



General Meeting Minutes
Date: 11th February 2020, 7.30pm
Location: The Thomas Green, Gore

Present: Liz Ferns, Lucy McKelvie, Brendon Cleaver, Sandra Cleaver, Mary Davis, Fiona Sharp, Corinne Ward, Sharon Muirhead, Peggy Angus-Cook

Apologies: Allie Harper, Rebecca McKee, Tyler McKee, Marlene Parkinson, Sonja Swale, Di Elliott

~~**MOTION:** Apologies be accepted/received~~

~~Moved/Received: _____ Seconded: _____ Carried?~~

Minutes of previous meetings:

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

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

Discussion: Mary is uncomfortable with voice recording. Assurance that they are deleted following Minutes being completed and that they are never shared. Purely used as a tool to increase accuracy.

The group were happy with the Minutes.

Matters Arising:

~~*Business from Matters arising:*~~

~~*Action Points from Matters arising:*~~

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

MOTION:

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

Treasurer's Report:

Report/s to be tabled – *due to unforeseen circumstances the Treasurer was not able to submit a report.*

MOTION: To accept the Treasurer's report

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

Business arising from the Treasurer's report

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/s to be tabled – *There was no report tabled. Sponsorship for the season remains as per previous Minutes.*

MOTION: To accept the Sponsorship Officer's report

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

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 – *Verbal report. In addition to verbal report, please see notes also in General Business.*

February Tournament: Judges are coming from Otago and Southland therefore no airport pick-ups or North Island judges.

Lyn Fox is coming in February to mentor Fiona during her upgrading.

March Tournament: Do we wish to invite out-of-town judges? Currently the judges are: Helen Christie, Lyn Fox, Noelene Keen, Karen. The feeling of the group is that if possible we should try to get judges from other areas if possible / financially viable as the air fares are expensive. It was decided that Sharon will approach two judges from South Canterbury.

MOTION: To accept the Judge's coordinator report
Moved: Fiona Sharp **Seconded:** Liz Ferns **Carried?** Yes

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 – Rebecca had emailed her report to Liz. Sadly there wasn't time to digest this and so the email will be forwarded to the Committee for their reflection.

It was also noted that there was a lot of 'talk' on the Dressage NZ South Island Rider's Rep Facebook group and that these conversations might impact our future decision making around schedules and competitions.

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 – *No report was tabled.*

MOTION: To accept the SEPT Representative/s report
~~Moved: _____ Seconded: _____ Carried? _____~~

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:

Report/s to be tabled – Verbal report – Fiona discussed the following issues arising from January Tournament:

- Uncovered yards in southern block – ground unsafe – Bevan has sorted this.
- AB Lime caravan on a slope - Bevan has assured us that this won't happen again and the caravan will be flat ground (various pieces of equipment have been moved to allow more space)
- Toilet in south block – very untidy and unhygienic. He will ensure that there's pump soap and ample toilet rolls and that the facilities are in good order. A volunteer will sweep out and ensure that the toilet rolls and/or soap are topped up.
- Bevan has noted that there is a vacuum cleaner available for us to use when we vacate the Officials Office.
- Also – if there is damage to property can Bevan or Fiona be made aware. Chains must be done up and this note to be added to the schedule and also on the DS Facebook page.

MOTION: To accept the Groundsperson Liaison report

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

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

Who	Task	Date to be completed

-

MOTION: That the action points be noted.

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

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MOTION: To accept the Groundsperson Liaison report

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

Correspondence:

Tabled and discussed as appropriate

Inwards

1. Email from Brendon Cleaver regarding how the Musicals ran at the December Tournament (circulated at the Meeting and read by Liz)

In summary:

- Some good points raised in the email ie USB sticks tagged etc. Perhaps we should clearly identify how we would like this to look via the DS Facebook page leading up to the event this will also go into the schedule. This should include a clear photo of what we wish the USB to look like so competitors know. Following on from this it was suggested that perhaps we could request that this becomes a consistent procedure for DS, Dressage Otago and Central Otago Dressage so that riders are given the same message regarding consistency (this would also be helpful to Brendon as he is the 'Music Man' for Dressage Otago and Dressage Southland).

- Corinne noted that Brendon should have a judging block (like judges get) and this will be in place for the next event. Also Corinne will make sure Brendon is included in the text list re scratchings so that he is up-to-date.
- Re Brendon missing his own event – the group were genuinely sorry that this had happened and asked Brendon to communicate when he needs to leave etc so that they can ensure that this doesn't happen again.
- To that end the group decided that there is a definite need to have a person to shadow Brendon next season so that if he is unable to attend a Musical then we are not totally lost without him.
- Brendon asked could the Musicals be all in one day? Sharon suggested that this is probably a conversation specifically for each event. (It is a balance regarding judges).

2. Email from Brendon Cleaver regarding upgrading the speaker system. The email was circulated and read by Lucy.

- Brendon believes that we need to upgrade our speakers (as the current ones are now quite old and not totally compatible and the sound is often quite scratchy) he suggest two speakers in order to run the Musicals in a professional manner.
- It was asked whether it is feasible to share with Otago? Possibly not as they hold extra training evenings etc.
- It was noted that the price of these speakers is not extreme
- Mary then offered to purchase these for the group. The group wished to acknowledge this and thank her for this offer but some members expressed that the group should pay for them, therefore Mary's offer was turned down.

MOTION: To purchase two MP30 speakers.

Moved – Brendon Cleaver

Seconded – Mary Davis

Carried – Yes

3. Thank you card and Facebook Messenger message (received 11/02) from Marlene Parkinson. The card was circulated and the Message read by Lucy.

- Marlene wished to thank the group for their on-going support and wished us well for the upcoming Tournament.
- Marlene also wished to inform the group of the good news surrounding Cameron's recent test results.

To be added-all general correspondence

Outwards

To be added

~~**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>
		<u>Next Committee Meeting</u>

General:**1. Organisation for February Tournament:**

Approximate numbers: 90 riders – a good, ‘healthy’ number! Still requests for late entries

- Arenas:
4 arenas - Warm-up area to be confirmed closer to the date but looking likely to be on the grass and surface.

MOTION: That if we are able to warm-up on the grass then four arenas are on the surface with entry from outside. If ground conditions do not allow for this, then riders will present from inside and all warm-up will be on the surface.

~~Moved – Sharon Muirhead Seconded – Fiona Sharp Carried? Yes~~

Fiona and Allie will liaise week of and let the committee know

- Confirmation of all judges. We have local judges: Helen Christie, Clare Banks, Anne Tacon, Noelene Keen, Lyn Fox, Fiona Sharp, Tracie Donelley, Julia Kilkerr and Kristin Cotttam.
- Travel arrangements for judges – none. Clare and Anne are traveling from Otago.
- Accommodation – judges and officials – Clare and Anne staying at The Esplanade
- Judge’s vehicles (Regional Ford) – number? We probably don’t need to use Regional Ford this time but Noelene will need a car. Perhaps put a non-rider writer with Noelene (use the writer’s car). Alternatively we could use Lucy’s vehicle if needed (she will clean it first!)
- TD, Ground Jury, Steward: Dale Allison (Steward) – we need to confirm her accommodation needs. TD: Lyn Fox. Ground Jury: Noelene Keen, Clare Banks and Helen Christie.
- First Aid Officer – Sadly Tania is out of action. Sonja has offered to take this on. Brendon has also offered. The group has decided that our First Aid Officer should be Brendon, supported by Sonja. The group felt it too much to ask Sonja to take this roll on whilst being President AND riding. Conversation turned to Tania and also Di’s situation and the group decided to acknowledge and show our support for these two DS members. Therefore:

MOTION: That we acknowledge Di and Tania during this difficult time. Gift basket for Tania (approx. \$80) and a card / baking to Di. Liz will ask Allie to organise Tania’s and Lucy will sort Di.

~~Moved – Brendon Cleaver Seconded – Lucy McKelvie Carried ? Yes~~

- Holyport is scheduled for - 1.30pm Saturday.
There are four riders

Check with Sonja that she has invited Rachel.

- Genius is scheduled for 4pm on Saturday
There are five riders.
- Start and end times Saturday 8.30am – 5.06pm
and Sunday 8.30am – 3.20pm
Prize Giving –casual / tidy ‘turnout’
- Approx. PG time Saturday 5.30pm
- Office staff- Liz and Lucy
- AB Lime caravan for office – Yes
- Catering confirmation – officials – Sharon is unable to do it this time. She will approach Sue Gibbs and come back to committee.
- Catering confirmation – riders . Good Mood Food Sonja to double-check. Social nibbles – ‘The Boys’ – Sonja to double check.
- Writers – Peggy is gathering ‘souls’. Probably will need to use lots of riders. Peggy needs access to EE so that she can more efficiently organise riders.
- Ground person liaison: see report
- Parking & Stabling – arrangements. Tyler won’t be at this Tournament – but he will allocate stables.
- H&S committee and judge’s briefing: schedule. All under control. Crisis Management Plan will be sent out week of. Briefing scheduled for 8.10am Saturday.
- Other
- Kristel Mack Saunders Photography– Corrinne has confirmed that Kristel is able to attend.

2. Dates for 2021-22 season

The group were keen to move our January Tournament to the end of the month.

Dates were agreed on as follows with Fiona to confirm with Bevan ASAP the availability.

Oct- 30/31

Dec – 11/12 is preferred date (*Fiona confirmed on 12/02 that this date is unavailable.*

Therefore we will have to run our December show on 4/5 Dec)

Jan 22/23

Feb – 26/27

March – 26/27

Obviously, these are the dates we request – they are not confirmed.

3. South Island Champs

Do we want to run South Islands? Canterbury don’t want to run it as they are running another event.

It was decided that this is probably a discussion for a different time/place when we know a little more. There are quite a few key conversations happening online and these may naturally lead to events being confirmed.

4. Left-over rugs from South Islands

Allie and Tania had suggested that we perhaps run a gimmick type auction for the rugs (fundraising for DS) and possibly run in conjunction with a silent auction for the March tournament?

There was some discussion on how to do this – perhaps we set up a Facebook page for DS Fundraising which allows this activity to not detract from the important messages we relay on the DS official Facebook page. It was noted how successful the running of an alternate group was in December and how many people liked the fact that the DS Facebook page wasn't being clogged up with items for auction.

5. **March Tournament (general organisation)**

The main question regarding the March Tournament is: Prix Cap- can we run it again? Feedback was really positive from riders (and those watching) who saw it as a 'bit of fun' and a point of difference for our group. There's a little to do behind the scenes ie gathering jumps and finding test. Peggy has offered to take control of this (thank you Peggy). It is likely that we will have two classes (20cm and 50cm) with riders entering one or the other. We will use the Use Jan test for 20cms (because it is straightforward) and a more advanced test for 50cms.

Conversation then moved to:

Musical – can we include a Musical in Jan Tournament – to be discussed at a later date.

Winter Training – add to Agenda for next Meeting to discuss what this might look like and when it might happen.

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>

Close of meeting: 9.15pm

The group have suggested the following date (to allow for HOY) and to 'share the love' of traveling!

Next meeting: 18 March – Riverton (Time and venue TBC – Corinne will sort this for us)