bev Cason – Invoice for Pony Club for additional arena hire	15 <sup>th</sup> September 2019
Bev Cason – Invoice for Harper Horse Coaches for Contra/Sponsorship - Trailer	15 <sup>th</sup> September 2019
Brady Mason – Query about Registration	16 <sup>th</sup> September 2019

***Outwards***

Shared from Dropbox to Committee – Medical Provisions – Sonja Swale	3 <sup>rd</sup> September 2019
Closing date of National Series query to Wendy Hamerton – Sonja Swale	3 <sup>rd</sup> September 2019
Classic Autotrim Upholstery logos thank you message – Sonja Swale	3 <sup>rd</sup> September 2019
Quorum reached for Merco and Quality Presentation Invoices	4 <sup>th</sup> September 2019
Notification to Heli Otago? (Kevin) about weekend competition – Sonja Swale	4 <sup>th</sup> September 2019
Sponsorship Invoices (CM Dressage, On Top Equestrian, Trevor Sutherland) requested to Treasurer	4 <sup>th</sup> September 2019
Sponsorship Matters – Huntlie Trophy	4 <sup>th</sup> September 2019
Art Exhibition – South Islands and donation of painting and portion of Proceeds from Norma Parks	4 <sup>th</sup> September 2019
Potential Sponsorship of rugs for South Islands – Excel Equine – Sonja Swale	5 <sup>th</sup> September 2019

Sponsorship Tracking - Sonja Swale, Rebecca McKee	5 <sup>th</sup> September 2019
S&B Cleaver – clarification Non-Grading accumulator series – Sonja Swale	4&9 <sup>th</sup> September 2019
A-V Roadshow response – Celine Filbee – Sonja Swale	6 <sup>th</sup> September 2019
Acknowledge Logo for Harper Horse Coaches – Allie Harper	6 <sup>th</sup> September 2019
Clarification sought on entry TL MacLean Ltd South Is Points Prize – Sonja Swale	6 <sup>th</sup> September 2019
Response to AGM queries – Kristin Cottam – Sonja Swale	9 <sup>th</sup> September 2019
On Top Equestrian business details, acknowledgement – Sonja Swale	9 <sup>th</sup> September 2019
Pony Club hire of arena equipment – Nan Sinclair – Bev Cason/Sonja Swale	9 <sup>th</sup> September 2019
Vet South sponsoring Elementary Level at South Island Champs – Sonja Swale	9 <sup>th</sup> September 2019
Executive committee e-meetings: financial reimbursements (various)	September 2019
Anya Durling – request for David Parry-Jones saddle fitting clinic 8/9/2019	27 <sup>th</sup> August – 7 <sup>th</sup>
September 2019	
Kristin Cottam - C M Equestrian – Logo details – Sonja Swale	11 <sup>th</sup> September 2019
Bev Cason – Dressage Test Books invoice – needs queried - Sonja Swale	11 <sup>th</sup> September 2019
Local and National Series Competition information – Sent to database members	12 <sup>th</sup> September 2019
Equine Sweets – Hannah Nicol – Sponsorship thank you and details	12 <sup>th</sup> September 2019
Caren Hall – Windsor Florist – Thank you for Sponsorship – Sonja Swale	13 <sup>th</sup> September 2019
Leon Crawford – Sponsorship – Thank you – Sonja Swale	13 <sup>th</sup> September 2019
Sonja Swale – Invoice for Pony Club for additional arena hire -Bev Cason	15 <sup>th</sup> September 2019
Sonja Swale – Financial questions – Bev Cason	16 <sup>th</sup> September 2019

*Additional in-house communications:*

Messenger messages - various	September 2019
DS FB messages - various	September 2019
DS Facebook page communiques – various	September 2019

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

Moved: Mary Davis

Seconded: Marlene Parkinson

Carried? Yes

**MOTION:** That the CM Equestrian request be accepted to all the same terms and conditions as others

Moved: Mary Davis

Seconded: Allie Harper

Carried? Yes

***Matters arising from Correspondence***

Who	Task	Notes

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

~~Moved:~~

~~Seconded:~~

~~Carried? Yes/No~~

**Actions Points arising from Correspondence:**

Who	Task	Date to be completed

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

~~Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Carried? Yes/No~~

**Judge's Officer Report:**

November

- Suzie Cunningham (the contact for the Aussie Judges) has come back to Kristin with two Level A judges who would just love to come to NZ for the two weekends, Gore (November) followed by Otago... both Susie Duddy and Mim Poolman would love to come. Mim would like to bring her husband who is a vet and will obviously pay all his expenses. Both ladies are A level judges. Susie comes from Tamworth and Mim is almost Suzie's neighbour in Bowral.
- Otago is keen to share costs so just need meeting to confirm acceptance of one of the above for November... approximately \$400 each way but shared with Otago

December

- Looking like we will need one more judge for regional, could approach the other Aussie judge or secure one in NZ?

January

- Jill Husband unable to come so have now Mel Van der pol, airfare has been booked

South Islands

- Sue Hobson has accepted just need to book her airfare

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

Moved: Sharon Muirhead

Seconded: Tania Fairbairn

Carried? Yes

**MOTION:** That we need to investigate options of additional judge for December Tournament

Moved: Allie Harper

Seconded: Tania Fairbairn

Carried? Yes

Discussion:

Australia or NZ?

Cons: Costs for Australia may be more expensive.

Ask: Margs Carline? Helen Hughes-Christie?

Nice to have a selector at the Regionals

Kristin – may be able to get an international judge through the judge's exchange programme.

**MOTION:** To investigate New Zealand Judge options first

Moved: Corinne Ward

Seconded: Mary Davis

Carried? Yes

**MOTION:** To give approval to investigate and contract an Australian judge if the New Zealand judge options are exhausted.

Moved: Marlene Parkinson

Seconded: Rebecca McKee

Carried? Yes

**MOTION:** To secure one Australian judge for the November Tournament sharing the cost with the Otago Dressage and preferably Mim Poolman.

Moved: Sharon Muirhead

Seconded: Tania Fairbairn

Carried? Yes

**MOTION:** That prior to investigating a New Zealand Judge option for December tournament pursue a zero airfare judges exchange option

Moved: Sharon Muirhead

Seconded: Corinne Ward

Carried? Yes

***Matters arising from Judges Officer Report***

Who	Task	Notes

***Actions Points from the Judge's Officer report:***

Who	Task	Date to be completed

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

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried? Yes/No

**Rider Delegate Report:**

Nothing to report

**MOTION:** To accept the Rider's delegate report

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried? Yes/No

***Matters arising from Riders Delegate Report***

Who	Task	Notes

***Actions Points from the Riders Delegate report:***

Who	Task	Date to be completed



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

~~Moved:~~ ~~Seconded:~~ ~~Carried? Yes/No~~

### SEPT Representative/s Report:

AGM is next Thursday

Nigel is stepping down and will be missed

MOU document (an agreement between each of the user groups and the caretaker) will be implemented at the AGM

There will be a check sheet/list that details what is available etc. for each use of the grounds.

Propose that the "walkway" is a horse walkway only (at Dressage Southland Tournaments)

Water system – options are still being investigated and progressing (option is temporary hire of equipment to water arena)

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

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

### *Matters arising from SEPT Representatives report*

Who	Task	Notes

### *Actions Points from the SEPT representative/s report:*

Who	Task	Date to be completed

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

~~Moved/Received:~~ ~~Seconded:~~ ~~Carried? Yes/No~~

### Ground's person liaison representative report:

Overall excellent feedback from Bevin in that the grounds were left tidy and clean (from Winter series event). All positive except boxes 60 and 70 damaged, he did not specify, and it was not reported to him. Which is disappointing.

Perhaps this can be followed up on?

Many thanks

Fiona

The minor issue with the two boxes – Tyler has resolved.

**MOTION:** To receive the Ground's person liaison representative report

Moved: Rebecca McKee      Seconded: Allie Harper      Carried? Yes

**Matters arising from Grounds person liaison representative report**

Who	Task	Notes

**Actions Points from the Grounds person liaison representative report:**

Who	Task	Date to be completed

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

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Carried? Yes/No

**Sponsorship Officers' Report:****Local tournaments**

Level Sponsorship			
	Season - \$300	Single tournament \$150 reg/\$100 non- grading	FB promotion
Preliminary	On Top Equestrian	n/a	
Novice	CM Equestrian	n/a	
Elementary	Classic Autotrim	n/a	4/9/19
Medium	McKee Equestrian	n/a	
Advanced Medium	Trevor Sutherland	n/a	9/9/19
Advanced			
Small Tour – Level 7			
Medium Tour – Level 8			
Grand Prix – Level 9			
Preliminary – Pony			
Novice – Pony			
Led rein			
Beginner			
Introductory			

Arena Sponsorship - \$200		FB promotion
One	Secured - \$1000 (anonymous sponsor)	
Two		
Three		
Four		
Non-grading		

<b>Tournament Sponsorship - \$500</b>		<b>FB promotion</b>
<b>November 2019</b>		
<b>December 2019</b>	Harper Horsecoaches	
<b>January 2020</b>		
<b>March 2020</b>	AB Lime (TBC)	

<b>Accumulator Series Level Sponsorship</b>		<b>FB promotion</b>
<b>Preliminary</b>		
<b>Novice</b>	AB Lime (TBC)	
<b>Elementary</b>	Classic Autotrim	4/9/19
<b>Medium</b>		
<b>Advanced Medium</b>		
<b>Advanced</b>		
<b>Small Tour – Level 7</b>		
<b>Medium Tour – Level 8</b>		
<b>Grand Prix – Level 9</b>		
<b>Youth series 12 years and under (TBC)</b>		
<b>Youth series 12-17 years (TBC)</b>		
<b>Youth Series 17-21 years (TBC)</b>		
<b>Introductory</b>	Brendon and Sandra Cleaver	

<b>Product Donations – raffles/auctions</b>	
<b>Dunstan</b>	Two bags of feed
<b>Good 2 U</b>	Two dog harnesses

<b>Wine &amp; Cheese Tournament Sponsorship - \$200 or suitable product</b>	
<b>November 2019</b>	Approach made to Accelerate Physiotherapy
<b>December 2019</b>	
<b>January 2020</b>	
<b>March 2020</b>	

<b>Official's sponsorship</b>	
<b>Platinum (\$300)</b>	Norma Parks
<b>Gold (\$200)</b>	Windsor Florist (Caren Hall) Jump 4 Joy NZ
<b>Silver (\$100)</b>	Equine Sweet (Hannah Nicol) Leon Crawford Equine Acupuncture/Therapist
<b>Bronze (\$50)</b>	

### South Island Championships

Level Sponsorship - \$500		FB promotion
Preliminary	Dunstan	
Novice	CM Equestrian	
Elementary	Vet South	
Medium	McKee Equestrian	
Advanced Medium	Kiwi Arena Rake	15/7/19
Advanced	STL Linehaul (TBC)	
Small Tour – Level 7	Affleck Family	
Medium Tour – Level 8	Colliers Real Estate	
Grand Prix – Level 9	Dunstan	
Preliminary – Pony		
Novice – Pony		
Elementary - Pony		
Developing young Dressage Horse	MLT	
Para class	MLT	

Arena Sponsorship - \$???		FB Promotion
One	? Regional Ford and Ewan Allan Honda??	
Two		
Three		
Four		
Musical		

Additional Sponsorship		FB Promotion
Rugs	In negotiation with Excel Equine	
BBQ (Thursday)	To be discussed with Kiwi Arena Rake and Churchy's	
Sponsor's marquee		
Wine & Cheese – Rider's meeting (Friday)	Sorted and paid	
Goodie Bags	AB Lime (TBC)	
Motorbike for arena grooming	Ewan Allan Honda Gore	
Pre event Raffle/Auction	Allied Concrete – Concrete troughs x2	

Tournament Sponsorship - \$6000		FB Promotion
Naming rights	In negotiation – confidential until confirmed	

Silent Auction	
Norma Parks	15% from sale of paintings, plus donation of one painting for auction

Sonja to approach: PGG Wrightson Invercargill (initial contact made), Bottle O Otatara, Windsor Wines, Saddlery Warehouse Invercargill (initial contact made), Flying Horse Ltd, Equine Touch Down South, McLeay Jewellers (most likely will provide some product)

Rebecca to approach: Dunstan (already approached, seeking clarification)

Theresa to approach:

Allie to approach:

Tania to approach: Punk Ponies (no to level sponsorship), Weatherbeeta (no, but worth a try!)

Currently waiting to hear back from FMG.

Do we give Ewan Allen Honda and arena sponsorship for the bike?

We have another AB Lime 10 tonne voucher for sale... does anybody want it?

Special note: **Thank you very much** to the anonymous sponsor who provided \$1,000 for arena sponsorship (whole season).

Brick sponsorship has taken off

Sponsorship doing really well!

Silent Auction – products required

Naming Rights – currently in negotiation with a company

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

Moved: Tania Fairbairn

Seconded: Corinne Ward

Carried? Yes

***Matters arising from Sponsorship officers report***

Who	Task	Notes

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

Who	Task	Date to be completed

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

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried? Yes/No

## South Island Dressage Championship Event Group Report:

### *South Island Report September 2019*

#### Schedule

The following have been moved at meetings:

- Entry Fees \$20 per class levels 1-3 \$25 per class levels 4 & above
- PM 35 30 25 20 and 45 40 35 30
- All stables \$15 per night, Uncovered yards \$5 per night
- YDH Classes – Run Developing YDH Classes – Overall Champion Sash
- Offer Preliminary, Novice and Elementary grades for Ponies
- Offer a non-qualifying class for Super 5 for every grade

#### Garlands

- Trouble sourcing the flowers, have another source to follow up before next meeting

#### Rosettes

- Corinne will get order under way once we know how many classes offered

#### First Aid

- Don't need medics just people with first aid certificates as long as a hospital/ambulance is within 30 minutes of the grounds.

Schedule (proposed to be out end of November - early December)

**MOTION:** To accept the 2020 Southland Island Championships event group report

Moved: Sharon Muirhead

Seconded: Corinne Ward

Carried? Yes

**MOTION:** That criteria for prize money is based on grading score (less than 57% - get ribbon but no prize money)

Moved: Sharon Muirhead

Seconded: Marlene Parkinson

Carried? Yes/No

**MOTION:** That for the South Island Championships covered yards are \$15 per day, Stables are \$15 per day, Yards are \$5 per day.

Moved: Corinne Ward

Seconded: Marlene Parkinson

Carried? Yes

#### Discussion

Developing horse: 4-5 years (4-year-old test), 5-6 years (5-year-old test) 7 years (7-year-old test)

**MOTION:** To offer the young developing horse classes at the 2020 South Island Championships

Moved: Sharon Muirhead

Seconded: Marlene Parkinson

Carried? Yes

**MOTION:** To offer a sash for the overall level winner (rosettes for each class) at the 2020 South Island Championships.

Moved: Sharon Muirhead

Seconded: Corinne Ward

Carried? Yes

Discussion

Rugs?

Christine Weal (and Zoe) are down for the 2020 South Island Championships and could possibly do a guest rider option?

**MOTION:** To approach Christine Weal and Zoe Gray to be guest riders at the Young Developing Horse classes

Moved: Marlene Parkinson

Seconded: Allie Harper

Carried? Yes

**MOTION:** Offer Preliminary, Novice and Elementary pony classes and championships at the 2020 South Island Championships.

Moved: Sharon Muirhead

Seconded: Rebecca McKee

Carried? Yes

**MOTION:** That the Super 5 classes to be split into qualified classes and non-qualified classes in all levels

Moved/Received: Allie Harper

Seconded: Marlene Parkinson

Carried? Yes

Discussion:

May have no qualifying riders in a class.

If we do this at all levels – can we justify splitting or not?

Could be more encouraging for riders to come down?

Sharon to investigate garlands – Rachel gave Sharon a name (Julie Bagrie)

Corinne is going to order rosettes (centres added once sponsors confirmed)

**Action Points from previous South Island Dressage Championship Event Group Report (26 August 2019):**

Who	Task	Notes	Completed?
Sharon	Ask Helen about ideas /contacts for Garlands/sashes	Helen had difficulty sourcing flowers. Sharon to continue investigating	Yes
Sharon, Rebecca	Ask if Nigel and Lucy would like to provide a BBQ as in the past. Dunstan/Christine to sponsor food? Get Churchy to quote.	Report for next meeting	No
Sharon	Invite Sue Hobson to judge at the South Island Championships	Sue will attend	Yes

Sonja	Request a child's price for dinner (Caterer confirmed)	Under 5 – free 5-12 years - \$10 Over 12 – adult price	Yes
Sonja	Contact Rebecca regarding naming rights for Dunstan	Report for next meeting	Yes – no to naming rights
Tania	Horse Ambulance availability?	Report for next meeting	No not yet
Sharon	Next planning meeting scheduled for before the General Meeting in September		No
Sharon	Clarify the need to a medic.	Not needed if ambulance available within 30 minutes	Yes
Tania	To investigate if Koha Kai are available for food stall during the tournament	Report for next meeting	Waiting to hear back
Sonja	Liaise with Gore T&C and caterer for dinner		Confirmed
Sharon	To check with Robyn Butt to see if she will cater for lunches for officials	Report for next meeting	TBC

**~~Matters arising from South Island Dressage Championship Event Group report~~**

Who	Task	Notes

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

Who	Task	Date to be completed
Tyler	Criteria for stable allocation – discuss at next committee meeting	Next committee meeting
Sharon	Administration fee etc. clarification	Next committee meeting
Rebecca	Ask Christine and Zoe about guest rider opportunity	Next committee meeting
???	Clarify what is happening with the BBQ - unclear	Next committee meeting

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

Moved: Allie Harper

Seconded: Rebecca McKee

Carried? Yes



## **General Business:**

### 1. Constitutional matters (advice from DNZ given)

Composition

AGM

Holding of committee meeting (not available to all etc.)

Must be a full financial member and live within geographical boundary

Can request a re-run of a special AGM (need 10% ESNZ membership to request this)

If not requested = status quo

Recommendation: timeframe set following this meeting (membership to recall and re-run this special meeting as per the constitution etc.)

**MOTION:** That the information goes out to the Dressage Southland database members within our geographical area and current financial ESNZ members with the timeframe of four weeks to respond.

Moved: **Tania Fairbairn**

Seconded: **Mary Davis**

Carried? Yes

Discussion: 2 weeks? <28 days?

Timing with tournament? Championships etc. Clarification of all disciplines.

To clarify motion – geographical area and ESNZ financial member – excluding sponsors and judges or officials.

### 2. Job Descriptions (carried over from the last Committee meeting)

Discussion:

A-V folder

Dropbox?

Do we use DNZ Job Description's and develop on these?

Sub-committee for Job Description development – part of succession planning?

Can we park until a less busy time?

**MOTION:** To make the development of the Job Description's a project for the post 2019-2020 season.

Moved: **Tania Fairbairn**

Seconded: **Dianne Elliotte**

Carried? Yes

### 3. Handover of historical material (carried over to next committee meeting)

### 4. Breaking down of financial records (Work in progress)

### 5. Fundraising Ideas (carried over from last committee meeting)

- Cheese Rolls
- So Sweet Fundraising – produce. Order. Get 30%. Pick up from a central location.
- Need someone to coordinate. Might be tricky due to food wasting.
- Evening – guest speakers (really a winter thing) or have it during a tournament?
- Sell off a square – pony poo's in the square
- Silent Auction
- Raffle at each tournament – donated prizes (November – Rebecca Scott, Dunstan feeds)

6. Musical Workshop – Training Day – Pole Clinic?  
What weekend? Busy already? Missed our window.  
Musical workshop at night?  
Move this to the agenda post March 2020 tournament
7. Name badges, photo ID for Committee Members (carry over to next committee meeting)
8. Official's fund – guidelines (carry over to next committee meeting)
9. Catering for tournaments (Sharon)  
Sharon happy to take on liaising of food for tournaments, Jenny to help,  
Tablecloths, cutlery, crockery. Trial for November tournament

**MOTION:** That the group purchase crockery and cutlery for a maximum of 15 people with a suitable container

Moved: Sharon Muirhead                      Seconded: Rebecca McKee                      Carried? Yes

Discussion:

Need AB lime caravan (for Corinne/Scorers). Sharon will organise purchase of crockery/cutlery and be reimbursed.

Bevin has access to a larger fridge – which could be moved into the shed. He is happy to help. Some equipment issues around what is left in the office. Suggested getting a double doored cabinet. Sonja went to Mitre10 – 800mm wide and 1800mm (\$200)  
Different groups use this space – need to have discussions about this space?

**MOTION:** That the additional storage cupboard suggestion for the shed is discussed at the next SEPT meeting

Moved: Marlene Parkinson                      Seconded: Allie Harper                      Carried? Yes

10. Wash Bays – consider application to the Joint Committee (Sonja) (carry over to next committee meeting)
11. Secure Lunging area - consider application to the Joint Committee (Sonja) (carry over to next committee meeting)
12. Thank you, gift, to Carol and Diana for their wonderful help (Corinne)  
The help was amazing – baking, office - everything  
**MOTION:** To give approval to purchase two vouchers of \$50 from Country Living in Gore  
Moved: Corinne Ward                      Seconded: Mary Davis                      Carried? Yes  
Corinne to organise and be reimbursed.
13. Refund clarification (Corinne) (carry over to next committee meeting)
14. Arena Placement for Tournaments (Corinne) (carry over to next committee meeting)

**MOTION:** To give approval to purchase suitable containers for test blocks

Moved: Corinne Ward                      Seconded: Theresa Kingipotiki                      Carried? Yes

Corinne to organise and be reimbursed.

**Actions Points from previous General Business (26 August 2019):**

Who	Task	Notes	Completed?
Sonja	<u>Official's fund</u> : to try and find historical documentation regarding this; if none, to draft guidelines	Next committee meeting	No
???	<u>South Island Championships separate account</u> : to be established	Next committee meeting	No
	<u>Musical workshop/Pole Clinic</u> – Post March tournament - planning for next season	Post March Tournament	

**Actions Points arising from General Business:**

Who	Task	Date to be completed
Sonja	Send out constitutional information to DS database members (excluding sponsors)	Next meeting
Corinne	Purchase vouchers from Country Living	Next meeting
Corinne	Purchase suitable containers for test blocks	Next meeting
Sharon	Purchase crockery and cutlery	Next meeting
Marlene Parkinson	Raise the storage cupboard in the shed at the next SEPT meeting	Next meeting
??	Bigger fridge for shed?	Next meeting

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

Moved: Corinne Ward

Seconded: Theresa Kingipotiki

Carried? Yes

**Close of meeting:**

9:32pm

**Next Committee meeting:**

14 October 2019

**Next General meeting:**

TBC