



## General Meeting Agenda

**Date: Monday 18 November 2019 at 7pm**

**Location: Whitehouse Hotel, Lorneville**

### Present:

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

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

**Moved:**

**Seconded:**

**Carried? Yes/No**

### Order of business

The purpose/agenda of this meeting is as follows:

- To ratify minutes of previous meeting/s (a few copies will be available at the meeting and will be put on the website in the next few days)
- To table the financial report/s
- To table correspondence
- To debrief November tournament
- To finalise arrangements for the tournament on 7&8 December 2019 (starting points as follows, with more things probably to discuss also)
  - o Stable manager 2IC for the competition
  - o Catering - venue
  - o Organisation of catering for judges and stewards
  - o Confirmation of Ginger Crunch on site - done
  - o Scorer's office - AB Lime caravan is available
  - o Confirmation of number and names of judges and/or shadow judges
  - o Confirmation of TD and Ground jury
  - o Finalising number of writers required
  - o H&S checks - who, what, when to be confirmed
  - o Volunteer jobs on the day of competition -
  - o Sponsors invitations - follow up and how we acknowledge these sponsors





## Correspondence

Tabled and discussed as appropriate

### ***Inwards***

CM Equestrian – no longer require arena hire November	22/10/19
Fiona Sharp – dressage hire document for November tournament	22/10/19
Avoca Park and First Steps to Piaffe programme	28/10/19
Centralised Hazard registers – Celine Filbee	30/10/19
Diane Bell (OSPC Dressage Championships 30/11/19)) – arena hire response	30/10/19
Kristin Cottam – response to sponsor invitation	31/10/19
Seija Parkkali-Glew – response to sponsor invitation	1/11/19
Anita Fitt (SCNO) – copy of OC test	1/11/19
Graeme & Michelle Patterson – unable to attend Regional and Sis	4/11/19
Sheena Ross – unable to attend Regional and Sis	4/11/19
Stephanie Liefing – unable to attend Regional and Sis	4/11/19
Sharon Muirhead – official’s payments to go to Exec. for approval	4/11/19
Sharon Muirhead – invoice for Heartland for accommodation (\$1445)	4/11/19
Sharon Muirhead – receipts for reimbursement	4/11/19
Judith & Peter Matthews – unable to attend Regionals and Sis	4/11/19
Andrea Raves – attending Regionals and Sis	4/11/19
Sue Hobson – unable to attend Regional but will attend Sis	4/11/19
Jude Nickolls – attending Regionals and Sis	5/11/19
Celine Filbee – appreciation of invitation sent to DNZ Board members	5/11/19
Wendy Hamerton – response re 360 survey	6/11/19
Rebecca McKee – changes to FEI dressage tests 1/1/2020	6/11/19
Sharon Muirhead – actual official’s costs (excl. Mim Poolman)	6/11/19
Lyn Fox – congratulations on successful tournament	6/11/19
DS committee members – internal correspondence re Hazard register	7/11/19
NZASA – invitation to attend seminar (AKL/WGT – 18or20 Nov.)	8/11/19
Esther George – letter of complaint – groundsman	11/11/19
Fiona Sharp – follow up re letter of complaint – groundsman	13/11/19
Rachel McCallum – Stewards report from November tournament	15/11/19
Kristin Cottam – feedback from November tournament	16/11/19
Lyn Fox – feedback from November tournament	16/11/19
Lyn Fox – queries re TD role for December	17/11/19
Bev Cason – info re accounts	17/11/19
Barbara Chalmers – congratulations and feedback from November tournament	17/11/19
Agnes Irwin – feedback from November tournament	18/11/19

### ***Outwards***

Leon Crawford – resend invoice for sponsorship	24/10/19
Diane Bell (OSPC Dressage Championships 30/11/19) – arena hire request	30/10/19
HeliOtago – notification of November tournament	31/10/19
Draft DS hazard register – to Celine Filbee	1/11/19





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:**

To be attached

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

Moved:

Seconded:

Carried? Yes/No

***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:**

To be attached

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

Moved:

Seconded:

Carried? Yes/No

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

Who	Task	Notes

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

Who	Task	Date to be completed





Who	Task	Notes	Completed?
Sonja	Clarify what is happening with the BBQ - unclear		
??	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?		
??	Silent Auction progress – products required.	Report back for next meeting	

***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

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

Moved:

Seconded:

Carried? Yes/No

**General Business:*****Actions Points from previous General Business***

<b>Who</b>	<b>Task</b>	<b>Notes</b>	<b>Completed?</b>
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:***

<b>Who</b>	<b>Task</b>	<b>Date to be completed</b>

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

Moved:

Seconded:

Carried? Yes/No

**Close of meeting:**

**Next Committee meeting:**

**Next General meeting:**