



## General Meeting Minutes

**Date: Wednesday 14 October 2020, 7pm**

**Location: First in Windsor, 72 King Street, Invercargill**

Present: Mary Davis, Marlene Parkinson, Kristin Cottam, Corinne Ward, Peggy Angus, Di Elliotte, Sonja Swale, Lucy McKelvie, Sandra Cleaver, Brendon Cleaver, Sharon Muirhead

Apologies: Melissa Proctor, Fiona Sharp, Liz Ferns, Allie Harper, Noelene Keen, Rebecca McKee, Tyler McKee, Theresa Kingipotiki,

**MOTION:** Apologies be accepted/received

**Moved/Received:** Marlene Parkinson      **Seconded:** Brendon Cleaver      **Carried?** Yes

### Order of business:

1. Organisational matters for VetSouth November Tournament
2. Traditional meeting structure

#### **1. Organisational matters for VetSouth November Tournament**

- **Arenas** – 4 arenas. *Minimum amount of space is 3m between arenas.*  
Stats for this tournament as follows: 99 riders, 105 horses, 389 tests. Bigger than 2019. Conversation around placement of arenas (including space between arenas), especially given the recent inclement weather. There are a number of factors which impact on this, but perhaps the most pressing this year is the weather.  
If warm-up is allowed on grass then we will have more space between arenas.  
If we cannot warm-up on the grass then we will need arenas closer together and will therefore have riders starting *in* the arenas.  
We will ask Fiona to liaise with Bevan the week of the Tournament. Marlene and Fiona will converse during the week so that everyone knows what's happening prior to arenas going up on Thursday 29<sup>th</sup>.  
The surface will be open 30 minutes prior to the first class.

- **Confirmation of all Judges –**  
 Lynda Warren-Davey  
 Judith Cunningham  
 Noelene Keen  
 Lyn Fox  
 Helen Christie  
 Agnes Irwin  
 Kristin Cottam  
 Marlene Parkinson  
 Karin Robins  
 Tracie Donelley (sitting in)  
 Julia Latham (sitting in)
- **Travel arrangements – judges**  
 Sonja has a spare vehicle which could be left at the airport for Lynda to drive herself from there to Gore. We will ask on Facebook first to see if anyone wishes to pick her up first and if no takers then will suggest the drive-yourself option.  
 Lynda and Judith fly on Sunday at 6.20pm  
 The Cleavers offered to transport back to the airport on Sunday
- **Accommodation – judges and officials**  
 Two x two-bedroom units \$145 per night at *The Esplanade*  
 \$30 per night for a judge's meal, charge back available for breakfast
- **Judge's vehicles** (Regional Ford) – we will need three. Sharon will ask Meredith as she has previously organised this.
- **TD** : Kristin Cotton  
**Ground Jury**: to be confirmed (Sharon will discuss with Noelene)  
**Steward(s)** : Rachel Burns and Meredith McEwan (for a time on Saturday afternoon)
- **Start and end times**  
 Saturday (8am /5pm) Therefore, Prize Gibing on Saturday at 5.45pm.  
 Sunday (8am/ 3.30pm)
- **Invitations to Accumulator sponsors** : To be completed by Sonja
- **Presentations to Bev and Norma** : Unsure if they are definitely attending. Bev possibly won't be attending this show. Sonja will check on that and get back to us. We will continue to use Windsor Florist (Caren Hall).
- **Office Staff** : Mandy is the confirmed scorer. Perhaps we can do a roster using people who know. Corrinne will find some!
- **AB Lime Caravan for Office?** Yes, thank you AB Lime.
- **Catering confirmation : officials.** Sharon is happy to organise this again.
- **Catering confirmation : riders.** Sonja will reconfirm Good Mood Food. This caravan could possibly go by the Sponsors marquee.
- **Sponsor – VetSouth: marquee placement / trade stand.**  
 Can the marquee go on the South Green? We don't ride there.  
 It will need to go up on Friday 30<sup>th</sup> prior to the competition starting. This information will go in the programme.
- **Writers** : Peggy Angus has kindly agreed to do this.

- **Request: Nicolette Catterick : softening treatments.**  
Potentially she would offer a free therapy session as a prize.  
*We have an agreed cost of \$50 for a trade stand.*  
How do we feel about this? The feeling is that we are not comfortable with this as it seems to be in competition our sponsors. Sonja to advise Nicolette of this.
- **Parking :** Likely that it is going to be wet. We need be quite structured with this. Trucks possibly might (likely!) have to park on the gravel. Communication with Bevan will be key.  
**Suggestion from Sonja: can we return to parking East-West?**
  - ◆ Would this encourage a more social aspect to our Tournaments?
  - ◆ Need to have a conversation with Tyler about this.
- **Health and Safety and Judges briefing:**  
Judges need to be at the grounds by 7.30am we are supposed to run O.C and Judges briefing. We usually run one prior to the event starting (ie 7.15am) and will continue with this arrangement.
- **Accumulator trophies :**  
Need to be returned, checked, cleaned and ready to be presented. Corinne has a list of winners – Sonja and Corinne will liaise to organise this.
- **Tournament trophies:**  
Contact to be made with last season’s Huntlie and Mitchell Trophy recipients so can be returned, cleaned etc. Kristin is happy to present for her class. The Mitchell Trophy will be presented at the following Tournament. Workout to be added to the programme.
- **Arenas up on Thursday 29<sup>th</sup>.** Time to be confirmed.
- **Health and Safety advise from Kristin.** Some concerns around the Crisis Management Plan. We have our President and Vice President names in it. Should we have the First Aid Officer and/or Steward on this as well?  
*Background: Whomever is first on the scene takes control and calls the ambulance this is likely to be the Steward as they’re on the surface and not riding.*  
Our plan has been formed from the DNZ templates.  
The advice that Kristin has received is that the Crisis Manager feeds down to the Crisis Management Team. Do we need to amend our wording? Logically it makes sense for the Crisis Manager to be someone who may not be riding / directly involved with a rider?

**MOTION:** That the Crisis Manager clause is reviewed by the Health and Safety Officer and President and updated as applicable.

**Moved:** Kristin Cottam

**Seconded:** Mary Davis

**Carried?** Yes

- **Payment of First Aid Officer:**  
We cannot run a tournament without a First Aid Officer.  
Currently we do not ‘pay’ our First Aid Officer but perhaps we need to include this position in that list? Stewards receive \$25 per half day.

**MOTION:** That the First Aid Officer is included as an Official (\$25 per half day) with the same conditions as other officials.

**Moved:** Mary Davis

**Seconded:** Di Elliotte

**Carried?** Yes

Discussion around this:

If the F A O is competing do we pay her / him?

*We do not pay judges who are also riding.*

We need to be consistent with this payment.

If a competitor is riding and then officiates usually the rider doesn't get paid.

Minutes of previous meetings:

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

**Moved:** Mary Davis

**Seconded:** Di Elliotte

**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>	<u>Update</u>
Sonja	Investigate 'gift' to go with Patroness appointment		Not completed yet
Sonja	FB auction of goods donated for Sis.	Between the November and December Tournament	Majority of donees contacted; items photographed, need to decide date of auction
Di	October 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	
Sharon & Noelene	Book a room per judge to allow for physical distancing. Need to ensure that we consider the cost of bookings.	ASAP	Done
Sonja	Follow up sponsorship via MLT for accommodation	ASAP	

Corinne & Sonja	Write and proof November schedule and add to EE	ASAP	Done
Sonja	Consult with Cleaver's re Encouragement awards	ASAP	Done. Now need to send info to John @ EE so it can be loaded
Sonja	Consult with Cate Edgeler (Otago) re SW series	ASAP	Done, and advertised
Sonja	Order H&S supplies and ensure processes in place for 20 September	ASAP	Done, supplies now held by Mary Davis in role as H&S Coordinator
Sonja	Develop Action Plan for AL2 to distribute to riders and officials	ASAP	Done. Now needs to be sent to all officials as part of their package with Arena plan, judging timetables, etc, just prior to the tournament (just in case situation changes)
Sharon & Noelene	Contact judges about their requirements re writers if at AL2	ASAP	

**Moved:** Di Elliotte      **Seconded:** Lucy McKelvie      **Carried?** Yes

#### **Treasurer's Report:**

Report/s to be tabled – Having fun with the financials. Across the three accounts we have \$48849.98 (with the following still to come in \$2300 from level sponsorship and tournament sponsorship from December, \$1200 from AB Lime sponsorship (lime sale from last three seasons). We have expenses of approx.. \$1500: \$74 TL McLean, judges for September, audit of the financials, function room hire for AGM, H&S consumables.

Equestrian Entries records and bank records, the coding is not clear. STRIPE and credit card payments get bundled into day payments which make them difficult to track.

Invoices have been sent to sponsors.

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

**Moved:** Di Elliotte      **Seconded:** Sandra Cleaver      **Carried?** Yes

*Business arising from the Treasurer's report*

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

Who	Task	Date to be completed
Di Elliotte	Talk to John at E.E around clarifying breakdown	Next Committee/General meeting
Di Elliotte	Provide written report to Secretary	Prior to publication of draft minutes

**MOTION:**

~~Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Carried?~~

**Sponsorship Officer's Report:**

Report/s to be tabled

***Local tournaments***

Level Sponsorship		
	Season - \$300	FB promotion
<b>Preliminary</b>	CM Equestrian <a href="mailto:Cmequestriannz@gmail.com">Cmequestriannz@gmail.com</a>	
<b>Novice</b>	The Cow Pizza and Spaghetti House Queenstown and Wanaka (Josie Watters) <a href="mailto:cowrest@xtra.co.nz">cowrest@xtra.co.nz</a>	Y
<b>Elementary</b>	Classic Autotrim (Amanda and Darryl Butson) <a href="mailto:classicautotrim@gmail.com">classicautotrim@gmail.com</a>	
<b>Medium</b>	AB Lime (Liz Ferns) <a href="mailto:eferns@ablime.co.nz">eferns@ablime.co.nz</a>	
<b>Advanced Medium</b>	On Top Equestrian (Seija Parkkali-Glew) <a href="mailto:ontopequestrian@gmail.com">ontopequestrian@gmail.com</a>	
<b>Advanced</b>	Mane Equine Services (Rebecca Scott) <a href="mailto:rebecca1276@outlook.com">rebecca1276@outlook.com</a>	
<b>Small Tour – Level 7</b>	Trevor Sutherland Farrier (Trevor Sutherland)	
<b>Medium Tour – Level 8</b>	<a href="mailto:farriertrev@yahoo.com">farriertrev@yahoo.com</a>	
<b>Grand Prix – Level 9</b>		
<b>Preliminary – Pony</b>	McKee Equestrian (Rebecca and Tyler	
<b>Novice – Pony</b>	McKee) <a href="mailto:becky_b81@hotmail.com">becky_b81@hotmail.com</a>	
<b>Led rein</b>	Four Flax Animal Health Products (Jenna White and	
<b>Beginner</b>	Nick Swift)	
<b>Introductory</b>	<a href="mailto:info@fourflax.co.nz">info@fourflax.co.nz</a>	

Arena Sponsorship - \$200		FB promotion
<b>One</b>		
<b>Two</b>		
<b>Three</b>		
<b>Four</b>		
<b>Non-grading</b>		

Tournament Sponsorship - \$500		FB promotion
<b>November 2020</b>	Vet South	Y
<b>December 2020</b>	Harper Horse Coaches	

	<a href="mailto:sales@rvparts.co.nz">sales@rvparts.co.nz</a>	
January 2021		
February 2021		
March 2021		

**Catering (Social Nibbles): 'The Boys' - Shane and Bryan Rees**

[boxershorts\\_7@hotmail.com](mailto:boxershorts_7@hotmail.com), [bryand\\_33@hotmail.com](mailto:bryand_33@hotmail.com)

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

Official's sponsorship	
Platinum (\$300)	
Gold (\$200)	
Silver (\$100)	
Bronze (\$50)	

*The feeling of the Committee was that perhaps the Official's sponsorship should be left for this season*

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)

Letters of invitation are to be sent to National sponsors for the PL show.  
Still have several businesses to approach for sponsorship.

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

**Moved:** Sonja Swale                    **Seconded:** Brendon Cleaver

**Carried?** Yes

*Business arising from the Sponsorship Officer's report*

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

Who	Task	Date to be completed
Corinne?	That accumulator information be added to Equestrian Entries ASAP (and back-dated is needed)	

**MOTION:**

~~**Moved:**                    **Seconded:**                    **Carried?**~~

### **Judge's Coordinator Report:**

Report/s to be tabled: Verbal report tabled

Points to note:

- November and December Tournaments are organised
- January and March judges are in the process of being finalised

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

**Moved:** Sharon Muirhead

**Seconded:** Corinne Ward

**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 tabled

Points to note:

- Jane Allen has resigned as President from Gore A&P Society, the President is now Ngaire Evans
- Marlene has a SEPT meeting Thursday 15<sup>th</sup> October

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

**Moved:** Marlene Parkinson

**Seconded:** Di Elliotte

**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: No report tabled

**MOTION:** To accept the Groundsperson Liaison report

~~Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Carried?~~

### **Actions Points from the Groundsperson Liaison report:**

Who	Task	Date to be completed

### **Correspondence:**

Tabled and discussed as appropriate

*Inwards*

#### **To action/discuss**

##### **1. Excel Equine: partnership with DNZ for clothing merchandise**

Points to consider:

- These are regulation shirts endorsed by DNZ which can also include a logo / name of region
- Do we wish to take-on organisation of another round of clothing orders / chasing payments etc given that this has been an already busy and stressful year given Covid-19 etc?
- Could we ask to work with Excel Equine and support this local business but perhaps have Tracie track the orders and payments as she likely has a system for this ready? Lucy is happy to take this over and work with Tracie on this.

##### **2. Leanne Stalker: request for addition of L2 pony musical and L3 pony class at tournaments**

Points to consider:

- There were no entries for these classes at the South Islands – is there an actual demand?
- By not offering this (following Leanne's request) might the feeling be that we are not supporting our younger riders?
- Our pony numbers are 4 and 3.
- How tricky is it to add it in the schedule? Given that there are small numbers.
- If we did include it perhaps the ponies could ride within the horse class but have Sweepstake prize money?
- These ponies are actually really competitive and could give the horses a run for their money!
- The current situation is that ponies can enter the Zilco musicals but they compete with the horses (series rules). Ponies can enter L3.

- Could they compete in the particular class and they are awarded 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> etc from the ponies. If they then also qualify for a prize overall (ie against the horses), that is fine.
- We must always let it be known that we review the schedule. If the demand is there, we amend accordingly.
- DNZ asks us to encourage young riders, so do we then:  
Ponies can enter the Zilco musicals BUT for Pony musical and/or any Pony above L3 where they're a combined class we will award placing rosettes and no prize money. But that they are also eligible for the overall class prizes?

**MOTION:** That Ponies can enter the Zilco musicals BUT for Pony musical and/or any Pony L3 and above where they're a combined class we will award placing rosettes and no prize money.

**Moved:** Marlene Parkinson

**Seconded:** Corinne Ward

**Carried?** Yes

3. **Nicolette Catterick (via text): request to attend VetSouth tournament and offer 'softening treatments', in return will donate one to give as a prize on the first day – Discussed at the start of the meeting**
4. **VetSouth – running an equine emergency seminar Thursday 22 October, 7pm, Ascot Park Racecourse.** It would be great to see DS Committee members in attendance.

*To be added-all general correspondence*

*Outwards*

*To be added-all general correspondence*

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

**Moved:** Sonja Swale

**Seconded:** Lucy McKelvie

**Carried?** Yes

*Business arising from Correspondence*

### General:

#### 1. Competition secretary reimbursement

*Corrine wondered could the current reimbursement (\$1521 p/a, \$300 honorarium, free entry for one horse per tournament, consumables) be adapted to suit her needs better. She requested two free entries (which would be reimbursed should she 'scratch' a horse) throughout the season and a change to the manner in which she received the payments. This would equate to a new payment of \$1322.*

#### **Points to consider / for discussion:**

- The C.S should still be reimbursed for data etc (\$300 p/a)
- Did the original reimbursement agreement not include the Non-Grading shows?
- Had we previously discussed a flat-rate payment of \$200 per tournament?
- This is the only position within our committee which receives a payment.
- We need to make sure that this is clear and transparent - especially for our financial reports

- Quite a lot of discussion regarding data / paper / ink reimbursement.
- In terms of the accounting aspect of our group, all of those expenses need to go through the 'books' as we can apply for grants etc to cover those.
- Quite a lot of discussion around what might happen if the C.S ended up 'scratching' her horse(s).
- Is it cleaner and easier to make a monetary payment per tournament, rather than have a more complicated arrangement around entries / scratchings etc?
- Is the 'true' cost to the group \$15 for the C.S to enter the test?
- Is this payment negotiated by a C.S each year or is this a flat payment for each C.S each time? What happens if the next C.S has four horses?
- It is important that the C.S submits their expenses regularly so that they are not out of pocket longer than necessary.
- We should make the payment to the C.S regularly after each tournament so that it is part of the cost of running a tournament. In this way it is transparent and clear and recognises the efforts made by C.S on behalf of D.S.

**MOTION: That the Competition Secretary receive a flat fee payment of \$200 per two-day tournament (\$100 per one day tournament), no honorarium BUT reimbursed for costs as incurred.**

**Moved:** Corrine Ward

**Seconded:** Sharon Muirhead

**Carried?** Yes

2. **Late entries – protocol** – *Not discussed as venue was closing*
3. **50<sup>th</sup> year celebrations: plan of attack** - *Not discussed as venue was closing*
4. **Guidelines for DS committee messenger use** - *Not discussed as venue was closing*
5. **PL tournament** – any requirements at this stage?
6. **January, February, March tournaments: any requirements at this stage?** - *Not discussed as venue was closing*

*Business arising from General*

*Actions arising from General business:*

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

Close of meeting: 9.10pm

Next meeting: TBC