



Minutes of the Board of ESNZ Endurance
Held from 8.45 10th October 2018
At ESNZ Boardroom, Level 1 Panama House, 22 Panama Street, Wellington

Present:

Sue Billigheimer (meeting chair)	SB
Shane Dougan	SD
Louisa Muir	LM
Daryl Owen	DO
Marie Wakeling	MW

Apologies:

Alison Higgins
Jenny Weston

In Attendance: Jo Lankow – Endurance Administrator & Minute Taker

1. **Welcome:** Sue welcomed everyone to the meeting.
2. **Conflicts relevant to the agenda:**
Sue – proposed official for NI Champs
Shane – President of NI Champs OC
3. **Minutes of Previous Meeting – 27th July and 29th July 2018**
The Board agreed that the minutes of the meetings held on the 27th & 29th July were a true and accurate record. **Moved: Sue/Marie**
4. **Matter Arising from Previous Minutes:**
 - Biosecurity – follow up with Jenny
 - Junior Manager – Pip Mutch will take this on with help from Marie Wakeling and Sue Reid
 - Talk to Heidi re police vetting for Pip **Action: JL**
5. **Action List**
 - 2020 Championship events –
 - NI Champs – Waikato. Date to be confirmed once SI Champs date confirmed
 - SI Champs – Marlborough. Possibly beginning of February. TC to confirm. **Action: MW**
 - Nationals – Mt Nimrod. Looking at last weekend in March, not Easter weekend.
 - Above three dates to be confirmed prior to 1st December 2018 **Action: MW**
 - National Camps Catering – included in Nationals Report
 - Relay Competition– Wairarapa not interested in holding a relay at NI CTR Champs.
 - Open Elevator Rides – still to be discussed by TC **Action: MW**
 - Name plate for reallocated trophy. Still to be done. **Action: JL**
 - Weekend Getaways – have a raffle instead for home entertainment system or similar.
Sue and Daryl to do flyer. **Action: SB & DO**
 - 1000 tickets with 700 physical tickets being given to Board members to sell and 300 electronic tickets being sold via FB.
 - Sue to contact Noel Lemmings **Action: SB**

- A spreadsheet payment form to keep track of who has paid for the tickets so Sharon can enter them into Money works on a weekly basis. **Action: JL**
- Equidays – Louisa and Marie unable to attend. Daryl to talk informally to potential sponsors. **Action: DO**
- Rugs for championship events – in progress.

Action list completed

6. Meeting Dates

- Board Meetings
 - Next physical meeting at end of January/beginning of February to coincide with proposed visit by the FEI Endurance Director. Date to be confirmed.
 - Other physical meetings to be held in conjunction with North Island May Forum, and Endurance AGM.
 - Evening Zoom meetings to be held monthly.
- Forums
 - North Island 18/19 May
 - South Island 11/12 May.
 - TC Chair to attend South Island forum.
 - It was moved that the TC Chair be reimbursed for flights to attend the SI forum

Moved Sue/Daryl

- AGM – not decided at meeting. Subsequently decided to be held on 6th July.

7. Publicity Terms of Reference

- Approved

8. Appointment of ESNZ Endurance Steward General

This position has been vacant since Wendy Farnell resigned in September 2017. Discussion held on possible candidates for this role as they must be a minimum of Level 2 FEI Steward.

- Decided to ask Barbara Avery if she would be interested in taking this on.

Action: MW

- Job description to go with letter

Action: JL

9. Resolution for Funding for National Champs

“It is resolved that ESNZ Endurance applies to the following for funding for the 2019 National Championships”

- Infinity Foundation – Ribbons \$392
- Pub Charity – Hire Equipment \$1395.65
- Rugs and embroidery/screen printing – Pelorus Trust Quotes to come
- Lion Foundation – Vets Quotes to come
- Radio Operators – Southern Trust Quotes to come
- Farrier - Fourwinds Foundation Quotes to come

Moved: Sue Marie

10: Relay Rules

Relay rules presented for approval. Discussion held and decided to remove the clause relating to lifetime kilometres.

- Remove lifetime kms clause **Action: JL**
- Best held as special events, possibly in the off season.
- Relay rules approved for sending out to the clubs once CTR Relay rules drafted and approved. **Action: JL**
- CTR Relay rules to be drafted **Action: SB**

11. Championship Events Roster

This had been sent to the TC for discussion. One member of the TC had raised some issues with the roster. Discussion held on the roster.

- All clubs to have a turn at holding the events but can ask another club(s) to assist.
- Roster to be put on the Club Liaison FB page **Action: SB**

12: Mt Linton Club

The affiliation agreement that was in force at the time the Mt Linton Club went into recess doesn't allow the Endurance Board to ask the Club to hand over the assets to a new group or to advise the club they must come out of recess. Letter to be sent to Trevor with Shane to sign. **Action: JL & SD**

13. New Zealand/Australia FEI Officials Exchange Programme

Deferred until next meeting.

14: Strategic Planning Focus

Discussion on what areas to focus on for each two month period. Decided as follows:

- August/September Fundraising and Sponsorship
- October/November Fundraising, Sponsorship and Communication
- December/January Increasing participation
- February/March Assisting clubs
- April/May Live tracking
- June/July Reviewing Strategic Plan

Communication

- Send out survey following officials' courses to get feedback from those attending. **Action: MW**
- Put printable version of Officials List on Club Liaison FB page **Action: JL**

Assisting Clubs – It was moved that the Board purchase 10 "Ask Me" vests for distribution to the clubs. **Moved Marie/Sue**

Sue to arrange for purchase of vests in either pink or purple **Action: SB**

15. Inwards Correspondence

- Letter from K Duncan – dealt with by TC
- Letter from Nelson Club - Subject to the budget being received from the OC it was provisionally approved to pay the Nelson Club \$3500.
- Email from A Smith – Trans Tasman approved to be at the 2019 Ruahine FEI event. Moved that Andrea liaise with Australia. **Moved Marie/Sue**
Andrea to be advised **Action: JL**
- Letter from DRNZ – Letter to go to DRNZ thanking them for the invitation but declining as it doesn't fit within our rules for mandatory rest periods and that it would have a detrimental effect on events that are already on our calendar.

Action: JL

16. Reports

- CTR Report noted as read and accepted.
- Development and Mentoring noted as read and accepted. Marie to speak to Andrea to get criteria altered slightly. **Action: MW**
- Financial Report noted as read and accepted. Accounts approved for payment.
 - It was moved that Sue, as Finance Committee chair, be given viewing access to the bank account **Moved Marie/Shane**

- High Performance Report noted as read and accepted.
 - The Board had a discussion on the merits of having a team at WEG or if it would be better concentrating on sending teams Endurance World Champs starting with the 2014 World Champs. Letter to be sent to ESNZ & HP. **Action: MW**
- National Champs Report – Louisa gave a verbal report. She will do the catering and look into the possibility of having food available for sale during the day. May need to book a coffee cart. If food is available for sale then advise the Jumping group we are sharing the venue with. Budget tracking in right direction. Report accepted.
- North Island Champs Report noted as read and accepted.
 - Approval given for use of horse and signage. Shane and Daryl to arrange getting this to the event.
 - It was moved that the proposed officials/vets be approved. **Moved: Marie/Louisa**
 - The Board agreed to grant a dispensation from the Endurance Championship rules to allow Intro classes to be held. This is granted providing the OC ensure there is sufficient space available to ensure the health and safety of humans and horses and that the Intro classes do not in any way have a negative impact on those competing in the other classes.
 - Ride Programme approved with Intro rides as per the proviso above.
 - It was moved that an ESNZ dispensation be requested for a three year period to allow riders who are not full members and unregistered horses to compete at Endurance Championship events. **Moved: Sue/Daryl**
Action: JL
 - Draft budget approved.
 - Entry fees. The Board are happy with the entry fees proposed but suggest to the OC that if they are struggling to make ends meet then the Board have no objection to the fees being raised to the level of recent championship events.
 - OC to be advised of the above **Action: JL**
- Officials Training Panel Report noted as read and accepted.
 - FEI officials' courses and course budgets approved.
- Technical Committee Report noted as read and accepted.

17. General Business

- **ESNZ Endurance FB page Admins**
 - Getting too many admins/editors for this page. Only three required.
 - Remove Alison and Daryl and add Kelly for publicity purposes. **Action: JL**
 - Advise Kelly and also contact Heidi to discuss her possible removal. **Action: SB**

18. Close of Meeting

There being no further business the meeting closed at 11.30am