



**General Meeting Minutes**  
**Wednesday 18 November 2020, 7pm**  
**Location: Winton's Top Pub, Winton**

**Present:** Sonja Swale, Lucy McKelvie, Rebecca McKee, Tyler McKee, Noelene Keen, Corinne Ward, Sharon Muirhead, Sandra Cleaver, Mary Davis, Brendon Cleaver, Liz Ferns, Peggy Angus, Allie Harper, Fiona Sharp (7.10pm)

**Apologies:** Di Elliotte, Marlene Parkinson

**MOTION:** Apologies be accepted/received

**Moved/Received:** Liz Ferns                      **Seconded:** Allie Harper                      **Carried?** Yes

**Order of business:**

1. Organisational matters for Harper Horse Coaches and Floats KAR PL December tournament
2. Traditional meeting structure

**Organisational matters for Harper Horse Coaches and Floats KAR PL December tournament**

- Approximate numbers: 100 riders, possibly 140 horses
- Arenas – number and location 4 arenas – Bevan will likely let us know if we can have an arena on the Oval or down at the far end of the Yard Paddock (towards the cow tie ups). Group decided to not use the yard paddock option for reasons of creating cohesion and inclusion, plus easier to steward and reduces potential H&S issues

Discussion around the placement of an arena on the Oval re. Health and Safety. Sonja will contact Heli Otago and confirm with them the protocol around where they will land etc. Sonja will confirm in writing from Heli Otago and pass this on so that Fiona has evidence of this for her conversation with Bevan (if needed) as there seems to be a misunderstanding around the use of the Oval and the placement of arenas.

The group are happy that Allie and Fiona will talk to Bevan in order to make a decision re arena placements the week of our show (particularly if the weather is inclement). They will communicate the results of these conversations with us.

Discussion around where the Musicals will be held and the spacing of the arenas. Therefore IF we can use the Oval: Musical and Super 5 on the surface? Lots of discussion on this.  
 e cost of using the two spaces: Oval and Surface.

**MOTION:** That we place three arenas on the surface and one on the Oval and that that the Musical is on the Oval.

**Moved:** Allie Harper

**Seconded:** Fiona Sharp

**Carried?** Yes (9:3)

Need to delineate the space which is 'competition' and which is 'warm up' as some people have been eliminated for being 'walked' to the arena (under new rules this is not allowed). Elevated pipe to be set up running north-south to demarcate, info to be provided on arena plan and notes to judges, and in rider briefing notes. Arenas to be moved closer to west fence in order to create more space for the 'walkway'

Costs of the grounds:

The Oval is \$5 per horse per day on the Oval (payment goes to Joint Management Committee).

To hire the SEPT arena it is also \$5 a horse each day. If there is a horse competing on both areas then we pay both amounts.

Additionally, the Committee should be aware that there is a cost of \$57 per day for hiring the kitchen /eating area space under the grandstand. We have been allowed to use this to date for no charge as haven't used all day but it has been noticed and would be good to pay this fee occasionally so as to maintain a positive relationship.

- Confirmation of all judges for PL Show:

Helen Hughes-Keen

Mura Love

Stuart Bishell

Helen Christie

Noelene Keen

Lyn Fox

Karen Robins

Clare Banks

Fiona Sharp (around riding)

Kristin Cottam (around riding)

Agnes Irwin (around riding)

Shadows / Sit-in: being worked on and will be confirmed closer to time.

- Travel arrangements – judges

Mura Love and Helen Hughes-Keen. Helen bringing a friend (Julie) who is happy to help – possibly as a writer. To be collected from the airport at 5.50pm. Only Mura returning to airport, flying out at 6:20pm Sunday. Sharon to liaise with Cleavers as potential transport option.

- Accommodation – judges and officials: recommended, and agreed, to accommodate Helen Hughes-Keen and Julie accommodate those ladies (Helen plus friend) in a two-bedroom unit as it's likely that Helen's friend will act as writer. Judges staying at the Esplanade.

- Judge's vehicles (Regional Ford) – number? Need 3 vehicles. Sharon to ask Meredith to check and confirm
- TD, Ground Jury, Steward:  
TD - Helen Christie  
Steward – Rachel Burns and Meredith McEwan (Sharon to confirm this)  
Ground Jury – Helen Hughes-Keen, Mura Love, Noelene Keen
- Approximate start and end times Saturday and Sunday  
Saturday: 8am-5:30pm; 1pm-4:30pm  
Sunday: 8am-11.30am  
Saturday prizegiving 6:15pm, casual attire  
Sunday prizegiving: unmounted 12:15pm, formal attire
- Saturday Prize giving and how to mark our 50<sup>th</sup> Anniversary.  
Social Nibbles: To hire the Albion Rugby Club rooms \$100 + GST for the evening. As it is our 50<sup>th</sup> year should we put some nibbles on as well?  
Food Affair quote is \$14 for 5 items. Approximate cost is \$700 based on expected numbers. Glass of bubbles on entry (kindly sponsored by Lucy and Nigel at Kiwi Arena Rakes).  
Noelene remembers the 25<sup>th</sup> Anniversary Celebration fondly: a meal under the Grandstand.  
Overall, the Committee agree that the nibbles / drinks is a great idea! We will give Food Affair \$800 for this and ask her to do her best.  
**MOTION:** That we use Food Affair to cater our Prize Giving allowing a budget of \$800 for this event, and hire Albion Club rooms  
**Moved:** Liz Ferns                      **Seconded:** Rebecca McKee    **Carried?** Yes
- Invitations to PL sponsors: Kiwi Arena Rakes have confirmed their attendance. Waiting to hear from others.
- Presentations to Bev and Norma: arrangements. Bev will not be in attendance. Bev has messaged to say she is happy to donate her gift to the fundraising auction. The group discussed this and all agreed they were not comfortable with this. We will courier the gift and also flowers. Norma will be in attendance. We would like to do her Patroness presentation at the weekend. Contact to be made to organise.
- Office staff – Corinne will organise.
- AB Lime caravan for office? Yes
- Catering confirmation – officials: Sharon to coordinate
- Catering confirmation – riders (done – Good Mood Food)
- Writers: 4 arenas, mostly two judges at each. Lots of writers needed. Peggy has this under control.
- Ground person liaison: dog trial paddock, area under grandstand for prize giving only, site for AB Lime caravan and Good Mood Food caravan cleared, other .... We will ask Bevan to put the planks down for seating at the Oval.
- Parking & Stabling – arrangements. TD and Steward both mentioned that the parking had potential for some Health and Safety incidents. Tyler McKee is the Parking/Stabling manager and will monitor. Other committee members can also assist with queries.
- H&S committee and judge's briefing: 7.30am

- Musical requirements: request from Brendon to have additional person (committee member) present during testing of musicals, plus also available during competition. Lucy McKelvie volunteered for testing. Details to be finalised closer to the time.
- Judge's catering clean up: Sunday: We need to ask someone to clear away the kitchen (clean cups, small food left out) at the end of Sunday afternoon whilst the arenas are being packed away. This is a quick job, but one which must be done. The judges need the offer of a cup of tea / bite to eat but we also all want to pack-up as quickly as possible. We will shoulder-tap someone for this.
- Lanyards: Sharon to organise lanyards for all officials and all committee members
- Breaks 'v' Scratching on Sunday afternoons: Do we keep the horses riding up? Or use the scratching breaks as a break? Committee agree to ask judges how they feel on Sunday and go with that. It is important that we allow our Judges a break if they need it. Look at scheduling a 'break time' when classes organised for Sunday afternoon. Would be good to get copy of updated Sunday afternoon draw to the Steward
- Condition of the surface:
  - Watering: Caldwells Contracting (Edendale) are organised for this. Allie Harper to organise as required
  - Grooming of arenas: last tournament there was lack of support in helping sort the short ends for this.... How do we encourage people to help? Should nominating a 'job' to help over the weekend be a condition of entry as some other areas / codes do? Discussion on this – overall it's felt that our riders to a good job offering assistance throughout the weekend. Perhaps we need to make it more clear that this job is happening and again, should-tap if necessary.

*Actions Points from the Organisational matters for Harper Horse Coaches and Floats KAR PL December tournament*

Who	Task	Date to be completed
Sonja	Confirm catering and venue hire for Saturday prizegiving; coordinate details re Norma & Bev	ASAP
Allie	Contact Calders, liaise re arena set up time and day	As required
Sharon	Organise lanyards, coordinate catering and Sunday pm judge's room 'tidy up' person, liaise re judge transport Friday and Sunday, confirm Steward, liaise with Meredith re Regional Ford vehicles	Pre-tournament
Brendon	Organise music caravan set up, liaise with committee re assistant	Pre-tournament
Mary	H&S info sorted for Saturday briefing, etc	Pre-tournament
Corinne	Coordinate office staff/helpers	Pre-tournament

Minutes of previous meetings:

Previous meetings were on 14 October (physical meeting) and 9 November (Zoom meeting) 2020

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

**Moved:** Lucy McKelvie

**Seconded:** Mary Davis

**Carried?** Yes

**MOTION:** That the minutes be adopted as a true and correct record of the General and Committee meetings held on 14 October and 9 November 2020, respectively

**Moved:** Lucy McKelvie

**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>	<u>Update</u>
Sonja	Investigate 'gift' to go with Patroness appointment		Not completed yet
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	none
Sonja	Follow up sponsorship via MLT for accommodation	ASAP	none

**Treasurer's Report:**

Report/s to be tabled: Profit and loss accounts for year to date (since 25 August 2020, can't go back any further as that is when authorisation from SBS was approved) tabled at meeting and distributed to committee members electronically prior to meeting.

Information can be broken down per month but due to tournaments having an overlap it is hard to keep these separate for analysis.

<b>DRESSAGE SOUTHLAND</b>			
032025			
<b>DRESSAGE SOUTHLAND</b>	current balance		
2-4-024608	\$7,336.16		
<b>DRESSAGE SOUTHLAND</b>	current balance	available funds	
03-1355-0518743-00	\$32,283.81	\$32,283.81	
<b>Dressage Southland - SI Champs</b>	current balance	available funds	
03-1355-0518743-02	\$12,636.70	\$12,636.70	

**MOTION:** To accept the Treasurer's report **Moved:** **Seconded:** **Carried?**

NB: this motion was not completed

*Business arising from the Treasurer's report*

No payments have been made to date for JMC/SEPT/A&P hire. This is being investigated. It will be a reasonable sum.

*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:

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

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

<b>Tournament Sponsorship - \$500</b>		<b>FB promotion</b>
<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>	
<b>January 2021</b>		
<b>February 2021</b>		
<b>March 2021</b>		

**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)

<b>Accumulator Series Level Sponsorship</b>		<b>FB promotion</b>
<b>Preliminary Horse</b>	CM Equestrian <a href="mailto:Cmequestrianz@gmail.com">Cmequestrianz@gmail.com</a>	
<b>Preliminary Pony</b>		
<b>Novice Horse</b>		
<b>Novice Pony</b>		
<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) eferns@ablime.co.nz	
<b>Advanced Medium</b>	Kiwi Arena Rake	
<b>Advanced</b>	<a href="#">Mane Equine Services (Rebecca Scott)</a> <a href="mailto:rebecca1276@outlook.com">rebecca1276@outlook.com</a>	

<b>Small Tour – Level 7</b>	The Cow Pizza and Spaghetti House Queenstown and Wanaka (Josie Watters) <a href="mailto:cowrest@xtra.co.nz">cowrest@xtra.co.nz</a>	
<b>Medium Tour – Level 8</b>		
<b>Grand Prix – Level 9</b>		
<b>Introductory Horse &amp; Pony (Encouragement awards)</b>	Brendon and Sandra Cleaver <a href="mailto:26sandra@xtra.co.nz">26sandra@xtra.co.nz</a>	

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

Letters of invitation have been sent to National sponsors for the PL show.

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

Moved:                      Seconded:                      Carried?

NB: this motion was not completed

*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/AJO Report:**

Report/s to be tabled

AJO report: verbal

Tracie Donnelly is about to sit her first test. Exciting! Julia Latham is going to forego riding the January Tournament in order to sit-in for a complete test (which takes 3-4 hours).

Judge's Coordinator report: verbal

December PL: *refer to information in organisation matters*

January: there is only one Southland judge (Helen Christie) available, this has major impact on our costs. B level judges required.

Available judges at this stage, and approximate costs, are: Bill Phiskie (D, \$485), Glenda Boereboom (D, \$400), Hielke de Graaf (D, \$400), Suzanne Inglis (B, \$765)

Key discussion points:

There is an ESNZ dispensation for different level judges however the group were not keen on this as an option.

There are also fewer 'high level' (Level 6 +) riders so do we take those tests out of the tournament?



The culmination of this discussion led to the question: Do we cancel the Tournament or absorb the cost of judges etc? The feeling overwhelmingly is that we don't cancel. And so, with Bill Phiskie, Suzanne Inglis, Glenda Boereboom and one other to be invited / confirmed the group have agreed to absorb this cost and continue with the January show.

Corinne is 'possibly' the Competition Secretary for this, TBC. If not Corinne, Sharon.

Entries to close 13 December 2020

To include Prix Caprilli class

February – confirmed judges thus far are: Jan Mitchell and Clare Banks

March - tournaments: confirmation of arrangements to date. Not discussed.

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

Moved:                      Seconded:                      Carried?

NB: this motion was not completed

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

Who	Task	Date to be completed
Sharon & Noelene	Organise judges travel arrangements and contracts as outlined in the meeting	ASAP
Noelene	To confirm shadow judging and sit-in requirements prior to December tournament	ASAP

~~**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:***

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

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

~~Moved:                      Seconded:                      Carried?~~

**SEPT Representative/s Report:**

Verbal report:

Conditioning unit from racecourse used on the surface, has made a big difference.

Watering system development on hold

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

Moved:                      Seconded:                      Carried?

NB: this motion was not completed

**Actions Points from the SEPT Representative/s report:-**

Who	Task	Date to be completed

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

~~Moved:                      Seconded:                      Carried?~~

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

~~Moved:                      Seconded:                      Carried?~~

**Groundsperson Liaison Report:**

Verbal report; *refer to information in organisational matters*

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

Moved:                      Seconded:                      Carried?

NB: this motion was not completed

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

Who	Task	Date to be completed
Fiona	Liaise with Bevin etc as outlined in organisational matters	As required

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

~~Moved:                      Seconded:                      Carried?~~

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

~~Moved:                      Seconded:                      Carried?~~

**Correspondence:**

Tabled and discussed as appropriate

*Inwards*

**To action/discuss**

TD report – VetSouth tournament

Stewards report – VetSouth tournament

Feedback from AJO – VetSouth tournament

**To be added-all general correspondence**

*Outwards*

**To be added-all general correspondence**

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

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

NB: this motion was not completed

*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. Fundraising. Discussion around actions re fundraising auction (Parkinson family and Dressage Southland). Zoom committee meeting held 9 November 2020, no minutes recorded. Committee agreed that the two auctions be combined (with items clearly labelled) into one Facebook auction, to be concluded in week prior to December tournament, and that no silent auction be run due to space limitations.

Key discussion points:

Extremely positive response of donated auction items to Parkinson fundraiser

Concern raised that sub-committee have gone ahead and made a separate group solely for the Parkinson family fundraising and not linked directly to Dressage Southland social media, and did not include Dressage Southland fundraising items

Need to ensure that any auction associated with Dressage Southland meets all legal requirements and that all items are legally allowed to be offered

Need to ensure that Dressage Southland fundraising also occurs as the group needs to ensure a solid funding base

**MOTION:** That close dated products which have been donated to DS will be placed into the Parkinson fundraising with proceeds going to the Parkinsons, and that the remaining items go in DS FB auction at a date to be decided in 2021

**Moved:** Allie Harper

**Seconded:** Corinne Ward

**Carried?** Yes

2. Late entries – protocol. Discussion around what our procedure is and why we have certain deadlines.

Key discussion points:

We have received feedback that most other areas close entries on a Sunday and that some competitors feel that they miss out due to our cut-off being Friday evening.

Reasons outlined as to why our cut-off was Friday evening and also information provided around the initial work which is done *as soon as* entries close. (It can take 4-5 hours to organise riders and arenas).

Corinne and Sharon work closely to organise times and arena plan. There are a lot of ‘juggles’ which take place which include: riders with multiple horses, riders who may also be judging or completing other OC work, riders who also have children competing (working hard to make sure

that times don't clash), riders who have specific requests re test times. All of these are taken into consideration when the times / arenas are being organized. The overwhelming advice from Corinne and Sharon was that this part of our shows was very much like putting a jigsaw together. Whatever closing date we have, we do need to stick to.

There can also be competitors who enter, but don't pay – they go into a 'holding pen', the public can't see this but they are on the EE system. It may however look like they are a late entry when they are not (as they suddenly seem to 'appear' – these are not late entries, they were merely incomplete entries – not paid – at the closing date)

Should we start looking at a 48 hour leniency on this and this would incur a late fee?

Competitors are given the option of being put on a 'wait list'

Decisions made:

Move closing time to midnight Sunday (rather than midnight Friday). With luck this might help track the financial status of entries.

Promote the deadline for entries more.

3. 50<sup>th</sup> year celebrations: plan of attack (*see above*). The committee would like to do something else at the end of the season / during the winter.
4. Guidelines for DS committee messenger use: information only, organisational matters for tournaments (not general discussion; Zoom meetings can be scheduled for this purpose). Not fully discussed.
5. January , February, March tournaments: confirmation of arrangements to date: *refer to Judge's coordinator report*
6. Holyport sashes – we will have to get new ones made (current ones are out of date).
7. Other \$750 approximately raised from November Tournament for Marlene. What do we wish to do with this? Banked – and the whole amount transferred to Sonja to buy petrol vouchers. Or just use the cash to buy vouchers? Group feeling is that we need to be transparent in this and go through the bank so we can track the monies. (Marlene does wish to have petrol vouchers). Sonja has spoken to Marlene regarding this.
8. Official's Fee: This has been previously tabled as to be discussed at this meeting. We need to make a decision do we keep the Official's Fee 'off' for the rest of the season. In terms of expenses – can we afford to not have the fee? The group feel that we are in a strong financial situation this season and perhaps we should leave it off.

**MOTION:** That we leave the Official's Fee remains as the status quo for the remainder of the season.

**Moved:** Allie Harper

**Seconded:** Peggy Angus

**Carried?** Yes

9. Equestrian Entries: system still having some glitches, and this is impacting on our accumulator being displayed correctly. EE have been contacted

*Business arising from General*

**MOTION:**

**Moved:**

**Seconded:**

**Carried?**

*Actions arising from General business:*

<u>Who</u>	<u>Task</u>	<u>Date to be completed</u>
Corinne	Action change of closing date for entries for remaining tournaments	As required
Sonja	Follow up re EE glitches	ASAP
Sonja	Bank \$750 cash, then organise transfer of funds and purchase of MTA vouchers	ASAP
Corinne	Organise order of replacement Holyport sashes	ASAP

Close of meeting: 9.20pm

Next meeting: TBC