



**Minutes of the Board of ESNZ Endurance  
Held at 9.00am on 4<sup>th</sup> August 2017  
At the ESNZ National Office, 86 Customhouse Quay, Wellington**

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<b>Present:</b>	Alison Higgins – Chair	AH
	Marie Wakeling	MW
	Sue Billigheimer	SB
	Louisa Muir	LM
	Daryl Owen	DO
	Jenny Weston	JW

**Apologies:** Shane Dougan

<b>In Attendance:</b>	Dana Kirkpatrick – ESNZ General Manager	GM
	Jo Lankow – Endurance Administrator	JL
	Emma Gowan – ESNZ Executive Assistant & Minute Taker	

**1. Induction**

An induction manual had been prepared for all board members which covered the areas of:

- ESNZ
- The Endurance Board
- Terms of reference and agreements
- Rules – ESNZ, Endurance and FEI
- Finance
- Performance / High Performance

It was noted that the idea of the manual is for Board members to keep them updated so that they could be passed on to other board members in the future.

The Board thanked ESNZ for providing the induction manual, noting that it was good to have all documents in one place.

**2. Code of Conduct / Agreed ways of working**

- The Board was provided with a copy of the code of conduct for signing. Board members were asked to read the document thoroughly, understand it and abide by it once signed.
- All Board members in attendance signed the code of conduct. Shane Dougan to sign the code of conduct at the next meeting.
- Agreed ways of working – it was noted that the Board would work on this at the strategy session the following day.

**3. Conflict Register**

- All Board members were asked to provide Emma with a list of any conflicts to form a register.

- Sue Billigheimer declared a conflict relevant to the National Championships which was on the agenda to be discussed later on in the day.

#### 4. Minutes of Previous Meeting (22<sup>nd</sup> July 2017)

The Board agreed that the minutes of meeting held on the 22<sup>nd</sup> July 2017 were a true and accurate record and ready to be published on the website.

**MOVED: Alison Higgins / Daryl Owen**

**ACTION: Jo to publish on the website**

It was noted that the standard practice for minutes was to approve them at the next meeting then publish them. The Board discussed approving the minutes via email following each meeting so that they could be published sooner. It was agreed to write a short summary following each meeting, which would state that the full minutes would follow in due course.

#### 5. Health & Safety

- The Board was provided with a list of incidents that had been registered to Endurance for the season.
- The Board requested that Jo add ESNZ H&S links to the schedules. **ACTION: Jo**
- Discussion about how crediting of ride time allowances are handled if a rider stops on course to assist another rider. The Board agreed that this was a bit of a grey area and would ask the Technical Committee to look at it. **ACTION: Refer to TC**
- The GM advised the Board that if they had any questions regarding H&S that they could ask her or Heidi Bulfin who looked after ESNZ's H&S.
- It was agreed that the Board would ask the GM if Heidi could assist with creating a risk register for endurance.

#### 6. Appointments

The Board confirmed the following appointments:

- Veterinary Sub-committee** - Jenny to follow up with the Vets that she had already approached for this role, plus approach further identified vets if necessary.
- Treasure** – Sharon Nisbett
- Chair of Endurance Technical Committee** – TBC
- Board representative for Endurance Technical Committee** – Alison Higgins
- Endurance representative for ESNZ Technical Committee** – Murray Smith
- Board representative for CTR Committee** – Sue Billigheimer
- Endurance representative for NEC Taupo** – Daryl Owen
- Endurance representative for NEC Christchurch** - Sue Billigheimer. It was noted that Sue had already attended her first meeting.
- Officials Training Panel Members** – Kelly Haywood, Ron Guest and Wendy Farnell. It was agreed to add Heidi Bulfin onto this panel to provide a link to CTR. Jenny to draft letter to panel advising them of Heidi's appointment. It was noted that there should be a terms of reference for this Panel and asked Jo to locate it. **ACTION: JW**
- Cheque signatories** – Alison Higgins, Sharon Nisbett and Warrick Allan at ESNZ as a backup.

The Board assigned the following portfolios:

- ESNZ Board** – Alison Higgins
- Finance** – Alison Higgins, Sharon Nisbett, Jenny Weston, Sue Billigheimer
- Performance** – Sue Reid and Andrea Smith

- n) **Junior / Young Rider Committee** – Chris Enstrom and Sue Reid. It was agreed that a letter be written to Chris regarding his time input and support moving forward.  
**ACTION: AH**
- o) **Sponsorship** – TBC following discussion regarding Sport Administrator role.
- p) **Technical** – Alison Higgins
- q) **Trophies** – Jo Lankow. The Board requested that a guideline for trophies be written up, and include having to sign for the trophy, having photo taken with trophy and looking after it.  
**ACTION: JL**
- r) **Veterinary** – Jenny Weston to ask Lucy Holdaway again if she would carry on.  
**ACTION: JW**
- s) **Publicity** – Daryl Owen. Marie Wakeling and Sue Billigheimer also offered to help where needed. Daryl was to look at getting a monthly newsletter up and running and ask each club to supply something for the newsletter. ESNZ informed that Mailchimp was available for use at no charge. It was agreed to call the new newsletter “Go the distance, are you up for it”.
- t) **Grants/Funding and Minutes** – TBC following discussion regarding Sport Administrator role.
- u) **CTR Committee** - Sue Billigheimer, Heidi Bulfin, Jane Ferguson, Sue Drinnan
- v) **Club Liaison** – rather than appointing a Board member to liaise with each club, a facebook page had been set up to communicate with the clubs. Sue Billigheimer had been appointed to lead this.
- w) **Delegates to ESNZ AGA** (nine required) – All Endurance Board members, Heidi plus one further TBC.

The Board noted that every Committee needed to have a terms of reference. ESNZ could help by providing a template for any committees that did not currently have one if required.

Agreed that terms of reference to be completed for:

- Technical Committee – ESNZ to provide ESNZ Technical Committee ToR as template.
- CTR Committee
- Trophies Guideline – **ACTION: JL**
- Officials Panel – agreed this panel to work in with Technical Committee

It was agreed that Louisa Muir coordinate the ToR for all committees and portfolios.

**MOVED: Alison Higgins / Marie Wakeling**  
**ACTION: LM**

National and High Performance Selectors – the Board needed to check the ToR for these appointments to see when their term ends, but it was agreed to send a letter to all current selectors to ask if they were willing to commit to the end of their term. It was agreed that a criteria be developed that the selectors would need to meet and that this be included in the letter to be sent.

It was agreed to ask the Performance Committee to draft and put forward recommendations for the selector’s criteria. It was noted that in some disciplines they called for expressions of interest for these types of roles.

## 7. National Championships

- The Board was provided with an updated ToR and National Champs agreement which had been amended based on what was working and what wasn’t working.

- The Board had received a letter from the Canterbury Endurance Club which noted that the club was happy to go it alone financially if the Board would underwrite a \$10k loan which would be paid back upon securing funding.
- The Board agreed to respond to the Canterbury Club to clarify the following points:
  - That the underwriting of the \$10k would be based on the understanding that the club are going to apply for funding.
  - Any damages to equipment would be the responsibility of the club – noting that insurance under ESNZ does not cover this. It was noted that the hire company should be providing insurance, but that if it didn't the club would need to take out insurance.
  - That the Board would like to see a budget and also a funding timeline before going any further.
  - Reporting back to the Board – the Board requested a monthly report on progress.
- Sue to take the above back to the Canterbury Club. **ACTION: SB**
- The Board tasked Jo, in conjunction with Sue Billigheimer, with updating the Nationals agreement specific to the Canterbury Club based on their request. **MOVED: Alison Higgins / Daryl Owen**  
**ACTION: JL & SB**
- Alison to approach sponsors for Nationals buckles. **ACTION: AH**

#### 8. ESNZ Loan

- The GM noted that Jumping and Dressage had agreed to the loan and funds had been received.
- Eventing had agreed to the loan but not yet transferred the funds due to it currently being in a term deposit.
- The GM noted that the loan repayments had been factored into the ESNZ Budget.
- ESNZ would report back six monthly to the disciplines on how ESNZ was tracking.
- The Board agreed to loan ESNZ \$7,500 at 5% interest over three years, repaid monthly.  
**MOVED: Alison Higgins / Sue Billigheimer**

#### 9. ESNZ Service Fee

- The ESNZ Board had reviewed all discipline service fees for the 2017/18 year.
- The service fee for Endurance was proposed to go from \$3k to \$4k.
- The increase in fee was a contribution to the costs of the ESNZ audit process – ESNZ's total audit cost is \$28k.
- It was noted that any photocopying and postage costs incurred would be charged on top of the service agreement.
- The Board agreed to pay its share of \$1k of the audit process in full, which would then keep the monthly service fee being paid at the current rate.  
**MOVED: Alison Higgins / Marie Wakeling**
- The Chair thanked ESNZ for their support of Endurance over the last 12 months.

#### 10. Sport Administrator Role

- The Board went into-committee for this agenda item.
- Jo Lankow and the ESNZ Executive Assistant were not present for this discussion.
- Following discussion, the Board agreed to further discuss what is required at the Strategy session the following day and come back to the next meeting with a plan.

#### 11. Online Entries

- The GM highlighted that the online entry system was linked to the ESNZ database which makes it easier for checking registrations.

- Endurance to have conversation with Equestrian Entries regarding setting up their system to take Endurance entries. The Board agreed that Jo was the best person placed to start dialogue with Equestrian Entries. **ACTION: JL**

**12. Budget**

The Treasurer had provided a draft budget which the ESNZ Finance Team had put into the ESNZ budget template.

It was noted that the budget did need checking in terms of having less clubs and potentially less entries etc.

ESNZ to tidy up the spreadsheet and double check the figures before circulating to the Board. **ACTION: ESNZ**

**13. FEI Rules**

- The Board was provided with a copy of proposed modifications to the FEI Endurance rules for 2018.
- Feedback was due by 15<sup>th</sup> September with final draft rules made available on 24<sup>th</sup> October.
- It was noted that discussion had taken place at the AGM around the proposed weight for athletes.
- The Technical Committee would discuss the proposed modifications.
- The Board agreed to ask the Technical Committee to go through the national rule book and align the rules. The Board would then go out to the members for consultation via survey monkey and hold forums to gain feedback. A SGM would be required to approve the rules.
- Aim of aligning the rules – to make it simple for new people coming into the sport.
- Multi-day rides – it was agreed that rules around this to be incorporated into the rules.

**ACTION: TC**

**14. Longer rides at non-affiliated events**

- Any risks to horse welfare can be dealt with by adding a clause to the waiver signed when entering the competition.

**ACTION: JL, JW, AH**

**15. Competing Abroad**

- It had been brought to the attention of ESNZ that some Endurance riders were competing abroad without obtaining the correct approval from ESNZ.
- ESNZ would be writing to the rider concerned plus the National Federations of Australia and South Africa.

**16. Clubs in Recession**

- The Board queried if there was any way of finding out if the clubs that have gone into recession had any assets that could be put on hold in case anyone wanted to restart the club again.
- The GM noted that clubs would need to start providing their financial statements again as the ESNZ Audit, Finance & Risk Committee had recently asked for this information.

**17. Inwards Correspondence**

- The GM had received a complaint from a member regarding the tone during a social occasion in the evening after the AGM was over.
- The GM would respond to the member and advise that her concerns had been raised and discussed with the Board and that the new Board had received an induction which included the signing of the code of conduct.
- Board members to bear in mind in future.

**18. Reports**

The Board received the following reports:

- High Performance Report
- Performance Report

Both reports were accepted and taken as read. **MOVED: Alison Higgins / Daryl Owen**

**19. Board Meeting Dates**

The Board set the following meeting dates for 2017-18:

- 28th September 2017 - Board meeting following ESNZ AGA, Wellington
- 29<sup>th</sup> September 2017 - Board meeting until lunchtime, Wellington
- 28<sup>th</sup> October 2017 - Forums in both islands (Taupo and Christchurch)
- 25<sup>th</sup> November 2017 - SGM to approve rules, Wellington (&Board meeting)
- 31<sup>st</sup> January 2018 - Board Meeting
- 22<sup>nd</sup> February 2018 - Teleconference Meeting
- 5<sup>th</sup> May 2018 - Forum at NEC Taupo
- 6<sup>th</sup> May 2018 - Board Meeting, Taupo
- 28<sup>th</sup> July 2018 - AGM, Palmerston North

Jo to add the above dates into the calendar and publish on the website.

**ACTION: JL**

**20. Close of Meeting**

There being no further business the meeting closed at 4.00pm.