



General Meeting Minutes
Monday 8 March 2021, 7pm
Location: Winton's Top Pub, Winton

Present: Sonja Swale, Lucy McKelvie, Sandra Cleaver, Brendon Cleaver, Sharon Muirhead, Kristin Cottam, Corinne Ward, Marlene Parkinson, Liz Ferns, Allie Harper (late)

Apologies: Di Elliotte, Peggy Angus-Cook, Rebecca McKee, Tyler McKee, Fiona Sharp, Mary Davis

MOTION: Apologies be accepted/received

Moved/Received: Lucy McKelvie

Seconded: Liz Ferns

Carried? Yes

Order of business:

1. Review of February tournament with Alert Level Two implementation
2. Organisational matters for March 2021 tournament
3. Traditional meeting structure

Review of February tournament with Alert Level Two implementation

Issues arising

- No list of contact details (phone numbers) for officials (judges, stewards, first aid officer, office helpers, etc) available in event office
- Need to develop 'exit plan' for future
- Adaptation required for AL2 plan if levels change *during* event (quite different to planning when it is known the event is running at AL2 prior to commencement)
- Supply of disposable plates, cutlery, cups
- Need to ensure supply of gloves, masks kept on site
- Monitoring of number of people on the grounds
- 'Grounds closed to the public' signage
- Ablution (shower) block not available for us to use at AL2, however the two toilet blocks are ours to use
- Review of use of writers if known that event will be at AL2 in advance (for consideration of numbers)

Organisational matters for March 2021 tournament

- Approximate numbers: 73 riders
- Arenas – number and location: 4 all on the surface
- Confirmation of all judges: still working on, but confirmed are – Stuart Bishell, Cushla Cain, Kristin Cottam, Noelene Keen, Lyn Fox (on Sunday), Tracie Donnelly, Fiona Sharp, Karen Robins
- Travel arrangements – judges: Stuart and Cushla to drive down. No airport pick-ups at this stage
- Accommodation – judges and officials: The Esplanade (Stuart, Cushla, Karen, Noelene)
- Judge's vehicles (Regional Ford) – number? We will need two. Sonja to contact to organise. Brendon offered to oversee return. Need to sort a person for this job next season
- TD, Ground Jury, Steward: Decided that we will ask Meredith, then Dale. Marlene has indicated that she will be around as a 'back-up' if needed. Sharon to confirm TD and Ground Jury
- Start and end times Saturday and Sunday: Saturday 8.30-5.30 and Sunday 8.30 – 3pm
- Approx. PG time Saturday: 5.45pm – approximately.
- Office staff: TBC
- AB Lime caravan for office? Yes
- Catering confirmation – officials. Rachel Crow did an awesome job last time – perhaps Sharon and Rachel can oversee this tournament and we will ask on Facebook for baking etc.
- Catering confirmation – Zippy Coffee available (and booked) Saturday and Sunday. She doesn't provide food.
- Writers: Peggy will fill us in.
- First Aid Officer: Brendon has offered to do this.
- Groundperson liaison: dog trial paddock, area under grandstand for prizegiving only, site for AB Lime caravan, other
- Parking & Stabling – Tyler pre the competition, then committee during the tournament
- H&S committee and judge's briefing: this has been scheduled for 8.10am on Saturday.
- Prix Caprilli organisation: Peggy is overseeing this. Confirmed (after discussion) that we are having two tests (in order to cater for different abilities / needs) and that they are both being held on Saturday. The schedule indicated differently, so a post will go on Facebook advising the correct timing.
- Accumulator awards: trophies, rosettes etc are all ordered. Need to contact those with trophies re return
- Other We'll contact Kristel re. photos

Minutes of previous meetings:

Previous meetings were on 18 November 2020 and 11 February 2021

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

Moved: Liz Ferns

Seconded: Lucy McKelvie

Carried? Yes

MOTION: That the minutes, including tabled amendments, be adopted as a true and correct record of the General and Committee meeting held on 11 February 2021.

Moved: Liz Ferns

Seconded: Corinne Ward

Carried? Yes

MOTION: That the minutes, including tabled amendments No1-6, be adopted as a true and correct record of the General meeting held on the 18 November 2020.

Moved: Lucy McKelvie

Seconded: Corinne Ward

Carried? Yes

Matters Arising:

Business from Matters arising: The availability of Minutes on the website was queried. Sonja will follow up with Di.

Action Points from Matters arising: South Islands riders meeting – consideration.

<u>Who</u>	<u>Task</u>	<u>Date to be completed</u>	<u>Update</u>
Di	October 2019 meeting minutes (and historical minutes) – check and ensure they are on website		Still to receive info
Di	Clarify \$8000 to term investment as decided previous meeting. Most accounts 1.5% for a year, 8 months 1.6%	Next Committee/General meeting	Still to receive info
Sharon	Approach two judges from SCNO for March tournament	ASAP	Done
Brendon	Purchase of replacement speakers	Prior to 2021-2022 season	Done
Judge's Coordinator (Sharon)	Musicals to be placed on one day		Prompts for 2021-2022 season
Committee	'Shadow' for Musical Coordinator for 2021-2022 season		Prompts for 2021-2022 season
Competition Secretary	Judge's block for musicals; add musical coordinator to text list re scratchings	Prior to first Musical competition for the 2021-2022 season	Prompts for 2021-2022 season
Allie	Gift basket to Tania Fairbairn	ASAP	Purchased candles etc as had plenty of food. Committee had previously moved expenditure of \$80. Cost of gift came to \$118.40

MOTION: That Dressage Southland reimburse Allie for the full amount of \$118.40 Moved: Corinne Ward Seconded: Liz Ferns Carried? Yes

Lucy	Card and baking to Di Elliotte	ASAP	TBC early next week
Sonja	Add requested dates for 2021-2022 season to DNZ Google calendar	ASAP	Done
Committee	Fundraising auction	ASAP	
Committee	Musical freestyle proposal for January 2022 tournament	For discussion at next meeting	
Committee	Left over rugs from South Islands	For discussion at next meeting	

Correspondence:

Tabled and discussed as appropriate

Inwards

To action/discuss

TD report – December & January & February tournaments

Stewards report – December tournament (to be followed up as not received)

DNZ – non-graded class eligibility. This is an action-point which will need further investigation.

Discussion around when/where do we discuss the use of Non-grading tests. Perhaps a special meeting?

Need to consider that we do not use unsuitable surfaces and ensure health and safety is considered in siting of arenas. Further discussion at another meeting to be held.

Discussion and some concern regarding Dressage Southland area group missing information regarding the date for the remit submission.

MOTION: To apply for a late remit application. This would reinstate previous ruling (pre 2020 iteration) with regards to the wearing of jackets.

Moved: Marlene Parkinson

Seconded: Liz Ferns

Carried? Yes

To be added-all general correspondence

Outwards

To be added-all general correspondence

MOTION: To accept the inward and outward correspondence

Moved: Brendon Cleaver

Seconded: Marlene Parkinson

Carried? Yes

Business arising from Correspondence

MOTION:

~~Moved: _____ Seconded: _____ Carried?~~

Actions Points arising from Correspondence:

Who	Task	Date to be completed
Marlene Parkinson	To mentor / discuss role with Area Delegate	Next Committee Meeting

Treasurer's Report:

Report/s to be tabled

Investment account: \$7391.74

00 working account: \$25319.71

Official's fund account: \$12636.70

Bank accounts total: \$45348.15

MOTION: To accept the Treasurer's report

Moved: Corinne Ward

Seconded: Sandra Cleaver

Carried? Yes

Business arising from the Treasurer's report

Expenses for February tournament still to be paid

Actions Points from the Treasurer's report/s:

Who	Task	Date to be completed
		Next Committee/General meeting

MOTION:

~~Moved: _____ Seconded: _____ Carried? _____~~

Sponsorship Officer's Report:

All sponsors have been sent rider thank you cards, DS thank you card and copy of schedule for all tournaments to date (except for January).

All sponsors to be invited to final tournament (conditional on alert levels) to present classes and accumulator prizes.

No entries in Level 7-9 accumulator so discussed with Josie and agreed to transfer sponsorship to Novice Horse accumulator.

Local tournaments

	Season - \$300
Preliminary	CM Equestrian Cmequestriannz@gmail.com
Novice	The Cow Pizza and Spaghetti House Queenstown and Wanaka (Josie Watters) cowrest@xtra.co.nz
Elementary	Classic Autotrim (Amanda and Darryl Butson) classicautotrim@gmail.com

Medium	AB Lime (Liz Ferns) eferns@ablime.co.nz
Advanced Medium	On Top Equestrian (Seija Parkkali-Glew) ontopequestrian@gmail.com
Advanced	Mane Equine Services (Rebecca Scott) rebecca1276@outlook.com
Small Tour – Level 7	Trevor Sutherland Farrier (Trevor Sutherland)
Medium Tour – Level 8	farriertrev@yahoo.com
Grand Prix – Level 9	
Preliminary – Pony	McKee Equestrian (Rebecca and Tyler McKee) becky_b81@hotmail.com
Novice – Pony	
Led rein	Four Flax Animal Health Products (Jenna White and Nick Swift)
Beginner	info@fourflax.co.nz
Introductory	

Tournament Sponsorship - \$500	
November 2020	Vet South
December 2020	Harper Horse Coaches sales@rvparts.co.nz
January 2021	
February 2021	
March 2021	

Catering (Social Nibbles): 'The Boys' - Shane and Bryan Rees
boxersshorts_7@hotmail.com, bryand_33@hotmail.com

Accumulator Series Level Sponsorship	
Preliminary Horse	CM Equestrian Cmequestriannz@gmail.com
Preliminary Pony	
Novice Horse	The Cow Pizza and Spaghetti House Queenstown and Wanaka (Josie Watters) cowrest@xtra.co.nz
Novice Pony	
Elementary	Classic Autotrim (Amanda and Darryl Butson) classicautotrim@gmail.com
Medium	AB Lime (Liz Ferns) eferns@ablime.co.nz
Advanced Medium	Kiwi Arena Rake
Advanced	Mane Equine Services (Rebecca Scott) rebecca1276@outlook.com
Small Tour – Level 7	
Medium Tour – Level 8	
Grand Prix – Level 9	
Introductory Horse & Pony (Encouragement awards)	Brendon and Sandra Cleaver 26sandra@xtra.co.nz

Trophy classes	
Huntlie	Cottam family (to be invoiced for sashes upon receipt)
Genius	Parkinson and Fox families (to be invoiced for sash, etc, upon receipt)
Sanoussie	Kiwi Arena Rake (paid)

MOTION: To accept the Sponsorship Officer's report

Moved: Sonja Swale Seconded: Lucy McKelvie

Carried? Yes

Business arising from the Sponsorship Officer's report

Actions Points from the Sponsorship Officer's report:

Who	Task	Date to be completed

MOTION:

~~Moved: Seconded: Carried?~~

Judge's Coordinator Report:

Report/s to be tabled. No official report; most business discussed during March Tournament organisation.

MOTION: To accept the Judge's coordinator report-

~~Moved: Seconded: Carried?~~

Actions Points from the Judge's Coordinator report:-

Who	Task	Date to be completed

MOTION: That the action points be noted-

~~Moved: Seconded: Carried?~~

Rider Delegate Report:

Report/s to be tabled: No report tabled.

MOTION: To accept the Rider Delegate report-

~~Moved: Seconded: Carried?~~

Actions Points from the Rider Delegate report:-

Who	Task	Date to be completed

MOTION: That the action points be noted-

~~Moved: Seconded: Carried?~~

SEPT Representative/s Report:

Report/s to be tabled. Verbal report tabled.

Points to note:

- Ian Soper resigned and is moving to Ashburton
- Water / watering arenas – discussion is ongoing
- We should expect a bill for watering the surface for the February Tournament; SEPT will pay \$250

MOTION: To accept the SEPT Representative/s report

Moved: Marlene Parkinson

Seconded: Allie Harper

Carried? Yes

Actions Points from the SEPT Representative/s report:-

Who	Task	Date to be completed

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

~~Moved: _____ Seconded: _____ Carried? _____~~

Groundsperson Liaison Report:

Report/s to be tabled. Verbal report from Fiona read by Lucy

MOTION: To accept the Groundsperson Liaison report

Moved: Lucy McKelvie

Seconded: Brendon Cleaver

Carried? Yes

Discussion re shower usage and perceived lack of payment by some competitors. Suggestion that put a box for payment in the shower area.

Actions Points from the Groundsperson Liaison report:

Who	Task	Date to be completed
Fiona	To discuss the water / electrical cord hazard (at the end of the covered yards). There were also concerns re. some boxes were found 'dirty' when rider arrived and needed to be mucked out.	When appropriate in conversation with Bevin
Fiona	Raise issue of placement of payment box with Bevin	

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

~~Moved: _____ Seconded: _____ Carried? _____~~

General:

1. Expressions of interest – positions for 2021/2022 season:
Sonja has indicated that she is not seeking re-election for her current roles: President, Sponsorship Coordinator and Social Media person. Therefore, these positions need to be advertised and she urges all committee members to indicate their desire to remain in, or opt out of, current roles.

2. Date setting – 2021 AGM. Date was set for May 30th, 10am, Croyden (subject to room availability)
3. Fundraising auction – March
Discussion around this (HOY cancellation sales etc impacting our ability to fundraise). The group also noted that we have predominantly used South Island judges (therefore less travel cost) but moving forward we might need to review this. Fundraising needs to occur. To be discussed at next meeting.
4. 50th year celebrations: plan of attack
Marlene spoke to this – she and Fiona have done some reconnaissance on this. The feeling is that this event should be: Special, Stand-alone, include past members and be a very lovely celebration of what is a real achievement.
MOTION: Dressage Southland give approval for Fiona and Marlene to develop a proposal and plan (including costing) for 50th celebration to bring back to the committee.
Moved: Sonja Swale **Seconded: Allie Harper** **Carried? Yes**
5. Winter competition – dates? Not discussed.
6. Other
 - Combined Competition – the plaque / name plate is full on Level Two trophy (horse shoe). Sonja to investigate the cost of adding another plate on the back.
 - Prize money / Splitting prize money. In the schedule it links to Article 485, but Article 485 doesn't indicate what happens with equal placings. Conversation around what happens with equal placings. Need to update our schedules for the 2021/2022 season for clarity.

Business arising from General

Actions arising from General business:

<u>Who</u>	<u>Task</u>	<u>Date to be completed</u>
Sonja	Investigate costs associated with re-formatting Novice accumulator trophy	ASAP

Close of meeting: 9.10pm

Next meeting: 12 April, 8pm Zoom meeting to discuss remits prior to DNZ planning meeting (need to check with Rebecca re her availability as Area Delegate for this meeting)

17 April – DNZ Planning meeting.