



**Annual General Meeting Minutes  
Sunday 5 July 2020 at 12:30pm  
Croydon Lodge function room, Gore**

**1. Apologies:**

Theresa Kingipotiki, Bev Cason, Lyn Fox, Susan Miller, Fiona Sharp, Helen Christie, Lucy Collings, Nigel McCoard, Judy Stalker, Melissa Rodgers

**Present:**

Meredith McEwan, Sharon Muirhead, Jenny Affleck, Agnes Irwin, Lucy McKelvie, Brendon Cleaver, Sandra Cleaver, Noelene Keen, Mary Davis, Allie Harper, Marlene Parkinson, Peggy Angus-Cook, Vicky Hammond, Tyler McKee, Rebecca McKee, Sonja Swale, Di Elliotte, Karen Robins, Liz Ferns. (Kerrie Morrison and Corinne Ward at 12:41)

**MOTION:** To accept the apologies

**Moved:** Allie Harper

**Seconded:** Sandra Cleaver

**Carried:** Yes

Moments silence to acknowledge the passing of past and present members.

**AMENDMENT TO THE MOTION:** to add Norma Parks to the apologies

**Moved:** Sonja Swale

**Seconded:** Mary Davis

**Carried:** Yes

**MOTION:** To adopt the minutes of the previous Annual General Meeting (19<sup>th</sup> May 2019) and to accept these minutes as a true and correct record

**Moved:** Mary Davis

**Seconded:** Marlene Parkinson

**Carried:** Yes

It is to be noted: Subsequent to the last AGM a number of constitutional issues became apparent. Along with the minutes, non-financial members voted, nominated, seconded and out of area members also voted.

We cannot change this but just reflect on the minutes as per what occurred.

## 2. Presidents Report:

2019-2020 has been an eventful season, one which will be remembered for quite some time for the rapid changes and challenges the group has faced.

Firstly, however, I wish to wholeheartedly thank the Organising Committee for the 2019-2020 season. We were a mix of seasoned committee members and a number of new committee members. Without this hard working group of diverse individuals, the group would have been unable to provide those who compete at Dressage Southland events the opportunities that occurred.

In particular, I give sincere thanks, and appreciation, to our outgoing Treasurer, Bev Cason. Bev has been a stalwart of the group for a significant number of years and has ensured the smooth running of our accounts as well as providing insight and expertise. In her role, she has also been a financial supporter of the group, donating the financial costs of the Xero accounting programme (usually over \$800 per annum) to the group. As a group, we wish Bev all the best and we know that she will continue to be a supporter of Dressage Southland.

We have a number of Organising Committee members who are also stepping aside from their positions this year: Theresa Kingipotiki as Vice President and Writer's Coordinator, Julie Manson as Health & Safety Officer, Norma Parks as Assistant Treasurer, and Tania Fairbairn as Sponsorship Officer. Thank you, ladies, for your hard work and enthusiasm. I know that all of you will continue your involvement in Dressage Southland at a range of levels.

This season has certainly been a mixture of challenges and successes.

The challenges:

The hosting of the South Island Championships in February this year was to be the highlight of the Dressage Southland calendar. Aably organised by Event Manager, Sharon Muirhead, members of the group had worked tirelessly to put together an exciting programme, filled with riding and social opportunities. Sponsors had been sought and gained, international and national judges had been recruited and were in the process of travelling, the programmes had been printed, the special social evening had been booked, caterers organised, the grounds prepared to perfection .... and then the rain came, and came, and came, and came some more. Initially, it was thought that we could run the tournament with an amended programme (due to flooding in the oval and under the grandstand) but it just wasn't to be as a State of Emergency was declared for the Southland region, the Gore A&P Showgrounds were evacuated, non-essential travel was stopped, motels were evacuated, and sewage treatment and potable water supplies were impacted. Our hearts went out to our Dressage Southland community members who were impacted by the flooding. Thankfully, no lives were lost but the cost to property, for some, has been immense and ongoing. This is where I was extremely grateful to my fellow members of the Organising Committee, along with the support and guidance of Wendy Hamerton, DNZ Sports Manager, and Celine Filbee, DNZ Partnerships Facilitator. The wider dressage group can be reassured by the professional approach taken by your Organising Committee and the support that is available to us through DNZ. I also must make special mention of you, our riding community, for your incredible generosity when it came to donating back to the group, some or all, of your entry fees to help offset the non-refundable expenses the group had occurred in putting this event together. The Organising Committee were overwhelmed by the generosity and positive messages we received during this time.

And then came Covid-19 ..... after recovering from the flood, the group were all set for our season finale, our AB Lime March tournament, where we would also finalise our Accumulator series results, run special classes and celebrate the season. Everything was in place, we were counting down the last few days, busy watching for updates around running events in light of this new pandemic, when ESNZ made the decision to halt all competitions due to the potential risks from Covid-19. Not long after that, the entire country was placed at Alert Level 4 and was in lockdown.

Let's hope that this next season will have fewer challenges!

The successes:

There have been many successes this season for the group (please forgive me if I miss anything out)

- Implementation of an email database to aid communication with our equestrian community
- A mid-winter dinner with guest speaker and presentations of Series awards
- A training evening on the new dressage tests
- Amendment of the Dressage Southland accumulator series to enable all those who compete at Dressage Southland events to enter, free of charge
- Increased sponsorship gained for the 2019-2020 season
- Financial savings due to changes in elements of how our competitions are run
- Podcasts
- Fiona Sharp gaining a DNZ Judge's Scholarship
- Rachel McCallum being appointed Chief Steward, and being selected as DNZ Official of the Year
- A highly successful three date Winter Series competition
- Three successful, and enjoyable, registered tournaments, including the running of a Premier League competition in December
- Survey of our equestrian community, seeking feedback, used as a basis for forward planning
- Increased positive feedback from sponsors and riders (seen as a direct reflection on the group's focus on openness, transparency and approachability as areas of need identified in the survey)
- Organisational changes to help with increased transparent communication
- Updating our Health and Safety documentation
- Increased social media reach
- Introduction of a Musical Freestyle TOC to the January tournament
- Changes to the parking and competition layouts to increase 'watchability', socialisation for riders and support crew, and better utilisation of surface space
- All levels, and all non-grading and registered classes, on the surface
- Dressage Southland riders gaining success at the National level in Super 5 Leagues, the Zilco series, the Flying Horse Arabians in Dressage series and the Top 10 Leagues
- Noelene Keen and Lyn Fox gaining their A level judge's qualification

Looking ahead to the 2020-2021 season, some goals are:

- Increased utilisation of the Rider's representative
- Continuing with succession planning
- Increased volunteer participation, including non-riding volunteers
- Continuing to seek sponsorship with sensitivity due to the current climate

- Refining our strategic and budgeting planning
- Developing a Dressage Southland constitution

Sonja Swale

2019-2020 President, Dressage Southland

**MOTION:** To receive and accept the President's Report

Moved: Sonja Swale

Seconded: Brendan Cleaver

Carried: Yes

### 3. Financial Reports:

Sonja to present the report/s on behalf of Bev Cason.

My final report as treasurer shows the group has increased funds on hand compared to last year of just over \$10k. Ironic that we made more money this season when 2 weekend competitions were cancelled. This is due in part to very generous sponsors who did not request their sponsorship dollars returned from the South Island's, this was \$2100.

Also from the SI 'S riders didn't claim refunds or donated back approx \$7k.

Dressage Canterbury also donated back their area contribution of \$450.

As per the Profit and Loss account our income this year was just over \$ 67k compared to 2019 of just over \$68k.

For the South Island's the unavoidable expenses we incurred were \$5774 for Equestrian Entries, judges, rugs and rosettes and with retained income of \$9708 we benefited by \$3934.

Overall expenses for the year were approximately \$55.8k compared to last year of \$ 63.4k approximately.

The trailer has been upgraded in this year and we must thank Allie Harper and her husband's company for a major sponsorship contribution in kind for this project.

The \$500 credit under judges/steward training was an award made at last year's AGM returned by the recipient.

This results in a profit for the year of \$11,358 compared to 2019 of \$4678.

Our funds in the bank rose accordingly from \$28271 to \$38555.

The GST registration issue alluded to in the past has been resolved with advice from Dressage NZ that income from stables and ground fees and DNZ start levies etc that we pass on to Gore A& P and DNZ and do not count in the threshold of \$60k so we are well under the need to Register for GST.

Thank you. Bev Cason

Discussion: Financials were discussed at the last committee meeting:

- On the 10<sup>th</sup> January \$8,812.35 from term deposit, was deposited into the South Island account to help fund the South Island Championships. At the committee meeting it was approved to put \$8,000 into a term deposit and to rename the South Island Champs account.
- Pole training day – monies raised from the 2019 winter series (around \$6,000) has been included in the general income (not specified in a special category)
- Harper Horse coaches – donated labour and parts to refurbish the equipment trailer with a significantly reduced invoice.

**MOTION:** To receive the Balance Sheet and Statement of Accounts

Moved: Allie Harper

Seconded: Sandra Cleaver

Carried: Yes

#### 4. Area Judges Officer (AJO) Report:

Noelene Keen

The season began with Judges in their new allocated levels to coincide with Australian Judges Levels so as both New Zealand and Australian judges can now judge on both sides of the Tasman.

Our judges upgrading system has also been tweaked to correspond with Australian System.

A Judges Clinic was held in Mosgiel, in August 2019, to bring judges up to speed with the levels and tests which came into place at the beginning of 2019/2020 season. It was very refreshing to have new tests to judge as it was for riders to ride, some being more challenging than others, putting more emphasis on the level of training of the horse.

We also changed back to what we called the tests e.g., Prelim Novice Elementary, etc.

Our local judges have been busy giving of their time judging at local and out of area to Otago and Christchurch.

Lyn Fox judged at the Junior Dressage Championships in Taupo.

Noelene Keen judged at Horse of the Year.

Karen Robins also travelled to Horse of the Year to observe and write for NZ higher level judges and overseas judges.

It is of great experience to travel to other areas, especially to the North Island, as you get to judge combinations you haven't seen before, some being the best in New Zealand, and to experience working alongside NZ higher level judges and overseas judges.

During the season Fiona Sharp came onto the list at level F and has been judging along with her riding at local and Otago tournaments. Kerry Jensen is in training to come on to the list. Helen Christie continues to travel the world judging and stewarding for eventing. Helen was also appointed Chief Steward for the Tokyo Olympics which have sadly been put on hold due to the Covid 19 state of the world.

The season has not been without its ups and downs for Dressage Southland. Firstly floods cancelled the South Island Dressage Championships at Gore in February. Our Autumn Tournament also cancelled in March as all equestrian sport, along with all sports in New Zealand, went in to lock down due to the Covid 19 world pandemic.

Hoping that we can get through these difficult times New Zealand is placed in and, as we emerge, that we look after ourselves in the south and get back on track again looking after our local riders.

To conclude, I would personally like to thank Sharon and Jenny as Judges Sub Committee, for the hard work they have put in during the season. It has not been easy for them due to two cancellations of tournaments. Your dedication and hard work has not gone un-noticed during this difficult season and your work is much appreciated.

Noelene Keen

Dressage Southland AJO

**MOTION:** To receive and accept the AJO's report

Moved: Noelene Keen

Seconded: Karen Robbins

Carried: Yes

5. **MOTION:** To elect Norma Parks as a Patroness

Moved: Sonja Swale

Seconded: Marlene Parkinson

Carried: Yes

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## 6. Election of Organising Committee

### Scrutineers for Election of Organising Committee:

Agnes Irwin and Karen Robbins

#### President

Received: Sonja Swale    Nominated: Theresa Kingipotiki    Seconder: Marlene Parkinson

**Sonja Swale is duly appointed**

#### Vice President

Received: Fiona Sharp    Nominated: Jenny Affleck    Seconder: Meredith McEwan  
Received: Liz Ferns    Nominated: Sonja Swale    Seconder: Marlene Parkinson

Voted:

**Liz Ferns is duly elected**

#### Secretary

Received: Lucy McKelvie    Nominated: Marlene Parkinson    Seconder: Allie Harper

**Lucy McKelvie is duly appointed**

#### Competition Secretary

Received: Corinne Ward    Nominated: Kerrie Morrison    Seconder: Sonja Swale

**Corinne Ward is duly appointed**

#### Treasurer

Received: Dianne Elliotte    Nominated: Sonja Swale    Seconder: Dianne Elliotte

**Dianne Elliotte duly appointed**

#### Area Delegate

Received: Rebecca McKee    Nominated: Vicky Hammond    Seconder: Marlene Parkinson

**Rebecca McKee duly appointed**

Rider's Representative

Received: Rebecca McKee      Nominated: Rebecca McKee      Seconder: Dianne Elliotte  
**Rebecca McKee duly appointed**

Area Judge's Officer (AJO)

Received: Noelene Keen      Nominated: Sonja Swale      Seconder: Noelene Keen  
**Noelene Keen duly appointed**

Judge's Coordinator

Received: Sharon Muirhead      Nominated: Jenny Affleck      Seconder: Agnes Irwin  
**Sharon Muirhead duly appointed**

Stabling and Parking Manager

Received: Tyler McKee      Nominated: Allie Harper      Seconder: Marlene Parkinson  
**Tyler McKee duly appointed**

Sponsorship Coordinator

Received: Sonja Swale      Nominated: Dianne Elliotte      Seconder: Vicky Hammond  
**Sonja Swale duly appointed**

SEPT representatives (selected for Dressage Southland)

**Marlene Parkinson      Allie Harper**

Health & Safety Coordinator

Received: Mary Davis      Nominated: Sonja Swale      Seconder: Noelene Keen  
**Mary Davis duly appointed**

Writer's coordinator on the organising committee:

Due to the financial outlay etc. Jenny felt the Writers Co-ordinator is a crucial role.

**MOTION:** for the writer's coordinator, to be part of the organising committee

**Moved:** Jenny Affleck

**Seconded:** Allie Harper

**Carried:** Yes

Writer's Coordinator (new motion above for inclusion on the organising committee role carried)

Received:      Nominated:      Seconder:

**Vicky Hammond is happy to learn the role under the guidance of the past coordinator/s.**

**Therefore, Vicky Hammond duly appointed.**



Showgrounds Liaison

Received: Fiona Sharp

Nominated: Marlene Parkinson

Seconded: Fiona Sharp

**Fiona Sharp duly appointed**Executive Committee

Last year roles were:

President

Vice President

Area Delegate

Competition Secretary

Treasurer

**MOTION:** that the Executive Committee consists of: President, Vice President, Area Delegate, Competition Secretary and the Treasurer

Moved: Sonja Swale

Seconded: Brendan Cleaver

Carried: Yes

Discussion:

Area Judge's Officer? Important role and a major expense for competitions

Amend to include the AJO role

**AMENDMENT TO THE MOTION:** that the Executive Committee consists of: President, Vice President, Area Delegate, Competition Secretary, Treasurer and the Area Judge's Officer.

Moved: Sonja Swale

Seconded: Brendan Cleaver

Carried: Yes

## 7. Election of non-committee supporting roles

First Aid Officer/s

Received: Tania Fairbairn

Nominated: Sonja Swale

Received: Karen Robins

Nominated: Noelene Keen

**Tania Fairbairn and Karen Robins are duly appointed**Scorer

Received: Mandy Sinclair

Nominated: Mandy Sinclair

Seconded: Corrine Ward

Received: Diana Rickerby

Nominated: Diana Rickerby

Seconded: Rebecca McKee

**Mandy Sinclair and Diana Rickerby are duly appointed**Official Photographer

Received: Kristel Mack Saunders

Nominated: Kristel Mack Saunders

Seconded: Sonja Swale

**Kristel Mack Saunders duly appointed**

Arena Coordinator

Received: Marlene Parkinson    Nominated: Marlene Parkinson    Seconded: Allie Harper

**Marlene Parkinson duly appointed**

Musical Freestyle Coordinator

Received: Brendan Cleaver    Nominated: Brendan Cleaver    Seconded: Mary Davis

Noted: Assistance from Mr Fox at any time

**Brendan Cleaver duly appointed**

Catering Manager

Received: None

Nominated:

Seconded:

Administration Manager

Received: Corinne Ward

Nominated: Corinne Ward

Seconded: Rebecca McKee

**Corinne Ward duly appointed**

Young Rider Coordinator

Received: Sandra Cleaver

Nominated: Liz Ferns

Seconded: Allie Harper

**Sandra Cleaver duly appointed**

Announcer

Received: Meredith McEwan

Nominated: Meredith McEwan

Seconded: Jenny Affleck

**Meredith McEwan duly appointed**

Publicity

**MOTION:** that the Publicity Officer role be a separate non-committee support role

**Moved: Meredith McEwan**

**Seconded: Liz Ferns**

**Carried: Yes**

Publicity Officer

Organises photos for media etc. (not face book/ website) when required

Received: Meredith McEwan

Nominated: Vicky Hammond

Seconded: Marlene Parkinson

**Meredith McEwan duly appointed**

Website Officer

Received: Dianne Elliotte      Nominated: Sonja Swale      Seconded: Peggy Angus-Cook  
**Dianne Elliotte duly appointed**

Facebook:

The Competition Secretary and Sponsorship Committee (and at the discretion of the Organising Committee) are administrators for the Dressage Southland Facebook page.

Griffin Equestrian Centre delegates (2 members)

Received: TBA      Nominated:      Seconded:

Judge's Coordination subcommittee

Received: Jenny Affleck      Nominated: Jenny Affleck      Seconded: Sharon Muirhead  
**Jenny Affleck duly appointed**

Sponsorship subcommittee

Received: Rebecca McKee      Nominated: Rebecca McKee      Seconded: Dianne Elliotte  
 Received: Allie Harper      Nominated: Allie Harper      Seconded: Dianne Elliotte  
 Received: Liz Ferns      Nominated: Liz Ferns      Seconded: Dianne Elliotte  
**Rebecca McKee, Allie Harper and Liz Ferns duly appointed**

Secretary Subcommittee

Received: Dianne Elliotte      Nominated: Marlene Parkinson      Seconded: Dianne Elliotte  
 Received: Liz Ferns      Nominated: Allie Harper      Seconded: Sonja Swale  
**Diane Elliotte and Liz Ferns duly appointed**

Writer's Coordinator Subcommittee

**MOTION:** to create a Writer's Convenor subcommittee

**Moved:** Allie Harper      **Seconded:** Marlene Parkinson      **Carried:** Yes

Writer's Coordinator Subcommittee members

Received: Corinne Ward      Nominated: Corinne Ward      Seconded: Vicky Hammond  
 Received: Sonja Swale      Nominated: Sonja Swale      Seconded: Vicky Hammond  
**Corinne Ward and Sonja Swale duly appointed**

Competition Secretary subcommittee:

**MOTION:** to develop a Competition Secretary subcommittee

Moved: Corinne Ward                      Seconded: Dianne Elliotte                      Carried: Yes

Expressed interest: Diana Rickerby, Cheryl Nicol

Signatories:

**Currently:** Listed by name, instead of position

**Discussion:** need a minimum of 2; perhaps President, Treasurer, Competition Secretary?

**MOTION:** for the signatories to consist of those holding the following positions: President, Treasurer and Competition Secretary

Moved: Mary Davis                      Seconded: Liz Ferns                      Carried: Yes

8. To appoint an Honorary Independent Financial Reviewer

Teresa Morgan (CPA) is prepared to be our Honorary Independent Financial Reviewer)

**MOTION:** to appoint an Honorary Independent Financial Reviewer, being Teresa Morgan

Moved: Sonja Swale                      Seconded: Karen Robbins                      Carried: Yes

9. To appoint an Honorary Veterinarian

**MOTION:** to appoint an Honorary Veterinarian being VetSouth

Moved: Sonja Swale                      Seconded: Allie Harper                      Carried: Yes

10. To appoint an Honorary Farrier

- a. Difficulty to assign due to availability

**MOTION:** to provide a list of local farriers prior to competitions rather than appoint an honorary farrier

Moved: Dianne Elliotte                      Seconded: Meredith McEwan                      Carried: Yes

11. General Business

In regard to Organising Committee Roles:

We will need to consider how we allow interested parties to be appointed to roles throughout the year and holding a special general meeting for appointing a person to a committee role/s may be required.

**MOTION:** appointments to non-committee roles maybe made during the year without the requirement of a special general meeting. Vacant organising committee roles must be filled at an AGM or special general meeting.

Moved: Sonja Swale

Seconded: Vicky Hammond

Carried: Yes

No further business

**Meeting closed at 2pm**

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