



Committee Meeting Minutes

Date: Thursday 10 September 2020, 7pm

Location: Function Room, Winton's Top Pub

Present: Sonja Swale, Marlene Parkinson, Lucy McKelvie, Liz Ferns, Noelene Keen, Allie Harper, Di Elliotte, Corinne Ward, Mary Davis, Sharon Muirhead, Liz Ferns (late)

Apologies: Vicky Hammond, Rebecca McKee, Tyler McKee, Fiona Sharp

MOTION: Apologies be accepted/received

Moved/Received: Allie Harper

Seconded: Di Elliotte

Carried? Yes

Minutes of previous meetings:

Previous meetings were on 5 and 13 July 2020

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

Moved: Marlene Parkinson

Seconded: Mary Davis

Carried? Yes

MOTION: That the minutes be adopted as a true and correct record of the Committee meetings held on 5 and 13 July 2020

Moved: Marlene Parkinson

Seconded: Mary Davis

Carried? Yes

Matters Arising:

Business from Matters arising:

Action Points from Matters arising:

<u>Who</u>	<u>Task</u>	<u>Date to be completed</u>
Sonja	Presentations for Bev and Norma – have spoken with both and they are happy to have their presentations at the October tournament. Need to consider 'gift' to go with Patroness appointment – Sonja will investigate a gift – cheese board / pin / wine glass etc	On track

Sonja	FB auction of goods donated for Sis. Have liaised with Liz and she is happy to help with this. Was about to go ahead when Eventing Southland started theirs, no point running against them	On track
Di	October meeting minutes (and historical minutes) – check and ensure they are on website	Completed excepting one to be followed up by Sonja

Treasurer's Report:

Report/s to be tabled

Verbal report provided, no written report due to issues with Treasurer changeover (Bev cancelled Xero so have had to investigate a different accounting manager system – now using MYOB.) Changes to SBS banking system and changes to signatories caused delays. Di has been investigating / problem solving around this. Now resolved but need time to develop formatting for reporting. Account name of term deposit (South Island Champs) not changed due to the delays.

- Term Deposit \$7336.16
- South Island Champs \$12 636.70
- Working account \$19 641.1

MOTION: To accept the Treasurer's report

Moved: Dianne Elliott

Seconded: Mary Davis

Carried?: Yes

Business arising from the Treasurer's report

Actions Points from the Treasurer's report/s:

Who	Task	Date to be completed
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

MOTION: Readdress transferring the \$8000 back into a term deposit account in December 2020, due to concerns re the economy

Moved: Sharon Muirhead

Seconded: Di Elliott

Carried?: Yes

Sponsorship Officer's Report:

Report/s to be tabled

Verbal report provided.

VetSouth confirmed sponsorship of November tournament, Harper Horses Coaches December PL tournament.

CM Equestrian – Preliminary Horse level and accumulator

The Cow Pizza & Spaghetti House Queenstown and Wanaka – Novice Horse level and Level 7, 8 & 9 combined accumulator

Classic Autotrim – Elementary level and accumulator

AB Lime – Medium level and accumulator

Trevor Sutherland Farrier – level

Still to hear back from On Top Equestrian and to follow up with Mane Equine Services. Also in discussions with the anonymous sponsors from last season, 'Moving Forward' re sponsorship this year. Social function sponsor back on board for this season. Invoices to be sent to sponsors.

MOTION: To accept the Sponsorship Officer's report

Moved: Sonja Swale

Seconded: Di Elliotte

Carried? Yes

Business arising from the Sponsorship Officer's report

Discussion re tournament sponsors: Do we put sponsors name on rosettes? There are cost implications for this. Tournament sponsorship is \$500. New centres - \$190 per tournament. Currently have nearly enough rosettes in stock for current season but these can hold over for future use, so can easily order new rosettes for specific sponsors

Premier League Show – use the South Islands rosettes (double style)

MOTION: Tournament sponsors to get title in rosettes

Moved: Sonja Swale

Seconded: Noelene Keen

Carried? Yes

Actions Points from the Sponsorship Officer's report:

Who	Task	Date to be completed

Judge's Coordinator Report:

Report/s to be tabled

Verbal report provided

Judges confirmed thus far:

October – Judith Cunningham and Linda Warren-Davey. Arrangements have been made regarding flights.

December - Mura Love, Stuart Bishell, Helen Hughes-Keen.

January, February, March – nothing organised so far

Conversation around:

Judge's accommodation: should we book a room per judge? Will look at options (cost / location).

Noelene: there are local judges who are coming on board which is exciting: Tracie Donnelley, Julia Latham, Allie Harper, Rebecca McKee, Sonja Swale. Some might be able to be fast-tracked. These people need to sit in and shadow judge. Under AL 2, this is not allowed. They can currently judge Introductory classes at a non-grading tournament.

Need to go back to judges with our requirements at Level 2.

MOTION: To accept the Judge's coordinator report

Moved: Sharon Muirhead

Seconded: Marlene Parkinson

Carried? Yes

Actions Points from the Judge's Coordinator report:

Who	Task	Date to be completed
Sharon & Noelene	Book a room per judge to allow for physical distancing. Need to ensure that we consider the cost of bookings.	ASAP
Sonja	Follow up sponsorship via MLT for accommodation	ASAP

MOTION: That the action points be noted.

Moved: Sharon Muirhead

Seconded: Marlene Parkinson

Carried? Yes

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 provided.

Marlene is President for another year. Watering system has been put on hold at present until 2021 – the cost is huge (\$100k). The joint management committee are taking over the investigation of this.

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

Fiona will liaise with Bevan regarding this. In her absence, Fiona had emailed the group earlier in the week. In summary, she has been communicating with Bevan and will continue to do so prior to our Non-Grading Day (especially relating to car parking)

Sonja has worked closely with him especially during these COVID times and he has been very supportive and proactive.

MOTION: To accept the Groundsperson Liaison report

Moved: Seconded: Carried?

~~Actions Points from the Groundsperson Liaison report:~~

Who	Task	Date to be completed

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

~~Moved: Seconded: Carried?~~

Correspondence:

Tabled and discussed as appropriate

Inwards

To be taken as read from access to the group email database (ran out of time to add all details here)

Outwards

To be taken as read from access to the group email database (ran out of time to add all details here)

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

~~Moved: Seconded: Carried?~~

~~*Business arising from Correspondence*~~

~~**MOTION:**~~

~~Moved: Seconded: Carried?~~

~~Actions Points arising from Correspondence:~~

<u>Who</u>	<u>Task</u>	<u>Date to be completed</u>
		Next Committee Meeting

General:

1. Alert Level 2 organisation: finalise requirements

Discussion:

- Should we lower our numbers from 80 to 70 when we are in AL2? We have made provision for this while listing numbers as 80, as we have advertised that we can amend due to requirements to run the competition safely
- Should we have a wait-list? Yes
- Cold and flu symptoms – what happens if we have a judge who develops cold / flu symptoms (this is especially relevant if we have more than one judge per class)? We can not have any unwell people on the grounds. We probably need to aim to have 50% of classes with more than one judge so that if we are down one judge we hopefully will have cover and can avoid

cancelling classes. DNZ have amended the rules for this season to allow for applications to amendments in judge level and classes can be made.

- Advice from DNZ is no shadow judges at AL2.
- Judges and Writers:
 - Written guidance has changed regarding writers: currently writers to sit in the back seat and wear a mask. The issue with writers is around mitigating risk (contact surfaces / moist air zone etc) – how do you manage the risk? Implications also around delivering and collecting sheets and how to manage changeovers of writers in a class.
 - Lots of discussion on this – judges bringing their own writers or wearing masks where writers sit in a vehicle, how many judges per test, etc.
 - Noelene happy to judge lower levels without a writer but higher levels and/or musicals much more problematic.
 - Sonja: We need to look at the bigger picture. For example, if you have writers, that limits the number of riders. Boards and vehicles need to be disinfected between each writer. Judges who have writers need to wear a mask at AL2. There was much discussion around the semantics of this: may / should.
 - Discussion around cleaning vehicles when we have multiple judges at an arena.... Perhaps judges could try to bring their own vehicles to reduce this? Regional Ford is happy for their vehicles to be used at AL2, but must be cleaned between users with antibacterial wipes (all touch surfaces)
 - DNZ recommends that multiple writers are not used with a judge over the course of the day. Best to have one writer all day, or can do half days
 - We can not expect that our riders will be comfortable writing during AL2
 - Is there equity between riders / classes if some have writers (therefore comments) and some don't?
 - Can we voice record judges and transcribe later? (issues with access to hardware)

Motion: For Alert Level 2, ask judges whether they wish to write for themselves, supply their own writer or have specific classes they wish to have a writer

Moved: Marlene Parkinson
for, 1 against)

Seconded: Noelene Keen

Carried? Yes (9

- Food
 - For the training day – judges bring their lunch.
 - Can do buffet style catering under AL2 but there must be a single server (people can't help themselves)
 - Registered tournaments: Sharon happy to organise this and to organise with a single server
 - Ginger Crunch not operating at present. The Good Mood Food caravan is going to come to our Registered Tournaments. The operators the AL2 restrictions in place.

- Purchasing of sanitising / cleaning products:
 - Once we take over the grounds prior to each tournament we are responsible for all of this (replacing paper towels, soap etc), plus a regular cleaning regime over the course of the competition (several times a day)
 - Sonja has investigated products via Office Max – seeking approval to purchase the items and be reimbursed (agreed)
 - Judges and writers to provided sanitiser etc
- General
 - QR code at entrance of grounds AND sign in register. All must complete register. This is kept for two months and then destroyed
 - Events closed to public at AL2
 - Entrance is restricted to Salford Street
 - Office area out of bounds (only scorer/s and competition secretary)
 - Any shared equipment must be cleaned between users
 - Papers and rosettes will be delivered to riders (can't have them out for collection)

2. September 20 non-grading tournament: finalise arrangements

- General conversation regarding AL2 or AL1. Consensus is to run as AL2 even if the level changes
- Writers: Di Elliotte happy to write for the day. Noelene to ask Tracie Donelley if she would like to write (as she cannot shadow judge at AL2). *Noelene later confirmed that Tracie is happy to write for the day.*
- Judges: the committee wish judges to be paid as per usual, unless they state otherwise. Noelene advised she did not want to be paid for this tournament
- We have to provide a rider's briefing.
- Entry to Grounds: The **ONLY** entrance is via Salford Street. This requires both a QR Code **AND** Contact Tracing. This will be at the gate. This is because we cannot access the info from the QR Code. Therefore, we need to have a Contract Tracing system.
- Arenas: Saturday. Time TBC. One arena is already up – we will need to put two more up. Following the show we will need to take all three down.

3. Schedule setting 2020-2021 season, including fees, prize monies, special classes, PL championship criteria

Entry fees and prizemoney

- Prize money. No obligation this year to pay. Different areas are doing different things with this. Most seem to be offering prize money to PL but not necessarily local tournaments. Sonja would like to see us only pay prize money for PL. She would like to see the Officials Fee removed and Entry Fees remain the same. Rationale: Most South Island groups charge \$25-30. Ours is \$45 all up which includes admin and officials fee). The cost of the official fee and the amount paid out in prize money is roughly the same Discussion points: How many horses/riders?; Will we lose by giving prize money?; We should keep our system the same until Christmas and then review; Do we look at prize

money on a pro-rata basis?; Do we make it a flat entry fee and the same prize money across grades?

Motion: Leave as status quo (fee structure and prize money) until post the December tournament

Moved: Marlene Parkinson Seconded: Sharon Muirhead Carried?
Amended prior to vote, post discussion of the motion

Motion: The Prize Money and Ground / Admin Fee remains as per 2019/2020 season BUT we remove the Officials Fee as a goodwill gesture. This will be reviewed following the December Tournament and prior to the release of the January schedule.

Moved: Marlene Parkinson Seconded: Sharon Muirhead Carried? Yes

Schedules

- November: Huntlie and Mitchell trophy
- December PL: Hanoverian sashes which usually sit alongside this event to be ordered; Wings Cadet trophy; Roxy trophy; Sultan Memorial trophy; Brenda Ward trophy
- February: Holyport trophy and Genius trophy
- March: Sanoussie

Are we happy to run the A-B-C structure? Yes

Need to check re Saddlery Warehouse series (Sonja to follow up with Otago)

TL MacLean running

Can we not include the alternative to the Musical in this? Conversation around this – what should we include?

Shall we add a Prix Caprilli in January? We had lots of good feedback on this. Yes

PL show – shall we include OC, D, E, F (but no 0A and 0B)? Yes.

Lead rein tests – riders have to be under 8. We need to be aware of this /monitor it.

Premier League show: discussion around which classes to include and exclude. DNZ planning forum had discussion around this but nothing set in concrete; need to recognise our national sponsors with which classes we run

Do we continue with not offering above 0 level as non-graded classes? (if at AL2, some other areas are planning on taking out the non-graded tests if numbers are limited) Yes

Motion: The championship title at the Premier League show to consist of a maximum of three tests (relevant to the level of competition), concluding midday Sunday. Must include: MFS (not the alternative), Super 5 test, and, if required, one other as per the schedule to ensure completion by midday Sunday.

Moved: Mary Davis Seconded: Di Elliotte Carried? Yes

4. Southland Accumulator series (including Encouragement Awards (sponsored by Cleavers) – criteria to continue as per last season with entry via Equestrian Entries
 - Last season winners will be presented at November (if we are at AL1)

- Sonja to liaise with Cleavers to see if they are happy to continue sponsoring
5. Additional PL show on offer: Discussion Ashburton have cancelled their PL show – as per Sonja’s email – what are we thinking? Various thoughts around this have been mooted via email /chat. Otago have put in a proposal and so have upper South Island (? Marlborough). DNZ to have been advised on intentions by 5 September. Should we include it in the November Tournament? December is our Championship show. Do we want to go against Otago? How much additional work is it?

Motion: Submit a proposal to DNZ to host a second PL show at our November tournament

Moved: Mary Davis

Seconded: Liz Ferns

Carried? Tied

vote.

Sharon Muirhead left the meeting

Following the tied vote, discussion continued:

- Pros and cons around number of entries we can have had AL2 v AL1. 0 level tests to be removed if operating at AL2.
- What are the benefits of holding additional PL in January?
- How tricky would it be to get judges for this in January?
- Should we be seen to be ‘going against’ our Otago neighbours if we proceed?
- Use of votes from those who recorded apologies would mean that the motion would be carried 7:6

Business arising from General

Actions arising from General business:

<u>Who</u>	<u>Task</u>	<u>Date to be completed</u>
Corinne & Sonja	Write and proof November schedule and add to EE	ASAP
Sonja	Consult with Cleaver’s re Encouragement awards	ASAP
Sonja	Consult with Cate Edgeler (Otago) re SW series	ASAP
Sonja	Order H&S supplies and ensure processes in place for 20 September	ASAP
Sonja	Develop Action Plan for AL2 to distribute to riders and officials	ASAP
Sharon & Noelene	Contact judges about their requirements re writers if at AL2	ASAP

Close of meeting: 9.30pm

Next meeting: To be confirmed